

# TOWN OF RAYMOND, NEW HAMPSHIRE



## SITE PLAN REVIEW REGULATIONS

Including:

Stormwater Management Regulations – Adopted May 17, 2001

AND

Outdoor Lighting Design Standards – Adopted July 12, 2001



AS AMENDED TO 13 JULY 2000 INCLUSIVE



**RAYMOND SITE REVIEW REGULATIONS**  
 Including  
**STORMWATER MANAGEMENT AND EROSION CONTROL REGULATIONS**  
Adopted May 17<sup>th</sup>, 2001  
 and  
**OUTDOOR LIGHTING DESIGN STANDARDS**  
Adopted July 12<sup>TH</sup>, 2001

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## ***ARTICLE I - AUTHORITY***

Pursuant to the authority vested in the Town of Raymond Planning Board by the voters of the Town on March 12, 1983, in accordance with N.H. RSA 674:44 the Planning Board does hereby adopt the following regulations for the governing of the review of non-residential site plans, the development of multi-family dwelling units and changes of use. These Regulations shall be entitled, the "Site Plan Review Regulations for the Town of Raymond."

## ***ARTICLE II - PURPOSE***

The purpose of the Site Plan Review Regulations is to provide for the orderly development of the Town of Raymond, and to promote the public health, safety, convenience, and welfare of its residents.

Consistent with enabling legislation, these regulations are intended to ensure that multi-family and non-residential developments: are harmonious with the Town and its environs; have adequate services and utilities; have a safe and convenient traffic flow both on and off the site; do not necessitate any excessive expenditure of public funds for the supply of such services; afford adequate open spaces, light, air and access; promote the public's health, safety and convenience.

## **ARTICLE III - DEFINITIONS**

In general, words and terms used in these regulations shall have their customary dictionary meanings. Definitions described in the existing Town of Raymond Zoning Ordinance shall apply herein. For the purpose of these regulations, words used in the Site Plan Review Regulations are defined as follows:

### **DEFINITIONS**

**Abutter:** Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only and not for purposes of notification, the term abutter shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration.

**Applicant (Owner or Agent):** The individual(s) or corporation who petitions the Planning Board for the review and approval of the Site Plan Application.

**Application Fee:** The application fee shall be the sum of the following:

1. A \$100.00 payment on account with submission of application. Total fees will be calculated during the site plan approval process.
2. An amount equal to \$5.00 per abutter's notice. Notice includes surveyor, engineer or other registered professional whose seal appears on the plans presented.
3. An amount equal to the cost of newspaper publication.

**Approval:** Formal recognition by the Planning Board, certified by written endorsement on the Plan, that the plan submission meets the requirements of the Site Plan Review Regulations and has been approved by the Planning Board.

**Board:** The Planning Board of the Town of Raymond

**Completed Application:** A final site plan and application form submitted with all other information and materials required by the Board to make an informed decision plus the required application fee.

**Development:** The construction of improvements on or off a tract or tracts of land which shall include the enlargement of the structure or physical changes to the site to accommodate the intended use.

**Development Agreement:** An agreement executed by the Planning Board and Petitioner that includes the conditions for approval of the Site Plan and the improvements to be bonded along with the performance bond.

**Disturbed Area:** That portion of the site Plan that is altered due to construction of streets, roadways, parking areas, utilities, buildings or other physical improvements including earth excavation, removal or alteration.

**Enlargement:** The increase in size of the expansion of any structure or appurtenance whether said appurtenance exists alone or in service of a structure or other appurtenance.

**Engineer or Surveyor:** The duly designated and legally recognized engineer or licensed surveyor of the applicant or petitioner as may be pertinent to the actual services to be performed in accordance with the provision of Chapter 310-A, sections 2-27(engineer) and sections 53-74(surveyor) N.H. Revised Statutes Annotated.

**Improvement:** Refers to all work required to construct the proposed development including but not limited to site grading landscaping, utility installation, water, sewer, electric, drain, telephone, etc. and their appurtenances, roadways, parking lots, drives, buildings, fencing, signs, etc. Meaning and intending to include all the work necessary to construct the development as agreed to and shown on the approved plans, including entire site and off site improvements.

**Lot:** A piece or parcel of land occupied or intended to be occupied by a principal building or group of buildings and accessory buildings, or utilized for a principal use or uses accessory or incidental to the operation thereof, together with such open spaces as required by the zoning ordinance and having frontage on a public street or private way or right of way, intended to be separately owned, rented or otherwise used as a unit.

**Major Site Plan:** All non residential or multi family developments with 10 or more units.

**Minor Site Plan:** All non residential or multi-family development with 9 or less units.

**Multi Family:** A residential building designed for an occupied by three or more families, regardless of the type of ownership, such as, but not limited to, condominiums, apartment or other common wall or row type housing units of the same type.

**Non Public or Individual Waste Disposal System:** Any treatment system, other than a public sewer, which receives sewage or other wastes.

**Non Public or Individual Water Supply System:** Any system, other than the municipal system, providing potable water.

**Planning Board:** The Raymond Planning Board, as established in accordance with N.H. RSA 674:1-2

**Public Sewer:** Any publicly owned pipe or conduit designed to receive and convey sewage or other wastes to a municipally owned and operated treatment facility.

**Seasonal High Water Table:** Means and includes the upper limit of the ground water in a soil which becomes seasonally saturated with water.

