

**TOWN OF COLEBROOK**  
17 Bridge Street  
Colebrook, New Hampshire 03576

Phone: 603-237-5200  
Fax: 603-237-5069  
email: [Colebrook-nh@myfairpoint.net](mailto:Colebrook-nh@myfairpoint.net)  
Website: <http://www.colebrook-nh.com>

## Application for Conceptual Review

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

Name of Proposed Project: \_\_\_\_\_

Concept of the Project: \_\_\_\_\_

\_\_\_\_\_

---

### Plan or sketch to include:

- A. Scale: no specific scale is required provided that the sketch plan is legible.
- B. Submit one (1) **sketch** plan prepared in ink or marker, not pencil.
- C. Plan sheet size is to be either on 8 1/2" x 11" or 11" x 17" paper.
- D. Date, title and approximate north arrow.
- E. Name and address of the owner and the applicant, if different from owner.
- F. A **sketch** plan of the site showing major existing natural feature, such as brooks, rivers, ponds, woods, existing or proposed buildings with approximate size and use.
- G. The approximate location of all buildings within fifty (50) feet of the site and the approximate location of all intersecting roads or driveways and utilities (water, sewer, etc.) within two hundred (200) feet. Plan views of all buildings, either existing or proposed, on site, including their use, approximate size, and approximate location.
- H. General location of property lines.
- I. The lot area.
- J. Preliminary location of off-street parking and loading spaces.
- K. The general location and width of access ways and egress ways.

**Instructions:** It is *strongly encouraged* that a Conceptual Review be conducted with the Planning Board prior to submitting a formal application. If you decide to do so, this form with all required/recommended data must be submitted to the Planning Board prior to a scheduled regular meeting.

\_\_\_\_\_  
Applicant's Signature      Date

\_\_\_\_\_  
Owner's Signature      Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

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### **Application for Site Plan Review**

Whenever any development of a site regulated by this regulation is proposed; before any construction, land clearing or building development is begun; **before any permit for the erection of any building or authorization for development on such site shall be granted**, the developer or his authorized agent shall apply for and secure approval of such proposed site development in accordance with the following procedure.

**Site plan review is required for the expansion of an existing non-residential or multi-family use, or for a change from a previously approved site plan.**

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

Site Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone # \_\_\_\_\_

Owner of Property (if different than applicant): \_\_\_\_\_  
\*Be sure a letter of permission is attached

Name and Address of Agent (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Detailed Nature of the Use Being Proposed: \_\_\_\_\_  
\_\_\_\_\_

To have an application accepted as complete prior to the Planning Board's consideration for approval, an applicant must:

1. Submit this form with Site Plan Review Checklist;
2. Provide a list of abutters and addresses;
3. Provide all information required by the Site Plan Review Regulations or request a waiver and
4. Remit full payment of application fees to the Board **20 days before the regular monthly meeting.**

It is strongly recommended that applicants meet with the town staff and conduct a conceptual review with the Planning Board prior to completing an application for Site Plan Review.

*AGREEMENT*

The undersigned owner and/or his/her designated agent hereby submit to the Colebrook Planning Board, a site review plan dated, entitled \_\_\_\_\_ and requests approval of said plat. In consideration for this approval and the privileges accruing thereto, the applicant hereby agrees:

- A. To carry out the improvements as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
- B. The applicant hereby agrees to provide ongoing maintenance of drainage, utilities, signs, buffers, landscaping and screening, and the provisions for protection of natural features, at no cost to the town.
- C. The applicant hereby agrees to all provisions of the site plan as approved and understands the site plan can be revoked at the discretion of the Planning Board if provisions are not met.
- D. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections.
- E. To give the Town on demand, proper deeds for land or right-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
- F. To save the Town harmless from any obligation it may incur, or repairs it may make, because of applicant's failure to carry out any of the foregoing provisions.
- G. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised site plan is submitted to and approved by the Board.

The undersigned owner may designate an agent (relative, surveyor, real estate broker, etc.) to carry out the application process and to whom all related communications may be addressed:

Applicant's Signature	Date	Property Owner's Signature	Date
-----------------------	------	----------------------------	------

Applicant's Address	Property Owner's Address
---------------------	--------------------------

Phone Number	E-mail Address, if any	Phone Number	E-mail Address, if any
--------------	------------------------	--------------	------------------------

Agent's Signature, if applicable	Agent's Address, if applicable
----------------------------------	--------------------------------

Phone Number	E-mail Address, if any
--------------	------------------------

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## Site Plan Review Requirement Checklist

This checklist is intended as a guideline to assist the applicant and the Planning Board in the planning review process. The type of project proposed will determine the types of information required by the Planning Board to review a proposed Site Plan. This completed checklist must be initially submitted by the applicant as part of the Site Plan Review Application. This checklist is only a guideline. Applicants are referred to Article V of the Site Plan Regulations for the binding requirements unless waiver(s) are granted by the Planning Board. Waivers must be requested in writing with explanation why waiver should be granted (see separate form).

