

# TOWN OF MARLBOROUGH

## Site Plan Review Regulations

2022 Edition

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## **TOWN OF MARLBOROUGH SITE PLAN REVIEW REGULATIONS**

(Effective January 2014. Revised March 8, 2022)

### **SECTION I GENERAL INFORMATION**

A. Intent: The purpose of these regulations is to provide for the safe and appropriate development of a site and to prevent conditions that would present a danger of injury to the health, safety, or prosperity of the community. It also provides for the aesthetically pleasing and harmonious development of the community and its environs and includes but is not limited to groundwater protection, all types of pollution, site configuration and layout and on-site sanitary facilities.

B. When required - A Site Plan Review is required for:

1. The development, change, or expansion of the use of tracts for non-residential uses or for multi-family dwelling units, which are defined as any structures containing more than two dwelling units, whether or not such development includes a subdivision or re-subdivision of the site. Change or expansion is defined as any project that has an estimated total cost of more than \$5,000.

2. Major subdivisions (four or more lots) even if not multi-family or non-residential.

3. All uses permitted in the Zoning Ordinance as special exceptions after approval by the Zoning Board of adjustment.

4. The cutting or removal of trees, or the tearing down or destruction of stone walls, or portion(s) thereof, on any road designated as Scenic (Roads) listed in Appendix VI.

### **SECTION II PROCEDURES**

A. Standards/other ordinances. The standards specified in this document are to be used by the applicant in the preparation of the site plan for review. These standards do not relieve a developer, agent or any individual from compliance with the Zoning Ordinance, Subdivision Regulation or any other ordinance pertaining to the proposed development. Questions should be addressed to the Planning Board through the Town Clerk's office at 603/876-4529.

B. Planning Board Review Procedures

**1. Submission of Application.** Applications must be filed with the Town Clerk, accompanied by applicable fees, by the deadline published at the Town Office and at the public notice kiosk at the Marlborough Post Office.

**2. Review Periods.** The Planning Board will review the application to determine if it is complete and meets the requirements of this regulation. Within 30 days of the determination,

the Planning Board shall place the proposed site plan on its agenda and shall act to approve or disapprove the application within 65 days of acceptance of a completed application. For minor plans, the chair may review the application for completeness and place it on the agenda at the same meeting.

If complications arise, the Planning Board may apply to the Board of Selectmen for an extension not to exceed an additional 90 days before acting to approve or disapprove the application. Failure of the Planning Board to act within these time frames will be deemed approval of the proposal. Should this occur, the Selectmen will issue upon request a letter of certification documenting the date the site plan application was submitted, including a statement that the Planning Board failed to take action within the appropriate time and the certificate is sufficient in lieu of the written endorsement or other evidence of approval.

**3. Public Hearing and Notice.** Once the application has been found complete and placed on the agenda, the Planning Board shall hold a public hearing. A notice shall be placed in the local newspaper and posted on the Town Office bulletin board and at the public notice kiosk at the Marlborough Post Office not less than 10 full days before the meeting. The notice shall state the time and location of the meeting and a brief description of the proposal contained in the application, including the location of the proposed activity. The applicant, all abutters and all professional(s) whose seal(s) appear on any plat submitted to the Board (i.e., engineers, architects, soil scientists, surveyors and the like) and all holders of conservation, preservation or agricultural restrictions as defined under NH RSA 477:45 shall be notified of the time and location of the meeting with a brief description of the proposal contained in the application and the location of the proposed activity. These notices shall be by means of certified mail not fewer than 10 days prior to the hearing date. The cost of advertising and mailing of the notices is included in the application fee. If subsequent action for hearing continuations or other actions require further advertising and/or mailings, the application will be billed for any fees as well as for costs for consultant/expert reviews.

**4. Concurrent and Joint Hearings.** The Planning Board may hold a hearing on a site plan review in conjunction with the subdivision hearing or the Zoning Board of Adjustment hearing for a special exception if the project requires action by both boards.

**5. Planning Board Consultation.** Prior to the submission of a formal application, the owner(s) or legal representative may submit preliminary plans and/or sketch of the proposal for a non-binding consultation at no cost. The consultation is for discussion purposes. For major proposals, the Planning Board highly recommends non-binding consultations as well as design and preliminary reviews. These consultations can help avoid costly revisions for the developer during review of the final site plan.