**Street:** Means and includes such ways as alleys, avenues, boulevards, highways, roads, streets, and other right of ways excluding driveways as per NH RSA 674:13. The term "streets" shall also apply to areas on any plans designated as street, roads, lanes, etc. A street is a public or private way intended to provide vehicular movement and which may or may not be continuous.

**Subdivision:** The division of the lot, tract, or parcel of land into 2 or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease condominium conveyance, or building development. It includes re subdivision and when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision under this definition. (RSA 674:14)

**Town:** The Town of Raymond, New Hampshire

**Town Engineer:** The duly designated engineer for the Town of Raymond.

**Wetlands:** Land that includes all poorly and very poorly drained mineral and organic soils, fresh and saltwater marshes, as defined by the U.S. Department of Agriculture Soil Conservation Service and Soil Survey by the Rockingham County Conservation District (November 1982) more commonly defined as Class V and VI soils.

## **ARTICLE IV - PROCEDURES**

### **Section I - SITE PLAN REVIEW REQUIRED**

The Planning Board shall require site plans to be submitted to it for review by any applicant seeking any of the following:

1. The construction of any new **non residential** use.
2. The enlargement of any existing non residential use which occasions development of the site.
3. The construction of any new multi family dwellings.
4. The construction or conversion of any multi family dwellings, other than one and two family dwellings, or non residential use in which development of the site is contemplated or required by virtue of any other Town Ordinance or State regulation or decision of the Town's Zoning Board of Adjustment.
5. The enlargement of any existing multi family use resulting in other than one and two family dwellings, which occasions development of the site.
6. The change within a structure from one permitted use to another, non residential use or multi family use other than one and two family dwellings, which will occasion development of the site including, but not limited to, improvement or alteration to the site required by virtue of any other town of State Ordinance, statute or regulation.
7. The Planning board may, at its discretion, waive this requirement if there is no anticipated impact on traffic, off street parking, drainage, municipal services or the surrounding neighborhood at a duly notified public hearing.

### **Section II - USE CHANGE REVIEW REQUIRED**

In instances where a change of use does not require a site plan, a change of use review may still be required as outlined in Appendix A. The final decision on whether to require a site plan or a use change shall be made by the Board.

## Section III - APPLICATION PROCEDURES

1. **GENERAL PROCEDURES** Prior to the submission of the site development plan the applicant is encouraged to informally discuss the plan with the Planning Board or its agent in a work session. The applicant should provide a sketch plan showing appropriate information. The Planning Board shall have the authority to determine whether an applicant has met all the necessary requirements as set forth in these regulations and has submitted a completed application. In accepting the completed application plus the required fees, the Planning Board shall furnish the applicant with a dated receipt for the same indicating the appointment time for the applicant at a Planning board public hearing. The official submission date, therefore, shall be the date recorded upon the receipt acknowledging acceptance of the completed application
2. **PROCESS/AUTHORITY** A completed application shall include all requirements of Articles V and VI of these regulations and be on forms supplied by the Board. The completed application, plans and fees are to be submitted to the Planning Board at a regularly scheduled meeting. The applicant shall request an appointment for submission of the application by completing an appointment request form provided by the Board. The administrative Assistant shall schedule a time and confirm the appointment in writing.
3. **BOARD ACTION** The Planning Board shall act on the application in accordance with New Hampshire RSA 676:4.
4. **PUBLIC HEARING AND NOTICE** Before taking action on a site plan, the Planning Board shall hold a public hearing thereon. The applicant and abutters shall be notified of the public hearing by certified mail not less than ten (10) days before the date fixed for the hearing. In addition, notice of the public hearing shall be posted in two public places i.e.: Town Office Building lobby and the former Raymond fire Station stating the time and place of such hearing along with a brief description of the locations of the proposed site plan. As a courtesy publication of such notice may be advertised in a newspaper of general circulation in the Town of Raymond not less than five (5) days before the date fixes for the hearing. Associated costs, mailing, publication, etc. related to the hearing shall be paid by the applicant.
5. **ABANDONMENT AND RE SUBMISSION** A plan shall be considered to have been abandoned by the applicant if he has not complied with the Development Agreement bond or escrow requirements or any other conditions of approval established by the board within one (1) year after the date of approval. The applicant may be granted an extension of not more than sixty (60) days by the Board upon written application and for reasons

deemed adequate by the Board. An abandoned plan shall require a complete new submission for new consideration by the Board.

6. **CHANGE OF DESIGN AND IMPROVEMENTS** If, at any time before or during the construction of the required improvements, it is demonstrated that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the board may authorize changes, provided these changes are within the spirit and intent of the Board's approval and do not extend to the modification or substantial alteration of the function of any improvements required by the Board. The Board may authorize a change only after an amended site plan or "as built" site plan has been submitted for review by the board at a properly noticed Public Hearing. Changes which do not affect the minimum standards of the regulations or design intent of the applicant's agent, may be approved by the town Engineer and code Enforcement Officer. No changes, erasures, modifications or revisions shall be made on any site plan after approval has been given by the board and endorsed in writing on the plan, except as herein provided.

## Section IV - FEES

In order to be considered a completed application, an application for site plan shall be accompanied by a check made out to the Town of Raymond, N.H. sufficient to cover the application fee as defined on page 5 of these regulations and section 1 and 2 below.

1. Administrative Fee: The administrative fee structure for Site Plan shall be based on the amount of disturbed surface area both on site and off site in accordance with the following schedule.