**Applicant:** \_\_\_\_\_

Project Title: \_\_\_\_\_

Property Location: \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

	<u>Provided</u>	Not <u>Applicable</u>	Waiver <u>Requested</u>	Planning <u>Board</u>
Provide <u>three</u> paper copies of site plan layout, to scale, including:				
1. Date Plan Prepared	_____	_____	_____	_____
2. Scale and north arrow	_____	_____	_____	_____
3. Name & address of applicant and owner	_____	_____	_____	_____
4. Name, address & stamp of registered engineer / Licensed land surveyor	_____	_____	_____	_____
5. Location of property	_____	_____	_____	_____
6. Street, tax map and lot #	_____	_____	_____	_____
7. Location of existing building(s)	_____	_____	_____	_____
8. Location of proposed building / expansion	_____	_____	_____	_____
9. Vicinity sketch showing location of site in relation to existing public street system	_____	_____	_____	_____
10. Location of all buildings within 50 feet of site line of existing abutting streets, including property line setbacks	_____	_____	_____	_____
11. Surveyed property lines with bearings, distances, monuments & lot area	_____	_____	_____	_____

	<u>Provided</u>	<u>Not Applicable</u>	<u>Waiver Requested</u>	<u>Planning Board</u>
12. Existing & proposed grades	_____	_____	_____	_____
13. Location of all intersecting roads / driveways within 200 feet	_____	_____	_____	_____
14. Provisions for both auto and pedestrian traffic flow	_____	_____	_____	_____
15. Proposed parking spaces (total number) and/or sidewalks	_____	_____	_____	_____
16. Location of off street loading facilities	_____	_____	_____	_____
17. Location of natural features, such as streams, ponds, ledge outcrops	_____	_____	_____	_____
18. Location of existing and proposed sewer and water lines and utilities	_____	_____	_____	_____
19. Location of public & private utilities / connections, including provisions for fire protection	_____	_____	_____	_____
20. Location of proposed landscaping & screening	_____	_____	_____	_____
21. Exterior lighting plan	_____	_____	_____	_____
22. Location and size of proposed signs	_____	_____	_____	_____
23. Stormwater drainage plan showing:				
a. The existing and proposed methods of handling stormwater runoff.	_____	_____	_____	_____
b. The direction of flow of the runoff through the use of arrows.	_____	_____	_____	_____
c. The locations, elevation and size of all catch basins dry wells, drainage ditches, swales, retention basins and storm sewers.	_____	_____	_____	_____
d. Engineering calculations used to determine drainage requirements.	_____	_____	_____	_____
24. 100-year flood elevation line included along with wetland delineation	_____	_____	_____	_____
25. Location of existing and proposed deed restrictions easements, covenants	_____	_____	_____	_____
26. Proposed buffer zone, if applicable	_____	_____	_____	_____
Have you considered:				
27. Plans for snow removal and storage	_____	_____	_____	_____
28. Copies of all applicable state and/or federal approvals Permits, licenses, and inspections	_____	_____	_____	_____

	<u>Provided</u>	<u>Not Applicable</u>	<u>Waiver Requested</u>	<u>Planning Board</u>
29. Fire Chief Authorization, if applicable	_____	_____	_____	_____
30. Health Officer Authorization, if applicable	_____	_____	_____	_____

The following items may be required by the planning board before approval is granted:

31. Erosion and sediment control plan	_____	_____	_____	_____
32. Traffic impact analysis	_____	_____	_____	_____
33. Environmental impact statements	_____	_____	_____	_____
34. Wetlands board dredge and fill permit	_____	_____	_____	_____
35. Driveway access permit	_____	_____	_____	_____
36. Construction bonding	_____	_____	_____	_____
37. Town engineer review of proposal	_____	_____	_____	_____
38. Miscellaneous engineering studies	_____	_____	_____	_____
39. Other studies or reports the planning board determines are necessary to make an informed decision	_____	_____	_____	_____

The checklist finalized and submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Checklist and / or information submitted reviewed by:

\_\_\_\_\_  
Planning Board Chairman

\_\_\_\_\_  
Date

Town of Colebrook  
NEW WATER/SEWER SERVICE APPLICATION

Name: \_\_\_\_\_ Service No. \_\_\_\_\_

The undersigned request that a service pipe be laid to \_\_\_\_\_ street and hereby agrees to take and use water, subject at all times to all rules and regulations established by the Board of Selectmen.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Class of Service (Check)

Commercial: \_\_\_\_\_

Residential: \_\_\_\_\_

Size of Service requested: \_\_\_\_\_

Rates, Rules, & Regulations, Connection Charges

The connection charge is made up of four separate charges depending on the use of the property, size of service pipe and the size and type of meter installed; the four components are:

1. The total cost of the service pipe installation between the main and the property line to be borne completely by the customer.
2. Water meter cost includes the outside recorder.
3. Total cost of installation borne completely by the customer.
4. The cost of the water used during construction before a meter is set, \$2.50 per calendar day.