**6. Waiver Procedures.** The Planning Board may, at its discretion, waive any specific requirement for the submission of plans and/or supporting documentation upon the request of the applicant, when in the opinion of the Planning Board, such data is unnecessary to adequately review the site plan or, such documentation does not apply to the proposed site plan application and that the purpose and intent of these regulations are fulfilled.

**7. Amendments.** Amendments to this regulation shall be made as required by NH RSA 674:44.

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

**9. Additional Information.** The Planning Board may require such additional information as it deems necessary to apply the regulations contained herein. When requested, the applicant is required to provide such information in a timely manner.

**10. Threshold Level.** As part of its approval of an application, the Planning Board may specify the threshold level of work which shall constitute “active and substantial development or building” for purposes of NH RSA 674:39 (relating to exemptions from changes in regulations and ordinances).

### **SECTION III REQUIREMENTS FOR THE SITE PLAN**

**A. Site plan application copies.** One copy is required for the preliminary review. Three copies are required for the design review. Three copies and a mylar are required for the final review.

**B. Identification of plan.** The plan must contain the following information: name and address of person(s) or firm preparing the plot plan, scale of the map, north arrow, date, map and lot numbers. The plot plan shall be prepared by a State of NH Licensed Land Surveyor. The scale is suggested at one inch equals forty feet, unless waived by the Planning Board per Section II (B) (6).

**C. Location of the site.** Identification and description of the site including boundary lines, angles and bearing of the lines, dimensions, lot area and names and addresses of owners or record and abutting land owners.

**D. Structures.** Identification of shape, size, height & location of proposed structures or expansion of existing buildings & other structures located on the site & all existing structures within 200 ft of the site.

**E. Natural features.** The plan should show trees, streams, marshes, lakes or ponds including the 100 yr. flood elevation line where applicable. Provisions to protect these natural features must also be shown.

**F. Soil survey.** The plan must include a high intensity soil survey for plot layouts to include septic system layout and wetland identification as specified in Appendix I to this regulation. Wetlands are identified as poorly drained and very poorly drained soils.

**G. Soil erosion plan.** The plan must include a soil erosion and sediment plan as specified in Appendix II to this regulation. Plans for removal and storage of snow must also be shown.

**H. Rights of way.** The width and length of existing and proposed streets, driveways, parking spaces, sidewalks (with indication of travel for one-way streets and drives and inside radii of all curves) must also be shown. Standards for proposed streets will be as specified in Section V of the Subdivision Regulation. Permits for curb cuts on State roadways must be obtained from the State Highway District #4 in Keene. (Contact the Town Clerk's office for contact information.) All other curb cuts must be approved by the Town Road Agent. (Note: Town guidelines for driveways and permits are available from the Town Clerk.)

A circulation plan of the interior of the lot with access and egress points must be shown. Traffic control devices require the approval of the Chief of Police and must also be shown. Acceptance of new streets/roads is by petition and must be accepted by the voters of the Town at the annual Town Meeting.

**I. Utilities.** Following NFPA standards, the size and location of all existing or proposed public and private utilities will be shown, including specific details showing the proximity of propane tanks to structures (especially windows, vents and air conditioners). Horizontal propane tanks will be enclosed by an approved fence which will be at least four feet high to prevent access by children or unauthorized persons.

**J. Landscaping.** The proposed location, type and size of all proposed landscaping and screening will be shown. Consideration to the realistic concerns of abutters will be given to minimize negative impact. Parking areas (more than three double rows) will include interior landscaping.

**K. Lighting/signs.** Exterior lighting plans and proposed signs will be shown. Lighting should not reflect or cause glare upon abutters' properties. Signs require a separate permit from the Board of Selectmen.

**L. Utility service:** Provisions to service necessary utilities like water for firefighting and domestic use, sanitary sewer, electrical and gas utilities will be shown. "As built" plans for developments will be furnished for permanent Planning Board files. Fire controls may require the approval of the Fire Chief.

**M. Community impact.** For major developments, the plan will state the cost of the project using information from Appendix III.

**N. Industrial waste.** If the project is a potential producer of industrial waste as defined in Appendix V, approval is required from the Pretreatment Coordinator at the Keene Wastewater Treatment Plant, 603/357-9836.