AMOUNT OF DISTURBED AREA	FEE PER SQUARE FOOT
First 10,000 square feet	\$00.10
From 10,001 to 50,000 square feet.	\$0.075
From 50,001 to 100,000 square feet	\$00.05
100,001 square feet and over	\$0.025

All rates shall be cumulative upon the lower rate with the minimum fee being \$100,00 plus abutters' fees and other required notices.

### Example: 75,000 square Feet of Disturbed Area

First 10,000 =	\$1,000	
Next 40,000 =	\$3,000	
Final 25,000 =	\$1,250	
		Total Fee.....\$5,250.00

Said fee shall cover required notifications, Town administrative cost, Planner Consultation, Staff technical review and any subsequent involvement or reviews by the Town shall be reimbursed by the applicant or his agent in accordance with Article VIII.

2. Inspection Fee: The board requires the applicant to pay an inspection fee into an escrow account before granting final acceptance. Said Inspection fee shall be based upon 2% of the Town Engineer's approved improvement bond amount. This fee is NOT required for acceptance of the application.

## **Section V - SITE PLAN REVIEW DEVELOPMENT AGREEMENT**

As a condition of the Planning Board's approval of a Site Plan, the Board shall require the applicant to execute a Site Plan Review Development Agreement. this document shall outline the understanding of the Board and the applicant as to the terms and conditions of approval. It shall also include the improvements that require bonding along with the bond amount for each improvement. the town's engineer shall certify the accuracy of the bond amount. The site Plan Review Development Agreement shall be prepared by the board and its legal counsel if needed with the costs of preparation being borne by the applicant as provided by NH RSA 676:4, I(g)

## **Section VI - ADDITIONAL ADMINISTRATIVE EXPENSES AND SPECIAL STUDIES**

Reasonable fees in addition to fees previously noted, may be imposed by the board to cover its administrative expenses and cost of special investigative studies, review of documents and other matters which may be required as part of the site plan application.

## **Section VII - OFF SITE IMPROVEMENTS**

Where the impact of the proposed development is such as to require off site improvements, the Board shall require the applicant to mitigate said impact.

## **ARTICLE V - GENERAL REQUIREMENTS**

### **Section I - COMPLIANCE WITH REGULATIONS**

No site improvements, utility construction or building construction shall be started until a site plan, prepared in accordance with these Site Plan Review Regulations has been approved by the Board and other appropriate permits have been issued.

All non residential and multi family residential site plans shall conform to all local, state and federal regulations and guidelines including but not limited to Town of Raymond zoning Ordinance; building Code; Subdivision Regulations; Multi Family and Non Residential Site Plan Review Regulations; Raymond Water Department Regulations; Driveway Regulations and Raymond fire Department Regulations.

### **Section II - GENERAL REQUIREMENTS**

In reviewing site plans, the Planning Board shall take into consideration the public health, safety and general welfare; the comfort and convenience of the general public; and as a condition of approval, may require such modifications of the proposed site plan as it deems necessary to comply with the spirit as well as the letter of these regulations. The Planning board shall take into account the following objectives:

1. Safe, adequate, and convenient vehicular and pedestrian traffic circulation both on site and off site. The following aspects of the site plan shall be evaluated to determine the conformity of the site plan to this standard.
  - a. The effect of the proposed development on existing and future traffic conditions on abutting streets.
  - b. The number, locations and dimensions of vehicular and pedestrian entrances, exits, drives and walkways.
  - c. The visibility in both directions of all exit points of the site and the visibility of a vehicle entering or exiting the site, to the driver of a vehicle traveling on the street.
  - d. The locations, arrangement and adequacy of on-street and off street parking facilities.

- e. Interconnection of parking areas via access drives within and between adjacent lots, in order to provide maximum efficiency, minimize curb cuts and encourage a safe and convenient traffic circulation.
  - f. The location, arrangement and adequacy of truck loading and unloading facilities.
  - g. Patterns of vehicular and pedestrian circulation, both within the boundaries of the development and in relation to the adjoining street and sidewalk system.
  - h. The location, arrangement, and adequacy of landscaping and boarding, parking and loading facilities.
2. The protection of environmental quality and the preservation and enhancement of property values. The following aspects of the site plan shall be evaluated to determine the conformity of a site plan to this standard:
- a. The location, height and materials of walls, fences, hedges and plantings so as to ensure harmony with adjacent development, screen parking and loading areas and conceal storage areas, utility installations and other such features.
  - b. The prevention of dust and erosion through the planting of ground cover or installation of other surfaces.
  - c. The preservation of natural amenities and major natural and man made features of the site such as wetland, highly erodeable areas, historic structures, major trees and scenic views.
  - d. The provision of adequate storm and surface water drainage facilities to properly drain the site.
  - e. The protection of residential abutters against public health and safety concerns, undue noise, glare, unsightliness or other nuisance detrimental to property value.
3. In acting upon any site plan, the Planning Board shall consider the recommendations of the Planner, the Building Inspector, the Public Works Director, the code Enforcement Officer, the fire Department, the conservation Commission and other Town Agencies or outside specialists with whom it consults.
4. These regulations shall be interpreted as minimum requirements and compliance with these minimum requirements in no way obligates the Board to approve any particular application solely on that basis.

5. The Board will fully consider all aspects of an application before rendering its decision. This will include study of all site design and technical aspects of the propose, as well as consideration of the impact of the development on the open space, wildlife habitat and other natural resources; on local traffic patterns; and on available public utilities, services and municipal resources.

### **Section III - HIGHER STANDARDS SHALL APPLY**

If any other provision of Town, State or Federal law relates to any matter covered herein, the regulation providing the higher standard shall apply.