Service application fee for new service, \$ 50.00

The above charge reflects the cost of processing the service application. The customer must notify the utility when the building is complete and ready for a meter installation. If the customer fails to do so, an estimated water bill shall be rendered for each quarter which any water if any has been used.

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

Is a backflow prevention device required?    \_\_\_ Yes    \_\_\_ No

Is an industrial discharge permit (State permit for Sewer) required?    \_\_\_ Yes    \_\_\_ No

Details: \_\_\_\_\_

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Water/Sewer Supervisor

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

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## Application for Waiver of Subdivision/Site Plan Review Regulations

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

Location: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

I/We request that the Planning Board grant a waiver from the Colebrook Subdivision Regulations and/or Site Plan Review Regulations for the above named project. The sections of the regulations which I/We wish to be waived are: (Use additional pages if necessary)

<u>Item #:</u>	<u>Reason(s) for Waiver Request:</u>
_____	_____
_____	_____
_____	_____

Signature of Owner or Agent: \_\_\_\_\_  
\*\*\*\*\*

Date Received by Planning Board: \_\_\_\_\_ Received By: \_\_\_\_\_

### Planning Board Disposition:

- A waiver from the Colebrook Subdivision and/or Site Plan Review Regulations for the above named project and for the following sections has been **GRANTED**:

<u>Item #:</u>	<u>Conditions:</u>	<u>Effective Date:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- A waiver from the Colebrook Subdivision and/or Site Plan Review Regulations for the above named project and for the following sections has been **DENIED**:

<u>Item #:</u>	<u>Reason(s) for the denial:</u>
_____	_____
_____	_____
_____	_____

Signature of Planning Board Chairman: \_\_\_\_\_ Date: \_\_\_\_\_



**COLEBROOK PLANNING BOARD  
FEE SCHEDULE**

RESIDENTIAL .05 CENTS PER SQ. FT. -- \$25.00 MINIMUM  
PLUS, \$12.25 PER STRUCTURE FOR GPS LOCATION

COMMERCIAL .10 CENTS PER SQ. FT -- \$50.00 MINIMUM  
PLUS, \$12.25 PER STRUCTURE FOR GPS LOCATION

SIGNS \$20.00 PER SIGN  
EACH SIGN NEEDS A SEPARATE APPLICATION

DRIVEWAYS \$50.00 PER APPLICATION

SUBDIVISION \$100.00 PER APPLICATION, PLUS \$20 PER LOT CREATED  
CERTIFIED MAILING PER EACH ABUTTER AT COST  
NEWSPAPER AD AT COST  
\*SEPARATE CHECKS TO COOS COUNTY REGISTRY OF DEEDS

BOUNDARY-LINE \$75.00 PER APPLICATION  
ADJUSTMENT CERTIFIED MAILING PER EACH ABUTTER AT COST  
NEWSPAPER AD AT COST  
\*SEPARATE CHECKS TO COOS COUNTY REGISTRY OF DEEDS

SITE PLAN \$75.00 PER APPLICATION  
PUBLIC HEARING CERTIFIED MAILING PER EACH ABUTTER AT COST  
NEWSPAPER AD AT COST

GREENHOUSE COSTS RESIDENTIAL - \$25.00 – NO SIZE LIMIT  
COMMERCIAL - \$50.00 - NO SIZE LIMIT

VOLUNTARY MERGER COOS COUNTY REGISTRY RECORDING FEE

COPY OF REGULATIONS \$5.00 PER SECTION / \$10.00 TO MAIL

ALL INSPECTION SERVICES REQUIRED BY THE BOARD WILL BE BILLED  
AT COST IN ADDITION TO THE STANDARD PERMIT FEE

Effective: 07/07/2015

SITE PLAN  
REVIEW REGULATIONS  
FOR THE  
TOWN OF COLEBROOK, NEW HAMPSHIRE

Originally Adopted on May 8, 1988  
Revised March 2, 2004  
Revised August 4, 2015

## SITE PLAN REGULATIONS

### CONTENTS

- I. AUTHORITY
- II. PURPOSE
- III. REVIEW PROCEDURED
  - A. WHEN SITE PLAN REVIEW IS REQUIRE
  - B. PRELIMINARY CONSULTATION AND REVIEW
  - C. COMPLETED APPLICATION
  - D. FILING SUBMISSION AND COMPLETED APPLICATION
  - E. BOARD ACTION ON COMPLETED APPLICATION
  - F. PUBLIC HEARING
  - G. NOTICES
  - H. FEES
  - I. FAILURE TO IMPLEMENT
- IV. PERFORMANCE GUARANTY
  - A. PERFORMANCE GUARANTY
  - B. INSPECTION FEES
  - C. WAIVER
- V. SUBMISSION REQUIREMENTS
- VI. GENERAL STANDARDS
- VII. DEFINITIONS
- VIII. WAIVER OF REQUIREMENTS
- IX. AMENDMENTS
- X. ENFORCEMENT AND PENALTIES
- XI. SEPARATIBILITY
- XII. EFFECTIVE DATE