## **SECTION IV BONDING AND OCCUPANCY**

**A. Bonding.** Prior to starting work on a project, the Planning Board, through the Board of Selectmen, may require a performance bond, irrevocable letter of credit or other type of security as well as proof of insurability. Such security will be necessary for street work, utilities, landscaping and building completion. Upon completion of specific portions for which security was required, release of such security will be affected. The amount, sufficiency, terms and form of security will be determined by the value of the undertaking.

**B. Occupancy.** No development may be occupied or used unless a certificate of occupancy has been issued by the Building Inspector. A certificate may not be issued until these requirements have been met unless some kind of security has been approved by and furnished to the Board of Selectmen for unfinished improvements.

## **SECTION V FLOODPLAIN REGULATIONS**

For subdivisions and site plans that involve land designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP):

A. 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.

B. The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).

C. The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading, and land treatment plans) so as to allow a determination that:

- (i) all such proposals are consistent with the need to minimize flood damage;
- (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and,
- (iii) adequate drainage is provided so as to reduce exposure to flood hazard

## **APPENDIX I**

### **HIGH INTENSITY SOIL SURVEYS FOR PLAT LAYOUT INCLUDING SEPTIC SYSTEM LAYOUT AND WETLAND IDENTIFICATION**

This appendix applies to projects on which an on-site septic tank and leach field system are to be used for sewerage disposal and/or where wetland identification is required. These requirements apply in addition to any other town and state requirements and must be in conformance with current NH Department of Environmental Services (DES) standards.

#### **A. Definitions**

**1. Qualified soil scientist.** A person qualified in soil evaluation and mapping whose education and experience meet the qualification requirements of the Cheshire County Conservation District (CCCD).

**2. High intensity soils map.** A soils map of a parcel of land being considered for development on a perimeter survey (with a scale of one inch not to exceed 100 feet). Soils are identified and mapped in accordance with the high intensity soils mapping standards adopted by the CCCD and

#### **B. Requirements**

1. Ground control shall be marked by the applicant, both on the site and upon the plat map(s). The ground control shall consist of numbered flags, stakes, walls, trees or other easily identifiable points on the property. These points will be well distributed throughout the site at a density of not fewer than four points per acre. The numbered points must be identified by number on the plat plan. The purpose of this requirement is to provide easy identification for all parties required to examine or interested in examining the site.

2. The location of all existing and proposed buildings, accessory buildings, driveways, sewer lines, water lines and public and private roads and driveways on the site shall be indicated on the plat plan and shall include the general location of such features within 100 feet of the site boundaries.

3. As required by the Planning Board, high intensity soil (HIS) maps will be provided for site plans and- subdivisions. Applicants may request in writing a waiver for this requirement to the Planning Board which will consult with and act upon the recommendation of the CCCD.

4. The HIS maps shall be prepared by a soils scientist who is approved by the CCCD.

5. A paper copy of the HIS survey shall b provided to the Planning Board. In addition to the soils information provided in the survey, it will also include a map with the signature of the soil scientist and any qualifying notes made by the soil scientist.

6. If the classification of a soil provided identified on the HIS map is in dispute, the Planning Board will request an evaluation of the soils designation from the CCCD.



7. The following are soil drainage class descriptions as designated by the Society of Soil Scientists of Northern New England as of February, 2011.

**a. Very poorly drained.** These are soils that have an aquic moisture regime or are artificially drained and have organic soil materials that extend from the surface to a depth of 16 inches or more, have a histic epipedon (either mineral or organic) or have an epipedon that has an “n” value greater than 0.7.

**b. Poorly drained.** Soils that have an aquic moisture regime or are artificially drained and (i) have an albic horizon that lies just above a horizon having hue 10YR or redder, value less than 5, chroma less than 4 and have faint to prominent mottles in the albic horizon less than 12 inches below the soil surface, or (ii) within 20 inches of the soil surface have textures of dominantly very fine sand or finer with distinct or prominent mottles less than 12 inches below the soil surface and have a subsurface horizon less than 20 inches below the soil surface that has dominant color, moist, in the matrix of chroma 2 or less, value 4 or more, or (iii) within 20 inches of the soil surface have textures of dominantly loamy fine sand or coarser with distinct or prominent mottles less than 12 inches below the soil surface and have subsurface horizon less than 20 inches below the soil surface that the dominant color, moist, in the matrix of chroma 3 or less, value 4 or more; or (d) have any textures with no mottles and have a subsurface horizon less than 20 inches below the soil surface that has a dominant color, moist, in the matrix of chroma 1 or less, value 4 or more; or (e) have a mineral epipedon greater than 12 inches and less than 20 inches that is underlain with amottled subsurface horizon less than 20 inches below the soil surface that has dominant color, moist, in the matrix of chroma 2 or less, value of 4 or more.