### **Section IV - SUITABILITY OF LAND**

Land unsuitable for development due to the presence of poorly drained soils, flood hazard, steep slopes or other conditions constituting a danger to health, safety or the environment or contrary to the purposes of these regulations and the Master Plan, shall not be approved for development unless the applicant presents satisfactory evidence or data to the board establishing that the methods proposed to overcome any such conditions are adequate.

### **Section V - ERECTION OF BUILDINGS**

No building permit shall be issued by the Building Inspector for the construction of any building subject to these regulations until approval is granted by the Planning Board and no building is to be occupied until the terms and conditions of the Planning Board's approval have been fulfilled.

## **ARTICLE VI - SUBMISSION REQUIREMENTS**

Prior to the submission of the site plan, the owner or his agent may submit a preliminary sketch showing any preliminary information desired to provide the Planning board, for discussion purposes only. In order to meet the formal submission requirements of the site development plan, the owner or his authorized agent shall submit four sets of site plan maps and supporting data to the Planning board. Said materials shall include the following information:

### **Section I - EXISTING DATA AND INFORMATION**

1. Location of site, tax map and lot number and current names and addresses of the owners of record and of abutting land owners.
2. Name and address of persons or firm preparing the map, the scale of the map (1"=20') graphic scale, north arrow and date of surveyor and/or registered professional engineer. Name and address of persons or firm preparing other data and information, if different from the preparer of the map.
3. The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions and the lot area prepared and stamped by a licensed New Hampshire Land Surveyor.
4. The existing grades, drainage systems, structures and topographic contours, at intervals not exceeding two (2) feet, with spot elevations where grade is less than three percent (3%). All existing topographic contours to be represented with thin, light dashed lines.
5. Location and widths of adjacent streets, buildings and drives within 200 feet of the site.
6. The shape, size, height and location of existing structures located on the site and within 200 feet of the site
7. Natural features such as streams, marshes, lakes or ponds, water courses, water bodies, wetlands, one hundred (100) year flood plain, ledges, boulder areas with slopes over twenty five percent (25%) and existing wooded areas, manmade features such as, but not limited to, existing roads and structures. Such map shall indicate which of such features are to be retained and which are to be removed or altered.
8. Use of abutting properties shall be identified.

9. The size and location, elevations and slopes of all existing public and private utilities, water mains, culverts, underground structures and all existing landscaping. This shall include the location and size of existing public utilities that are located off site with which connection is planned or located within 200 feet of the site.
10. A vicinity sketch (1"=500') showing the location of the site in relation to the surrounding public street system. The zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown.
11. Soil types and approximate soil boundaries based on U.S. Soil Conservation Service data.
12. Copies of existing covenants on the property, if any, citations of easements or right of way.
13. The location of all building setbacks required by the Zoning Ordinance by use of dashed lines and labeled "Minimum Building Setback Lines."

## **Section II - SITE DEVELOPMENT PLAN AND INFORMATION**

1. On a scale of 1" = 20', proposed grades, drainage systems, structures and topographic contours at intervals not exceeding two (2) feet with spot elevations where grade is less than five percent (5%). All proposed or new topographic contours to be represented with bold unbroken lines with contour number in block.
2. The shape, size, height and location of the proposed structures, including expansion of existing buildings.
3. Proposed streets, driveways, parking spaces, sidewalk, with indication of direction of travel for one way streets and drives, and inside radii of all curves. The width of streets, driveways and sidewalks as well as the total number of parking spaces shall be shown.
4. Loading spaces and facilities associated with the structures on the site.
5. The size and location of all proposed public and private utilities.
6. The location, type and size of all proposed landscaping and screening. Identification of a buffer zone of dense planting where the site abuts a zone boundary.
7. Exterior lighting plan and proposed signs to be located on the site.

8. A storm drainage plan designed and stamped by a Professional Engineer including plans for retention and slow release of storm water where necessary and plans for snow removal and storage.
9. Surface treatment proposed for all disturbed areas.
10. A legend identifying and clarifying all drafting designation and methods.
11. A circulation plan of the interior of the lot showing provision for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public streets, including any traffic control devices necessary in conjunction with the site development plan. Increases and decreases in traffic volume and patterns generated by the development onto Town or State roads and sight distances at the point of access onto a Town Road shall be shown.
12. Construction Drawings: Construction plans shall be prepared for all required improvements. Plan sheets shall be of the same size as the site Development Plans. The following shall be shown:
  - a. Plans and construction details of all areas to be disturbed for construction of streets, drives, parking lots, sidewalks, drainage and structures, sewers, water and electric lines, erosion and sediment control structures and other areas to be disturbed for the construction of improvements.
  - b. Profiles of all proposed streets, driveways, sewers and drainage structures. Profiles shall show existing and proposed elevations along the center lines all proposed construction materials, for all structures, piping and other equals fifty (50) feet horizontal scale and one (1) inch equals five (5) feet vertical scale.
  - c. Cross sections of all proposed streets and driveways at one hundred foot stations and all catch basins or culverts showing the streets, driveways, etc.; all areas to be disturbed for the construction showing all existing grades, proposed subgrades, proposed final grades and all utilities and other structures. Cross sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet, both the horizontal and vertical scales shall be the same. Cross sections shall be provided at regular intervals through the site.
  - d. Erosion and sediment control plans and other information indicating how increased runoff, sedimentation and erosion shall be controlled during and after construction of required improvements.
  - e. Landscaping Plan for entire site including details for screening devices.