## **SITE PLAN REVIEW REGULATIONS**

### **TOWN OF COLEBROOK, NEW HAMPSHIRE**

#### **I. AUTHORITY**

Pursuant to the authority vested in the Colebrook Planning Board by the voters of the Town of Colebrook in accordance with the provisions of New Hampshire Revised Statutes Annotated, 674:43, the Colebrook Planning Board adopts the following rules for the development of tracts for non-residential uses, for multi-family dwelling units other than one and two-family dwellings, for mobile home parks, or for condominium developments, whether or not such development includes a subdivision or resubdivision of the site. These regulations shall be entitled "Site Plan Review Regulations, Town of Colebrook, New Hampshire.

#### **II. PURPOSE**

The purpose of the site plan review procedure is to protect the public health, safety, and welfare; to protect property values; to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to avoid unnecessary and adverse impacts on neighboring property and uses; and to guide the character of development.

The site review procedure does not relieve the developer from compliance with the zoning ordinance, subdivision regulations or any other ordinance which pertains to the proposed development. No site plan will be approved until it complies in all respects to any and all pertinent ordinances and regulations.

Site plan review is required for the expansion of an existing non-residential or multi-family use, or for a change to a previously approved site plan, including when a business moves into an existing location, regardless if a prior business existed in that space, or when a business expands its building footprint, increases the number of parking spaces, or expands the number of patrons (such as a restaurant). (Amended: August 2015)

#### **III. REVIEW PROCEDURE**

##### **A. General Procedure – When Site Plan Review is Required.**

Whenever any development of a site regulated by this regulation is proposed; before any construction, land clearing or building development is begun; before any permit for the erection of any building or authorization for development on such site shall be granted; and before any site plan may be filed in the office of the Register of Deeds of

Coos County, the developer or his authorized agent shall apply for and secure approval of such proposed site development in accordance with the following procedure.

**Developments with Regional Impact** - Pursuant to RSA 36:56, upon receipt of an application for a site plan review, the Board shall review it and determine whether or not the development, if approved, could reasonably be construed as having the potential for impact beyond the boundaries of the Town of Colebrook. This regional impact could result from a number of factors, such as, but not limited to, the following:

1. Relative size or number of units compared with existing stock;
2. Transportation network;
3. Proximity to the borders of neighboring community;
4. Anticipated emissions such as light, noise, smoke, odors or particles;
5. Proximity to aquifers or surface water which transcend municipal boundaries, and
6. Shared facilities such as schools and solid waste disposal facilities.

Doubt concerning regional impact shall be resolved in a determination that the development has a potential impact. Upon determination that a proposed development has a potential regional impact, the Board shall afford the Regional Planning Commission and the affected municipalities the status of abutters for the limited purpose of providing notice and giving testimony. Within five (5) business days of reaching a decision that a development has regional impact, the Board shall by certified mail, furnish the Regional Planning Commission, as well as the affected municipalities, with copies of the minutes of the meeting at which the decision was made and copies of the initial project plan (costs to be borne by the applicant). At least fourteen (14) days prior to the public hearing, the Board shall notify by certified mail, all affected municipalities and the Regional Commission of the date, time and place of the hearing and the right to testify concerning the development. (Amended: August 2015)

#### B. Preliminary Consultation and Review

1. The applicant may appear at a regular meeting of the Planning Board to discuss a proposal in conceptual form and in general terms. Such preliminary consultation shall be informal and directed toward:
  - a. Reviewing the basic concepts of the proposal.
  - b. Reviewing the proposal with regard to the Town Master Plan, Zoning Ordinance, the Subdivision Regulations, and
  - c. Guiding the applicant relative to necessary state and local requirements.
2. Preliminary consultation and review shall not bind the applicant or the Board. No discussion beyond general concepts shall take place without identification of and notice to abutters and the general public as described hereinafter.

### C. Completed Application

1. A completed application sufficient to invoke jurisdiction of the Board, must include sufficient information to allow the Board to proceed with consideration and to make an informed decision.
2. The following shall be required for and shall constitute a completed application:

An application for site plan approval properly filled out and executed by the applicant and filed with the Board in accordance with Article III, Section D, together with the following:

- a. The names and addresses of the applicant and all abutters as indicated in Town records not more than five (5) days before the day of filing.
- b. A check payable to the Board to cover filing fees, mailing, advertising, recording, and other costs provided in Articles III, Section H.
- c. Three paper print copies of the Site Plan Layout in accordance with and accompanied by the information required in Article V.