**c. Somewhat poorly drained.** Soils that have distinct or prominent mottles, are not relic mottles, between a depth of 15 inches and 40 inches below the soil surface.

**d. Moderately well drained.** Soils that have distinct or prominent mottles, are not relic mottles between a depth of 15 inches and 40 inches below the soil surface.

**e. Well drained.** Soils that have textures in any horizons between 10 to 40 inches of very fine sand or finer.

**f. Excessively drained.** All other soils.

## **APPENDIX II**

### **EROSION AND SEDIMENT CONTROL**

**A. Activities requiring a certified erosion and sediment control plan.** A plan shall be provided for all site plans and for subdivisions. Applicants may request a waiver for this requirement through the Planning Board who, in turn, may request and act upon the recommendation of the Cheshire County Conservation District. Expenses incurred for this recommendation or plans will be paid by the applicant.

**B. Exemptions.** A single family dwelling that is not a part of a subdivision of land shall be exempt from these soil erosion and sediment control plans.

**C. Erosion and sediment control plan.**

1. To be eligible for certification, a soil erosion and sediment control plan shall contain proper provisions to adequately control accelerated erosion and sedimentation and reduce the likelihood of excessive storm water runoff from the proposed site, based on the best available technology. Some principles, methods and practices necessary for certification are found in the "Erosion and Sediment Control Design Handbook for Developing Areas of New Hampshire" (1981).

2. The plan shall contain, but be limited to:

**a. A narrative to describe.....**

i. the development

ii. the schedule for grading and construction activities including the starting and completion dates, sequence of application of soil erosion and sediment control measures and sequence for final stabilization of the project

iii. the design criteria for proposed soil erosion and sediment control measures and storm water management facilities

iv. the construction details for proposed soil erosion and sediment control measures and storm water management facilities

v. the installation and/or application procedures for proposed soil erosion and sediment control measures and storm water management facilities and

vi. the operations and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities.

**b. A site plan map of sufficient scale to clearly show...**

i. the location of the proposed development and adjacent properties

ii. the existing and proposed final topography including soil types, wetlands, water courses and water bodies

iii. the existing structures on the project site, if any

iv. the proposed area alterations including cleared, excavated, filled or graded areas and proposed utilities, roads and (if applicable) new property lines and the general location of proposed structures and driveways

v. the location of and design details for all proposed soil erosion and sediment control measures and storm water management facilities

vi. the sequence of grading and construction activities

vii. the sequence for installation and/or application of soil erosion and sediment control measures

viii. the sequence for final stabilization of the development site

**c. Any other information** deemed necessary and appropriate from the applicant as may be requested by the Planning Board or its designated agent.

**d. Minimum acceptable standards.** Plans shall be developed in accordance with these regulations using the planning considerations specified in the "Erosion and Sediment Control Handbook for Developing Areas of New Hampshire" (1981), as amended. Soil erosion and sediment control plans shall result in a development that minimizes erosion and sedimentation during construction, is stabilized when completed and does not cause off-site erosion and/or sedimentation. The minimum standards for individual measures are those specified in the Handbook. The Planning Board may grant exceptions when requested by applicant, if technically sound reasons are presented. The Soil Conservation Service method as outlined from Appendix I of the Handbook shall be used to determine peak flow rates and volumes of runoff unless an alternative method is approved by the Planning Board.

**e. Issuance of denial of certification.** The Planning Board shall either certify that the plan, as filed, complies with the requirements and objectives of this Appendix or deny certification when the proposal does not comply with this Appendix. Prior to certification, any plan submitted to the Planning Board shall be reviewed by the CCCD which may make recommendations concerning such plan, provided such review shall be completed within 30 days of the receipt of the plan. The Planning Board may also forward a copy of the proposal to the Conservation Commission, other review agencies or consultant, for review and comment.