- f. Architectural Concept Drawings shall be submitted in triplicate; one copy each for the Board, the building Inspector and the fire Department for all proposed buildings or building expansions. Said plans shall consist of plan and exterior elevation views of proposed improvements with mechanical operations of the building (i.e. heating, ventilation and air conditioning) Plans shall be conceptual only but of sufficient detail to determine compliance with Town Regulations.

13. Open Spaces, green areas, public or common land.

### **Section III - ADDITIONAL INFORMATION**

The Planning Board may require such additional information as it deems necessary in order to apply the regulations contained herein.

### **Section IV - OTHER ITEMS REQUIRED AS APPLICABLE**

1. Location and results of test pits, location of primary and secondary leach bed sites.
2. NH Department of Environmental Services septic system design approval.
3. NH Wetlands Board "Dredge & Fill" permit.
4. NH Department of Transportation driveway access permit.
5. Traffic impact analysis.
6. Soil erosion and sedimentation control plan and RSA149:8-A permit.
7. NH Water Supply & Pollution control commission WS 411 permit for underground storage tanks as regulated by RSA 146-C.
8. High Intensity Soil Mapping.
9. Army Corps of Engineer Permit, if applicable.
10. Any other State or Federal permits required.

## **ARTICLE VII - REVIEW STANDARDS**

In considering applications for site plan approval, the Planning Board shall be guided by the standards herein after set forth. Such standards shall be considered to be minimum standards and be modified by the Board, when in its opinion, specific circumstances surrounding the site suggest a modification and such modification will not adversely affect the purpose and intent of the site plan review regulations.

### **Section I - ACCESS DESIGN**

1. Traffic access to the site from any street or highway shall ensure the safety of vehicles and pedestrians.
2. The Planning Board shall approve the design for a proposed access/egress point onto the public way, which point shall provide an adequate sight distance, grade, width and curb or with State Highway Access Permit.
3. In all cases, the number of points of access to a given street shall be held to a minimum preferable one in order to reduce traffic hazards from turning movements and to ease the installation of traffic control devices when necessary.
4. The board may require improvement of existing access/egress point(s) to provide a safe flow onto abutting street or highways should increased traffic be generated onto them by the development.
5. Off site improvements including but not limited to the following, may be required: increasing pavement width, acceleration/deceleration lanes, curbing or signal devices, water or drainage extensions, additional landscaping.
6. Traffic circulation, pedestrian access, parking and loading facilities, emergency and fire access, shall be designed and located to ensure safety on the site.
7. Provision shall be made to assure that the proposal is consistent with the need to minimize flood damage and that all public utilities and facilities such as sewer, electrical and water systems are constructed and that adequate drainage is provided so as to reduce exposure to flood hazards. Design provisions shall also be made to minimize or eliminate infiltration of floodwaters into new or replacement water supply systems and/or sanitary sewage systems and discharges from these systems into floodwaters. On

site waste disposal systems shall be located so as to avoid impairment of them or contamination from them during flooding.

## **Section II - STREET CONSTRUCTION STANDARDS**

1. Streets, drives and access ways in non residential and multi family developments shall be constructed to town specifications as set forth in the Raymond Subdivision Regulations with the following exceptions:
2. The width of the paved traveled way shall be a minimum 26 feet wide.
3. Bituminous Asphalt Paving shall be a minimum of 4" thick applied in two courses consisting of a 2 1/2" binder and 1 1/2" wearing course.
4. Cul de sacs and turn arounds shall have an interior landscaped green area with a minimum radius of 50 feet, paved width of 25 feet and a radius to property line distance of 90 feet. All radii shall be calculated from the center line intersect of the roadway and cul de sac.

## **Section III - TRAFFIC IMPACT ANALYSIS**

The review of any site plan conducted by the Board under these regulations shall ascertain that adequate provisions have been made by the owner or his/her authorized agent for traffic safety. To facilitate this review, the Board shall require the developer to submit a traffic impact analysis when deemed necessary due to the size, location or traffic generating characteristic of the development.

## **Section IV - EROSION AND SEDIMENTATION PLAN**

1. Provision shall be made to accommodate the increased run off caused by changed soil and surface conditions during and after development. Sediment in the run off water shall be contained by the use of sediment basins or other acceptable methods until the disturbed area is stabilized. Diversions, sediment retention basins and other such devices shall be constructed prior to any on site grading or disturbance of existing surface material.
2. Plan(s) shall show measures of control both during construction and any permanent controls to remain after construction.
3. Identify, locate and show elevation, grades and/or contours at intervals of not more than two (2) feet for the existing and proposed drainage ways, drainage easements, drainage structures and water bodies.

4. A timing schedule shall be submitted indicating the anticipated starting times and completion date of the measures and the sequence and time of exposure of each area.
5. Include drawings and specifications for each proposed soil erosion and sediment control measure, in accordance with the Town and Rockingham County Conservation District standards.

## **Section V - UTILITIES**

1. A layout indicating how the site will be served by electric, telephone and any other public utility shall be provided. If the utility company(s), require an easement to provide service, no final approval shall be granted by the Board until such easements are secured. If no easements are required, a letter of intent to provide service from the utility company(s) must accompany the application. All utilities shall be coated underground. Where practical, adequate separation between underground electric, telephone and cable utilities; and all other underground utilities, such as water and drainage, shall be maintained and in instances where water, drains or sewers are installed in a common trench with electric, telephone or cable.
2. Water Service - In areas of the Town where municipal water is not provided, water supply systems must be sized to meet the needs of the proposed use. Should connection to the municipal water system be requested, the applicant shall obtain a letter from the Raymond Water Department indicating acceptance of the proposed design and agreement to furnish the requested service (s). If the capacity of the system is such that the Raymond Water Department denies application until such time as (1) the Town, based upon it's capital improvement program, is able to upgrade the facilities and provide service of (2) a proposal is agreed upon to upgrade said service at the Petitioner's expense.