### D. Filing and Submission of Completed Application

1. The completed application shall be filed with the Board or its agent at least fifteen (15) days prior to a scheduled public meeting of the Board.
2. The completed application shall be formally submitted to and accepted by the Board only at a regularly scheduled public meeting after due notification to applicants, abutters, and the general public of the date the completed application will be submitted and received by the Board.
3. An incomplete application filed by the applicant will not be formally accepted by the Board, nor will notices of a public meeting be mailed, posted, or published as provided under Article III, Section G.
4. Applications may be disapproved by the Board without public hearing on grounds of failure of the applicant to supply information required by these regulations, including:
  - a. Abutter's identification and information required for Preliminary Layout;
  - b. Failure to pay costs of notices or other costs and fees required by these regulations, or
  - c. Failure to meet any reasonable deadline established by these regulations.
5. When a completed application is accepted by the Board, the Board shall provide a receipt to the applicant indicating the date of formal acceptance.

#### E. Board Action on Completed Application

1. The Board shall consider the completed application within thirty (30) days of its submission. After review of the completed application, and after a duly noticed public hearing as provided in Article III, Section F, the Board may grant a conditional approval or final approval of the completed application within sixty-five (65) days after submission of the completed application, subject to extension or waiver as provided in accordance with RSA 676:4 (formerly 36:23).
2. Approval of the site plan shall be certified by written endorsement on the site plan and signed by the Chairman or Secretary of the Board. The Board or its agent shall transmit a copy of the site plan with such approval endorsed in writing therein to the Register of Deeds of Coos County. The developer / applicant shall be responsible for the payment of all recording fees. In case of disapproval of any plan submitted, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and written notice given to the applicant.
3. If the Planning Board has not obtained an extension as provided in Article III, Section E1, and has not taken action to approve or disapprove the completed application within sixty-five (65) days of its acceptance, the applicant may obtain from the Selectman an order directing the Board to act within thirty (30) days. Failure of the Board to act upon such order of the Selectmen shall constitute grounds for the applicant to petition the Superior Court as provided in RSA 676:4.

#### F. Public Hearing

Prior to approval of a site plan, a public hearing shall be held as prescribed by RSA 676:4, and notice to applicants, owner if different than applicant, abutters, easement holders, any professional whose seal appears on the plan and the general public shall be given in accordance with Article III, Section G. The public hearing shall be held at the next regular meeting or within 30 days after submission of the completed application. The Planning Board may hold a hearing on Site Plan review in conjunction with a subdivision hearing if both are required for a project. A hearing for site plan review by the Planning Board may be held at the same time and place that a hearing for a variance is held for the project by the Board of Adjustments.

#### G. Notices

1. Notice of the submission of a completed application shall be given by the Board to the applicants, owner if different than applicant, abutters, easement holders, and any professional whose seal appears on the plan by certified mail, return receipt requested, mailed at least ten (10) days prior to the submission, and to the general public at the same time by posting in at least two public

places in the town, or publication in a newspaper of general circulation. The notice shall give the date, time, and place of the Board meeting at which the application or other item(s) will be formally submitted to the Board, and shall include a general description of the proposal which is subject of the application or of the item to be considered, and shall identify the applicant and location of the proposed site development.

2. For any public hearing on the completed application, the same notices as required for notice of submission of the completed application shall be given. If the notice of public hearing has been included in the notice of submission or any prior notice, additional notice of the public hearing is not required, nor shall additional notice be required of any adjourned session of a hearing with proper notice if the date, time and place of the adjourned session was made known at the prior hearing.

#### H. Fees

1. A completed application shall be accompanied by a filing fee as set forth in the Colebrook Planning Board Fee Schedule.
2. All costs of notices, whether mailed, posted or published, shall be paid in advance by the applicant. Failure to pay costs shall constitute valid grounds for the Board to terminate further consideration and to disapprove the plat without a public hearing.
3. The Board may require special investigation studies, environmental assessments, traffic studies, economic impact studies, a legal review of documents, administrative expenses, and other matters necessary to make an informed decision. The cost of such studies and investigations shall be paid by the applicant prior to the approval or disapproval of the site plan.
4. A site plan review fee is not required when the site plan application is carried out in conjunction with a subdivision application.

#### J. Failure to Implement

1. If an applicant fails to implement the proposed use, or in cases of construction, fails to undertake active and substantial development as set forth in RSA 674:39 I (a), within one year of the date of the Planning Board's approval, whether or not the approval is subject to conditions, then the approval shall lapse, and no further work shall be done in furtherance of the approval, in the absence of additional hearing and action by the Planning Board. If the approval has been recorded, the Board may initiate action to revoke the approval pursuant to RSA 674:4-a.