**f. Conditions relating to soil erosion and sediment control.**

i. The estimated costs of measures required to control soil erosion and sedimentation, as specified in the certified plan, shall be covered in a performance bond or other assurance acceptable to the Planning Board.

ii. Site development shall not begin until the soil erosion and sediment control plan is certified and those control measures and facilities in the plan scheduled for installation prior to site development are installed and functional.

iii. Planned soil erosion and sediment control measures and facilities shall be installed, as scheduled, according to the certified plan.

iv. All control measures and facilities shall be maintained in effective condition to ensure the compliance of the certified plan.

**g. Inspection**

i. Inspections shall be made by the members of the Planning Board or its designated agent during development to ensure compliance with the certified plan and that the control measures and facilities are properly performed or installed and maintained.

ii. The Planning Board may require the applicant to verify through progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the certified plan and they are being operated and maintained.

### **APPENDIX III**

#### **COST OF GROWTH AND ADDITIONAL INFORMATION**

Pursuant to Section II, paragraph (B) (9) and Section III, paragraph 3.13 of this document of regulations, the Planning Board may request the following information be included as part of the application. Not all items may apply to the project. Information will be specified and such determinations will be made during the early phases of project development and will occur preferably during conceptual consultations.

**A. Sizes and configurations of units.** What variety of floor plans will be offered? For each variation, what will be the square footage, number of bedrooms and number of bathrooms?

**B. Prices.** What selling price will the applicant be asking for each unit? Is there is a possibility that the applicant will be renting any units? What will be the monthly rental?

**C. Profile of owners/occupants.** What is the demographic profile of the market to whom the applicant expects to sell or rent the units? In particular, what is the projection of total population for the development

i. upon completion

ii. five years following completion

Furnish the age breakdown of those totals applicable to high school, middle school and elementary school age children. What is the basis for the projection? Did the applicant use published regional multipliers?

**D. Fire Safety.** What provisions will be made to assure access by fire and emergency equipment and is the source of water available for fire control, even under conditions of electric power outages?

**E. Water Supply.** How will water be provided to this site? How will an adequate supply of water be provided during power outages? How will water quality be ensured?

**F. Sewage.** What impact will sewage output have on the capacity of the Town's system? If a leach field will be in use, has the NH Department of Environmental Services reviewed and approved the plan?

**G. Traffic.** What effect will the project have on traffic volume? What method was used to determine this count and what standards cited?

**H. Impact on existing roads.** How will any increase in traffic affect the road(s) in question? Will it be necessary to upgrade or otherwise alter these roads? How will this be accomplished? Who will pay this expense?

**I. Division of Land.** What percentage is used for structures, roadways, parking areas, recreation areas and preservation or conservation areas?

**J. Impact on abutting properties and surrounding areas.** In what specific ways will the project enhance or detract from the neighborhood or adjoining properties? How was this determined?

**K. Future use of undeveloped areas.** What do you project for disposition of the area allocation for wells or septic systems if town water and sewer is ever provided? Will this be stated in a deed?

**L. Radon gas.** Prongs of two mica granite are known to exist in the township. If such granite is present on your site, how do you plan to cope with this hazard?

**M. Determine the net cost of this new project** as defined below, using the method defined in the publication, "The Cost of Growth," by David and Kathy Morse, published in Forest Notes, Spring 1989 (No. 176) by the Society for the Protection of NH Forests, Concord, NH ([www.forestsociety.org](http://www.forestsociety.org)).

i. Compute the property tax revenue by multiplying the total value of all new housing units by the assessment ratio, then multiply by the tax rate.

ii. Compute automobile registration fees by multiplying the number of new units by the average fees paid to the town in the prior year.

iii. Add the totals from paragraphs (i) and (ii) to get total anticipated annual revenue from the new development.

iv. Compute the amount of new revenue by subtracting from the amount derived in paragraph (iii) the taxes now paid on the undeveloped land.

v. Compute the school costs by determining the "per pupil" cost. Multiply it by the likely number of school children, per unit, by the total number of units as determined in paragraph (iii) above.

vi. Compute the non-school costs by multiplying the number of new units by the present non-school cost per housing unit and subtract all non-property and non-auto tax revenues from the total non-school expenditures.

vii. Add the results of paragraphs (v) and (vi) to determine the total cost per unit.

viii. Compare total new cost from paragraph (vii) and total new revenue from paragraph (iv) to determine whether the new development will contribute to municipal taxes as much as it requires in municipal services.