The expansion of existing uses which creates additional demand for water or sewage facilities shall be subject to this section. Any extension of the municipal facilities shall be at the applicant's expense.

## **Section VI - PARKING STANDARDS**

For the safety of the public, every site considered under this regulation shall have off street parking only. No parking shall be permitted on public rights of way, nor will parking be permitted where it will obstruct vehicle

access to a property or to a public right of way. Access to the parking site shall be from on site travel ways. Vehicle access shall not be considered part of the parking lot area.

The Planning Board recognizes that the following Table of Parking Requirements cannot cover every circumstance that may arise. The board is authorized to use the following parking requirements as a minimal guide for uses not identified in the Table.

## TABLE OF PARKING REQUIREMENTS

<b>Auto/Truck Sales Only</b>	5 minimum plus 1 space for 10 vehicles
<b>Auto/Small Truck Service</b>	1 space of 200 SF of gross area plus 1 space per service bay
<b>Truck Service</b>	1 space per 200 SF of gross area plus 1 space per service bay, plus space for oversized trucks.
<b>Restaurants</b>	
Sit down/Family/Carry Out/Drive-In	1 space per 2 seats plus 1 space per 200 SF
<b>Bank</b>	12 spaces per 1,000 SF
<b>Industrial</b>	
Light	1 space/2 employees or 1 space per 200 SF
Heavy	1 space/2 employees plus 1 space/2,000 SF
<b>Gasoline Supplier</b>	5 spaces minimum; 1 space per pump and 2 spaces per service bay
<b>Residential/Multi-family</b>	3 spaces per unit

## **Institutional**

Hospitals/Clinics	2 spaces per bed or 1 space per 150 SF, whichever is greater
Nursing Home/Child Care	3 spaces per 5 beds
Elementary School	1.75 space per 1 classroom
High School	5 spaces per 1 classroom
Special School/Churches	1 space per 100 SF
Theaters	1 space per 3 seats
Stadiums	1 space per 4 seats
Library	1 space per 33 SF/gross floor area
<b>Emergency Services</b>	1 space per 200 SF/gross floor area

## **Recreational Facilities**

Bowling Alley/Skating Rink/Indoor Tennis/Exercise Facility/Privately Owned Golf Course.	1 space for every 3 persons facility is designed to handle at maximum capacity and 1 space per 200 SF of building area
Golf driving range/Miniature Golf	1 space per tee and 1 space per 200 SF of gross area
Hotels/Motels	1.5 spaces per unit

## **Office**

High Volume - Including, but not limited to health aids services, attorneys, insurance, real estate and government offices.	6 spaces per 1,000 SF
Low Volume - Including, but not limited to construction, remodelers, funeral home.	3 spaces per 1,000 SF

## **Retail**

High Volume including, 8 spaces per 1,000 SF  
but not limited to  
convenience stores with or without  
gas (refer to gasoline supplier) drug, food,  
specialty, bakery and ice cream stores

Medium volume including, 5 spaces per 1,000 SF  
but not limited  
to clothing, shoes, general merchandise  
lawn/garden supplies, Laundromat/dry cleaner,  
home furnishings and service industries,  
video store, hardware, exercise center,  
beauty parlor, barber and pet stores.

Low Volume including, 2.5 spaces per 1,000 SF  
but not limited  
to construction, remodeling services  
and materials.

Handicapped parking is required and shall conform to the most current State and Federal law in place at the time of application. For the State, the NH Architectural Barrier Free Design Code, dated January 1, 1983, is the appropriate document.

The Planning board has the prerogative to adjust these requirements to particular circumstances. This decision will be based on the expected number of trips generated by the activity at its peak hour. When there is mixed or joint use, combination of individual use demands on parking will be done.

1. Parking spaces shall not be used for permanent storage, nor will they be considered loading areas. No activities will be permitted except for those for which use the spaces were intended.
2. All parking areas shall be set back no closer than ten feet from any street or lot line. Parking must be spaced out and designated. Landscaping within the buffer will be encouraged whenever possible. all parking areas shall be bordered by a curb or a substantial bumper of masonry, concrete, tar, or heavy timber.
3. A corresponding increase in parking spaces based on the use/activity shall accompany an extension or expansion of the physical plant.
4. Each required off street parking space shall be at least nine feet (9') in width and at least twenty feet (20') in length. for parallel parking, the

length of the parking space shall be increased to twenty-two feet (22'). Handicapped spaces shall be at least twelve feet (12') wide with lengths corresponding to previously mentioned dimension. Each off street parking space shall open directly upon an aisle or drive width as follows:

<u>Parking Angle (degree)</u>	<u>Aisle Width (feet)</u>
45 degrees	16 feet
60 degrees	18 feet
90 degrees	20 feet

The aisle of drives shall be unobstructed and allow for the passage of emergency vehicles at all times. The angle shall be measured between the center line of the parking space and the center line of the aisle.

5. All off street parking, loading or unloading shall be suitably improved, graded, paved and maintained so as to cause no nuisance from dust or storm drainage including ice and snow removal. Provisions will be made for snow removal so as to insure that no snow will be pushed, shoveled or placed in a public way.