2. In accord with RSA 674:39, III, the Planning Board may, as part of its approval decision, specify a threshold level of work which must be complete within one year in order to constitute “active and substantial development”. In addition, the Board may, as part of its approval, for good cause, specify a period of longer than one year within which such work must be performed.
3. Prior to expiration of the one year, the applicant may apply at a regular Planning Board meeting for an extension to meet the conditions of the approval. The Planning Board may, due to circumstances beyond the applicant’s control or for other good cause, grant an extension of the one year or other specified period. No such extension shall be granted except after notice and hearing in the same manner for a hearing on an application.  
(Amended: August 2015)

#### **IV. PERFORMANCE GUARANTY**

##### **A. Performance Guaranty**

As a condition precedent to approval of any site plan, the developer shall file with the Board before approval of the site plan certified check payable to the Town of Colebrook, or a faithful performance bond running to the town, and issued by a surety company acceptable to the selectmen, in an amount of money equal to the total of the cost of construction of all streets, utilities, and improvements, as specified in the site plan, or such other surety acceptable to the Selectmen.

##### **B. Inspection Fees**

Where so required by the Planning Board, prior to the approval endorsement of the Planning Board on the final plan, the applicant shall pay the Town of Colebrook an amount of money estimated by the Planning Board to fully compensate the Town for all inspection and testing charges deemed necessary by the Planning Board relating to such improvements required as conditions of approval. All inspection and testing shall conform in quality and quantity to accepted engineering and construction practices.  
(Amended: August 2015)

##### **C. Waiver**

The Board may waive the requirement to post bond or other surety and grant approval of the site plan on condition(s) acceptable to the Board and the developer.

## V. SUBMISSION REQUIREMENTS

### A. General Requirements

1. Site Plan with the following characteristics:
  - a. Maximum plan size: 22" x 34".
  - b. Suggested scale: 1" = 40'.
  - c. Submit three (3) copies of blue or black line prints.
  - d. Date, title, north point, scale.
  - e. Name and address of developer and applicant
  - f. Name, address, and stamp of the Registered Professional Engineer and/or Registered Land Surveyor who prepared the plan.

### B. Site Plan Requirements

1. Surveyed property lines showing bearings, distances, monuments, and the lot area, and names of all abutters.
2. Existing and proposed grades, drainage systems and structures, with topographic contours at intervals not exceeding 2 feet with spot elevations where grade is less than 5 percent, otherwise not exceeding 5 foot contour intervals.
3. The location of all buildings within 50 feet of site lines of existing abutting streets, and the location of all intersecting roads or driveways within 200 feet, together with an identification of the use of abutting properties.
4. Natural features such as streams, marshes, lakes or ponds, types of vegetation, and ledge outcrops. Manmade features such as, but not limited to, existing roads, structures and landscaping. Such map shall indicate which of such features are to be retained and which are to be removed or altered.
5. A vicinity sketch (suggested scale 1" equals 400') showing the location of the site in relation to the surrounding public street system. The zoning districts and boundaries for the and up to 1,000 feet from the site shall be shown. One hundred year flood elevation line shall be included where applicable.
6. The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to distance of 200 feet. (Required for on-site water or sewage facilities only.)
7. The size and location of existing and proposed public and private utilities and utility connections, with all necessary engineering data. Include provisions for fire protection.

8. The shape, size, and location of existing and proposed structures, including expansion of existing buildings.
9. The location, type, and size of all proposed landscaping and screening.
10. Exterior lighting plan and proposed signs (advertising and instructional) to be located on site that will have minimal impact on abutters (at the discretion of the Board.) (Amended: August 2015)
11. A storm drainage plan, including plans for retention and slow release of storm water where necessary, including the location, elevation and site of all catch basins, dry wells, drainage ditches, swales, culverts, retention basins, and storm sewers. Indicate direction of flow through the use of arrows. Show the engineering calculations used to determine drainage requirements. Plan for snow removal and storage should be indicated.
12. A circulation plan of the interior of the lot showing provisions for both auto and pedestrian circulation. An access plan showing means of accesses and egress, and proposed changes to existing public streets, sidewalks or curbs, including any traffic control devices or signs necessary in conjunction with the site development plan.
13. Proposed streets with street names, driveways, parking spaces, sidewalks, with indication of direction of travel the width of streets, driveways, and sidewalks, and the total number of parking spaces shall be shown. In addition, loading spaces and facilities associated with the structures on the site shall be done.
14. Construction drawings including, but not limited to, pavements, walks, steps, curbing, and drainage structures.
15. The location of all buildings' setbacks required by the zoning ordinance.
16. Location of zoning district boundaries including wetlands and flood plain.
17. The lot area, street frontage, and the zoning requirements for minimum lot size and frontage.
18. The location of all existing and proposed deed restrictions, easements, covenants, etc.
19. A soils classification map, together with descriptive information for each type of soil (required for on-site sewage disposal only.)
20. Copies of all applicable state and federal approvals, permits and inspections. (Amended: August 2015)
21. The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

**VI. GENERAL STANDARDS**

In the review of any site plan conducted under these regulations, the Planning Board shall ascertain that adequate provisions have been made by the owner or his authorized agent for the following:

- A. Improvement to existing streets, traffic access to the site from town streets, on-site vehicle and pedestrian circulation, parking, loading facilities, emergency vehicle access, shall all be designed to ensure the safety of vehicles and pedestrians. Signal devices shall be included if necessitated because of increased traffic generated by the development.