## **APPENDIX IV**

### **OFF-STREET PARKING AND LOADING REQUIREMENTS**

- A. No land shall be used and no building or structure shall be erected, enlarged or used unless the off-street parking space requirements specified on the following page are met. If any building is enlarged, parking space shall be the same size as if the whole building were newly constructed. The Planning Board may vary these conditions to assure adequate off-street parking where conditions warrant.
- B. Where the computation of required parking space ends in a fraction, only the fraction of one-half ( $1/2$ ) inch or more shall be counted as one.
- C. Required off-street parking facilities shall be provided on the same lot as the principal use they are designed to serve. For commercial and industrial uses, all parking spaces shall be paved.
- D. Each required parking space shall be not less than nine (9) feet in width and eighteen (18) feet in length. For commercial and industrial uses, parking lot access shall be at least twenty (20) feet in width. In addition, all travel lanes shall be at least twenty (20) feet in width.
- E. Where one building is used for more than one use, parking requirements shall be computed for each use. (Examples: 1. A motel with a restaurant must have parking for both the rental units and for seating capacity of the restaurant. 2. A professional office in a residence must have space for office use in addition to meeting the residential requirement.)

**APPENDIX IV**  
**OFF STREET PARKING SPECIFICATIONS**

<b>Principal Use</b>	<b>Number of Spaces</b>
Apartments	2 spaces per dwelling
Hospitals	3 spaces per bed
Convalescent & nursing homes	1 space for 2 beds
Hotels, motels & inns	1 space for each rental unit plus 1 ½ spaces for each 20 sq feet of floor area available for functions
Permitted offices in residences	3 spaces plus 2 spaces for each non-resident employee
Restaurants, theaters & other places of assembly exclusive of churches	In other than commercial districts, 1 space for each 4 seats
Bowling alleys	4 spaces for each alley (lane)
Offices – professional center clinics	1 space for each 150 sq feet of gross floor area
Retail stores & services	1 space for each 150 square feet of retail space
Warehouses & commercial or industrial areas	1 space for each 900 sq feet of gross floor area
Marinas	1 space per boat berthing facility
Drive-in restaurants, snack bars & outdoor amusement areas	A sufficient number of spaces to assure no on-street parking but no fewer than 20 spaces
Elderly housing	1 space per unit



## **APPENDIX V**

### **DEFINITION OF AN INDUSTRIAL USER**

As referenced in Section 3.14 of this document of regulations, an industrial user of the town's wastewater disposal system is one who:

- A. Is subject to or potentially subject to National Categorical Pretreatment Standards promulgated by the Environmental Protection Agency under Section 307 (B) or (C) of the Clean Water Act.
- B. Has in its wastes, toxic pollutants as defined pursuant to Sections 307 and 502 of the Clean Water Act.
- C. Has a non-domestic flow of 25,000 gallons or more per average workday.
- D. Has a non-domestic flow greater than five percent of the flow of the town's wastewater treatment system.
- E. Is determined by the City of Keene's Department of Public Works to have an impact or potential for impact, either singly or in combination with other contributing industries, on the wastewater treatment system, the quality of sludge, the system's effluent quality or air emissions generated by the system.

Note: If there is a question regarding these standards, please discuss them with the Pretreatment Coordinator at the Keene Waste Water Treatment Plant (current telephone – 603/352-0133).

**APPENDIX VI**  
**TOWN OF MARLBOROUGH SCENIC ROADS**

Under the provisions of New Hampshire Statutes, Chapter 238:19\*, the following roads have been designated as scenic roads within the town:

Meetinghouse Road (from Route 124 to boat landing)

Old Harrisville Road

Stone Pond Road

Old Dublin Road

Stone Pond Cross Road (now Colonial Dr.)

Lower Webb Depot Road (gravel portion)

Upper Water Street \*\*

Frost Hill Road \*\*\*

\*Originally designated under NH Statutes, Chapter 231:157 and 231:158, by petition and adoption by the voters of the Town at Annual Town Meeting on March 14, 1989.

\*\*Added at Town Meeting on March 14, 1995.

\*\*\*Added at Town Meeting on March 8, 2005.