## **Section VII - PARKING AREAS AND ACCESS DRIVES**

Drives and parking areas shall be constructed to the town of Raymond Subdivision Regulations for Street construction and in accordance with the following specifications:

1. Loam and/or yielding material shall be removed to a solid base material or to a depth of no less than 24 inches below finished grade.
2. A bank run gravel subbase of twelve (12") inches shall be applied and compacted, followed by a six (6) inch base of crushed gravel, then compacted and rolled true to grade lines with a vibrator roller. Said compacting shall be to 95% of the subgrade materials modified proctor value.
3. A two inch binder course and a one inch wearing surface of bituminous concrete pavement shall be installed with a self propelled mechanical spreader and rolled with a tandem roller, having a minimum weight of eight tons.
4. The minimum grade for parking areas shall be .5%. The maximum grade shall be 5%. (See Table 1 for Minimal Dimensional Requirements for Parking Areas.

5. All construction materials and methods shall be in accordance with the State of New Hampshire Department of Transportation, Standard Specifications for Road and Bridge construction latest edition.

## **Section VIII - LOADING SPACE STANDARDS**

1. No on street loading or unloading shall be permitted.
2. Loading docks or loading areas shall not be permitted within fifty (50) feet of an abutting property line and shall be confined to the side or rear of a building. Any loading dock facing the abutting property line shall be screened as effectively as is practical, through the combination of fencing material and natural vegetation or terrain. Such screening shall be subject to the approval of the Raymond Planning Board.
3. The actual size and construction of loading spaces shall be determined by its use. Each area shall be designed so that backing or maneuvering can be accomplished in such a way that trucks will enter and leave the lot driving forward.
4. The loading area shall be surfaced with the same material used in the parking areas and shall be subject to the same drainage requirements. A loading area plan shall accompany the final site information plan.

## **Section IX - FIRE PROTECTION**

1. General The applicant shall meet with the Fire Department to review fire protection activities such as fire alarms, sprinkler systems, fire hydrants, dry hydrants, emergency access and cisterns that should be shown on the site plan
2. Dry hydrants and/or cisterns shall be required if Town Water is not located within one half mile of the proposed development.
3. A dry hydrant and/or cistern shall be considered adequate if it is capable of providing 30,000 gallons of water during the driest time of the year. (based on 1,000 GPM for 30 minutes) and is protected by a suitable chain link fence surrounding the entire pond perimeter. Cisterns need not be fenced.
  - a. The Raymond Fire Chief shall be the sole authority on adequacy of dry hydrants or cisterns.

- b. The applicant shall be responsible for providing hydrant stand pipe fill connections in accordance with Raymond Fire Department Regulations.
  - c. Dry hydrants and/or cisterns shall be conveyed to the Town of Raymond by warranty deed.
  - d. Cisterns shall be constructed in accordance with Raymond Fire Department Regulations.
4. Emergency access: The Fire Chief shall require a key box for any new non residential, multi-family or industrial construction; in any property protected by an automatic alarm system, or where access to/or within a structure or an area on that property is unduly difficult because of secured openings, and where immediate access is necessary for life saving or firefighting purposes. The key box shall be of a type approved by the Fire Chief and to be installed in an approved location. Key box installations shall be in accordance with Raymond Fire Department installation for same.
  5. The manufacture, utilization and storage of pyrophoric or explosive materials shall be in strict accordance with the safety codes and standards of the National Fire Protection Association. (7/15/94)

## **Section X - LANDSCAPING AND SCREENING**

1. Installation, preservation and maintenance of landscaping and preservation of natural and scenic features shall be of prime importance and shall be undertaken by the applicant whenever possible to enhance the environment of the development and the Town of Raymond.
2. In order to obscure certain uses or portions of specific uses, which, by their nature, are unsightly or which by their scale or design, present a potentially negative impact to adjacent properties, the developer shall provide screening in the form of a fence, wall, hedge, landscaping, earth berm, natural buffer area, or a combination thereof. The following uses shall be screened from adjacent properties and public view from a public street, dumpster/trash handling areas, waste disposal receptacles, service entrances/utility facilities, loading docks, outdoor storage of material, equipment, motor vehicles and similar items.
3. Landscaping shall mean the permanent installation of hardy lawns, trees, shrubs and other plantings. In so far as practical, existing mature trees shall be retained and incorporated into the overall landscape plan. Materials such as bark mulch, chipping, crushed

of fragmented stone, etc. may be used for accent purposes. However, such materials shall not be used for extensive coverage of the ground. In the front yard area of any development, at least 5% of the area shall be landscaped. These landscaped areas shall contain evergreen or deciduous shrubs at least 1 ½ inches in caliper, evergreen and deciduous shrubs one (1) to three (3) feet in height and continuous groundcover.

4. All planting areas shall receive a minimum of four (4) inches of compacted loam, free of sod, clay and stones over one inch in diameter and all organic material over two (2) inches in diameter shall be raked out and removed. After placement of loam, planting areas shall be seeded with first quality lawn seed, free of dirt and weed seeds containing a minimum of 30% Kentucky Blue Grass, 45% creeping Red Fesue, 10% red top and 15% Domestic Rye.
5. All landscape plans shall consist of a generous mix of ground cover treatments, evergreens, hardwood trees and ornamental growths. No one type of vegetation shall predominate.
6. Plan submission and approval. Plans for meeting the screening and landscaping requirements shall be submitted by the developer as part of the site plan review approval process when a site plan is required, or part of the construction plan when a site plan is not required, but the issuance of a building permit is required. The Board may require the applicant to engage the services of a registered landscape architect to prepare the plan. (07/14/94)
7. Maintenance responsibility. The owner and tenant of any property shall be jointly responsible for the maintenance of all required plant material and continued compliance with this section. (07/14/94)

## **Section XI - STORM DRAINAGE**

### **A) General**

Storm drainage systems shall be designed to permit unimpeded flow of all natural water courses and to insure adequate drainage of storm water away from and off of roads, drive, parking areas, buildings, etc. The storm drainage system shall include capacity and provisions to drain building foundations where necessary.