1. Parking Space Requirements:

Off-street parking spaces shall be provided in any district in accordance with the specifications set forth in this section whenever any new use is established or any existing use enlarged. Parking provided by public lots in lieu of on-site parking may be utilized to fulfill some or all of the parking requirements when provided within a distance appropriate to the proposed use but not exceeding 400 feet, upon approval of the Planning Board. Minimum standards for parking lot construction are outlined in the following tables:

<u>Use</u>	<u>Parking Spaces Required</u>
Lodging, House, Hotel/Motel	1 for each lodging unit and 1 per 3 employees
Residential	2 per dwelling unit
Church and School	1 per 3 seats in principal assembly room
Private Club or Lodge	1 per 4 members
Theater	1 per 3 seats
Hospital, Nursing & Convalescent Home	1 per 3 beds, and 1 for each 3 employees on the day shift
Professional Office, Business Service, And Medical Clinic	1 for every 250 square feet of gross area
Retail Business and Personal Service Establishment	1 for every 200 square feet of gross area
Shopping Center	1 for every 150 square feet of gross area
Eating and Drinking Establishment	1 for every 3 seats

Industrial	1 for each 1.25 production employees in the Largest shift; 1 space for each 1.75 non-Production employees; and 1 space for each Customer or visitor and executive parking Need as required all based on the highest Expected employee occupancy
Golf Course / Clubhouse	2 spaces per green and 1 per driving range tee 1 per 200 square feet of clubhouse gross area, plus, 1 per 3 restaurant / lounge seats
Indoor Recreation facility	1 space per 150 square feet of gross floor area
Outdoor recreation facilities (Includes motorized and non-Motorized trail accesses and Boating/Fishing accesses)	1 space per peak hour user, including adequate space for trailers and unloading, if applicable
Minimum Parking Space	9 feet by 18 feet
Minimum Aisle Width	One Way: 18 feet Two Way: 24 feet

Adequate parking shall be provided for all commercial vehicles which are required for the ordinary operation of the facility.

2. Off-Street Loading Facilities shall be provided for all institutional, commercial, and industrial uses. These facilities shall be located so that delivery vehicles are parked outside of the street right-of-way.
- B. Landscaping and screening shall be provided with regard to the impact on the adjacent properties, the public highway and the site itself.
1. Large parking areas (over three double rows) shall be landscaped. Signs shall be properly placed.
  2. Buffer zones are required for all commercial, industrial and multi-family uses to the extent they are necessary to reduce noise, and for visual considerations. A minimum

buffer zone of five feet shall be maintained; a wider buffer zone may be required where impact of development is not compatible with abutting uses.

- C. Storm drainage of the site shall be designed for at least a 25-year flood and, if the existing drainage system to which the site drainage system will be connected is inadequate, provisions shall be made for retention and gradual release of storm water in order to meet the minimum 25-year demand.
- D. For sites within the flood plain, provisions shall be made to minimize flood damage and exposure to flood hazards on and off site in accordance with the zoning ordinances. Requirements for site plans having land designated as “Special Flood Hazard Areas” by the National Flood Insurance Program (NFIP) are: (Amended: March 2001)
  - 1. The Planning Board shall review the proposed development to assure that all necessary permits have been received 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, 33 U.S.C. 1334.
  - 2. The Planning Board shall require that all site plan proposals for developments greater than 50 lots or 5 acres, whichever is lesser, include within such proposals, Base Flood Elevation (BFE) data (i.e. floodplain boundary and 100-year flood elevation).
  - 3. Sufficient evidence (construction drawings, grading, and land treatment plans) shall be submitted so as to allow a determination by the Planning Board that:
    - a. All such proposals are consistent with the need to minimize flood damage;
    - b. All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage, and,
    - c. Adequate drainage is provided so as to reduce exposure to flood hazards
- E. Provision shall be made for snow storage during winter months.
- F. Provision shall be made for the site to be serviced by necessary utilities which may include water for fire and domestic use, sanitary sewer, electric and gas.
- G. Provisions shall be made for adequate and appropriate outdoor lighting.
- H. Provisions shall be made for protection of natural features.
- I. All developments shall meet the standards and requirements included in the Town of Colebrook Zoning Ordinance and Subdivision Regulations.
- J. Construction requirements shall be in accordance with “Standard Specification for Road and Bridge Construction” as published by the State of New Hampshire Department of Transportation. Where alternative construction specification are given, the Planning Board shall determine which shall be applicable.