## **APPENDIX VII**

### **TABLE OF REQUIRED SITE PLAN INFORMATION**

Codes 1 = Non-residential use  
 2 = Multifamily dwellings  
 3 = Residential subdivisions  
 4 = Cluster developments  
 5 = Planned unit developments  
 X = Required  
 W = Waiver possible with Planning Board approval

<b>Requirement</b>	<b>Code: 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Site plan copies					
Preliminary review – one copy	x	x	x	x	x
Design and final review – three copies	x	x	x	x	x
Name and address of person/firm preparing plot plan and NH State license number of surveyor	w	x	x	x	x
Map scale (one inch equals 40 feet)	w	w	w	w	w
North arrow	x	x	x	x	x
Date of plan	x	x	x	x	x
Location of site	x	x	x	x	x
Boundary line, angles and bearings of lines, dimensions, lot area	w	w	x	x	x
Names and addresses of owners of record	x	x	x	x	x
Names and addresses of abutting land owners	x	x	x	x	x
Shape, size, height and location of proposed structures or expansion of existing buildings or other structures located on the site	w	x	x	x	x
All existing structures within 200 feet of the site	w	x	x	x	x
Natural features like trees, streams, marshes, lakes or ponds and including the 100 year flood elevation line where applicable	w	x	x	x	x
Provisions to protect the above natural features	w	x	x	x	x
A high intensity soil survey for plot layouts to include septic system	w	w	w	x	x

siting and wetland identification

A soil erosion and sediment plan W W W W W

Width and length of existing and proposed streets, driveways, parking spaces and sidewalks, with indication of travel for one way streets and drives and inside radii of all curves W W X X X

Standards for proposed streets will be as specified in Section V of the Marlborough Subdivision Regulations X X X X X

Curb cuts

State road from NH Dept of Transportation #4 X X X X X

Town road from Marlborough Road Agent X X X X X

Circulation plan of the interior of the lot including access/egress X X X X X

Traffic control devices as approved by Marlborough Chief of Police X X X X X

Size and location of all existing or proposed public and private utilities W X X X X

Plans for location of propane tanks relative to structures (especially windows, vents and air conditioners) X X X X X

Per NFPA Section 5B, Appendix I, 1989 edition, horizontal propane tanks must be enclosed by approved fencing four feet high X X X X X

Location, type and size of all proposed landscaping and screening (parking areas of more than three double rows will include interior landscaping). Careful consideration of abutters should be given to minimize impact. W X X X X

Exterior lighting plans and proposed signs will be shown. Lighting should not reflect or cause glare upon abutters' properties. Signs will require a separate permit from the Board of Selectmen. X X X X X

Utilities. Provisions to service necessary utilities, which may include water for fire and domestic use, sanitary sewer, electrical and gas utilities, will be shown. X X X X X

As built plans for utilities will be furnished for the Planning Board's permanent files. X X X X X

Cost of the project (See Appendix III) will be provided. W X X X  
Traffic impact. What effect will the project have on traffic volume?

Indicate method used to determine count and reference the standard used	w	w	w	x	x
Impact of existing roadways. How will an increase in traffic affect the roadways? Will it be necessary to upgrade or alter the affected roadways? How will it be done and funded?	w	w	w	x	x
Division of land. What percentage is used for structures, roadways, parking areas, recreation areas and preservation/conservation areas?	w	w	w	x	x
Fire safety. What provisions will be made to assure access by fire and emergency equipment? What is the source of water for fire control (even during power outages)?	x	x	x	x	x
Water supply. How will water be provided (even during power outages) and quality monitored for the site?	x	x	x	x	x
Sewage. What is the impact on the town's system? If there is a leach field, is it State of NH approved?	x	x	x	x	x
Impact on abutting properties and surrounding areas. Will the project enhance or detract and how was this judgment of impact determined?	x	x	x	x	x
Future of undeveloped areas. What do you project for disposition of the area allocated for wells and/or septic systems if town water and/or sewer is ever provided? Will this be so stated in the deed?	w	w	w	w	w
Radon gas. If two mica granite is present on the site, how do you plan to cope with the potential hazard?	w	x	x	x	x
Sizes and configuration of housing units. What variety of plans and square footage of each, number of bedrooms and bathrooms?		x	x	x	x
Prices of units. What is the selling price or rental price if renting?	w	x	x	x	x
Profile of owners/occupants. See Appendix III, paragraph 3, for details.		x	x	x	x
Performance bond	w	w	w	w	w
Insurance coverage	w	w	w	w	w