- K. The Planning Board may set more stringent requirements with respect to any of the foregoing specification if conditions warrant such action in the opinion of the Board. Topography and natural features of the site, as well as the density of development, are examples of such conditions.

## VII. DEFINITIONS

- A. Change of Use: Any material change to a previously approved site plan, or series of changes over a three-year period. (Amended: August 2015)
- B. Commercial: Means of or relating to activities conducted to provide goods or services, or both, or to create, manufacture, or otherwise produce goods of any kind, whether for profit or not, regardless of where the activities occur. The term does not include home office activities conducted in an individual's own residence where no non-domestic wastewater is generated, but does include other business and industrial operations conducted in a portion of a structure that otherwise is a residence. (Amended: August 2015)
- C. Development: A development means the construction of improvements on a tract or tracts of land for non-residential use or use for multi-family units, other than one and two family dwellings, to include mobile home parks or condominiums.
- D. Zoning Ordinance and Subdivision Regulations: The definitions contained in the Zoning Ordinance and Subdivision Regulations shall apply to the site plan review regulations, where applicable.

## VIII. WAIVER OF REQUIREMENTS

- A. Upon written request by the applicant, or upon the motion of any regular member, the Board may vote to waive, in whole or in part, any provision(s) of Section V when, in the majority opinion of the Board, such provision(s) would be inappropriate or superfluous to informed evaluation of the site in question.
- B. Upon written request by the applicant, the Board may vote to waive, in whole or in part, any provision(s) of Section VI when, in the majority opinion of the Board:
1. Literal enforcement of the regulation would create unnecessary hardship due to unique characteristics of the site in question, and
  2. Such waiver would not adversely compromise the purpose or intent of the regulation.

**IX. AMENDMENTS**

Amendments to these site plan review regulations shall be made in the manner described in RSA 675:6.

**X. ENFORCEMENT & PENALTIES (Amended August 2015)**

- A. Enforcement: These regulations shall be enforced by the board or its duly authorized representative.
- B. Penalties: Any person, firm, corporation or other business entity or contractor violating any of the provisions of this regulation shall be subject to a fine or penalty of not more than permitted by State statute, for each day such violation may exist. This shall not limit the right of the Board of Selectmen to enforce such state statutes and regulations as might apply to such violations.

**XI. SEPARATABILITY**

If any provision herein shall be held to be invalid for any reason by a court, such holding shall not invalidate in any manner other provision(s) contained herein.

**XII. EFFECTIVE DATE**

This Ordinance shall take effect upon a vote by the Planning, filing of the regulation with the Town Clerk and the Board of Selectman.

Adopted on May 3, 1988

Revisions: March 2, 2004

Revised: August 4, 2015



**COLEBROOK PLANNING BOARD  
FEE SCHEDULE**

RESIDENTIAL .05 CENTS PER SQ. FT. -- \$25.00 MINIMUM  
PLUS, \$12.25 PER STRUCTURE FOR GPS LOCATION

COMMERCIAL .10 CENTS PER SQ. FT -- \$50.00 MINIMUM  
PLUS, \$12.25 PER STRUCTURE FOR GPS LOCATION

SIGNS \$20.00 PER SIGN  
EACH SIGN NEEDS A SEPARATE APPLICATION

DRIVEWAYS \$50.00 PER APPLICATION

SUBDIVISION \$100.00 PER APPLICATION, PLUS \$20 PER LOT CREATED  
CERTIFIED MAILING PER EACH ABUTTER AT COST  
NEWSPAPER AD AT COST  
\*SEPARATE CHECKS TO COOS COUNTY REGISTRY OF DEEDS

BOUNDARY-LINE \$75.00 PER APPLICATION  
ADJUSTMENT CERTIFIED MAILING PER EACH ABUTTER AT COST  
NEWSPAPER AD AT COST  
\*SEPARATE CHECKS TO COOS COUNTY REGISTRY OF DEEDS

SITE PLAN \$75.00 PER APPLICATION  
PUBLIC HEARING CERTIFIED MAILING PER EACH ABUTTER AT COST  
NEWSPAPER AD AT COST

GREENHOUSE COSTS RESIDENTIAL - \$25.00 – NO SIZE LIMIT  
COMMERCIAL - \$50.00 - NO SIZE LIMIT

VOLUNTARY MERGER COOS COUNTY REGISTRY RECORDING FEE

COPY OF REGULATIONS \$5.00 PER SECTION / \$10.00 TO MAIL

ALL INSPECTION SERVICES REQUIRED BY THE BOARD WILL BE BILLED  
AT COST IN ADDITION TO THE STANDARD PERMIT FEE

Effective: 07/07/2015