## **B) Design**

1. Drainage shall be designed by the use of the Rational Method Formula, SCS-TR55 by the Town's Engineer. There shall be a net zero increase in run off from the site from pre development conditions to post development conditions. This net zero increase in run off shall apply to and be evaluated for 25 year storm frequency events for all areas. Flood protection areas shall be evaluated for 50 year storm frequency events.
2. Storm water drainage calculations shall be submitted to the Town for all site applications. The drainage calculations shall include, but not necessarily be limited to the following sections:
  - a. Summary of drainage calculations.
  - b. Pre development conditions/calculations.
  - c. Post development conditions/calculations.
  - d. Detention pond evaluation (if applicable)
  - e. Detailed hydraulic calculations (pipes, ditches, etc.)
  - f. Sedimentation swale/erosion control calculations.
3. Storm water detention ponds, if applicable, designed to reduce peak storm water run off, shall be designed for a 50 year storm water frequency event and shall be designed to include an emergency spill way.
4. **CONSTRUCTION** of storm water drainage system shall be in accordance with the Town of Raymond Subdivision regulations for same and the State of New Hampshire, Department of Transportation, Standard Specifications for road and Bridge construction, latest edition, whichever is the more stringent.
5. **SIDEWALKS** shall be provided for pedestrian traffic to provide connection between the main entrances of business, housing or industrial establishments and parking areas. If shoppers or employees are reasonably anticipated, provision shall be made therefore for sidewalks running from the street line to the establishments. All such sidewalks shall be at least six (6) inches above the road grade and protected by curbing. The design shall include means for handicapped access. A school bus stop shall be required in multi family housing developments.
6. **OUTDOOR LIGHTING** shall be so directed and shielded that no glare will spill out onto residentially zoned property or cause a safety hazard. After 12:00 midnight, only that amount of lighting necessary for the security of the premises shall be permitted. Fixtures and locations shall be approved by the Board. The design, type, and location of all exterior lighting fixtures and standards for illumination shall be subject to Planning Board approval.

On projects where lighting will have an impact, the applicant will submit a lighting plan. (07/14/94)

7. **SIGNS** shall comply with the Raymond Zoning Ordinance.
8. **SNOW STORAGE** Provision shall be made for snow storage and/or removal during winter months. Snow shall be removed at least 20 feet from all driveways, intersections and access points. Snow removal locations shall be designated and shown on the approved site plan.
9. **SOLID WASTE STORAGE** All solid waste materials shall be stored in containers and/or buildings specifically designed and constructed for that purpose. Waste storage areas shall be screened from view from the adjacent major roadway(s). Solid waste removal is the responsibility of the applicant. Solid waste shall be disposed of at a Solid Waste facility permitted by the State of New Hampshire. The Town of Raymond, N.H. does not provide solid waste disposal of any kind for developments classified as multi family or non residential. (07/14/94)
10. **UNDERGROUND STORAGE TANKS** All underground storage tanks regardless of size or type, shall conform to New Hampshire DES regulation WS411. Existing or new tanks of 1,100 gallons or less shall conform to WS411, however, for tanks of this size or less, WS411 definition for "Commission" shall mean the town of Raymond Code Enforcement Officer; and "Underground Storage Facility" shall mean any facility of any kind regardless of size.
11. **NOISE LEVELS** At all times noise emanation from the building or site, as measured outside of the building at the property line, shall at no time exceed 65 DBA. (07/14/94)

## **12. OTHER**

- a. Smoke, Air contaminates, Particulate matter. The emission of smoke or particulate matter generated by commercial and industrial uses is governed by NH RSA 125-C and the New Hampshire Administrative Rules governing the control of air pollution E-nv- A 100-1300. All (new) commercial and industrial uses in the Town shall comply with these laws and regulations. Dust, and other types of airborne matter from such sources as storage area, yards, roads, driveways, shall be reduced to a minimum by appropriate landscaping, screening, paving or other acceptable methods. (07/14/94)
- b. Glare and Heat: Any operation producing intense heat and glare shall be conducted within a completely enclosed building in such a manner

as not to create a public nuisance or hazard along lot boundary lines.  
(07/14/94)

- c. Stumps: All stumps shall be removed from the site unless approval for on site stump dump is secured at the time of Site Plan approval. At a minimum, disposal of stumps, rubble and brush shall be transported to a designated area within the development. The waste area shall be located and shown on the approved site plan. Waste areas shall be above seasonal high ground water and capped with fill, loomed and seeded. All local, State and Federal regulations pertaining to disposal of stumps and solid waste shall be adhered to. Waste areas shall be subject to approval by the Board. (07/14/94)
- d. Odorous matter. Generally, odors shall not be discernible at the property boundaries that are a greater degree than odors from plants that manufacture books, textiles or electronic equipment. At the time of application for a building permit, a plan for the reduction of potentially offensive odors crossing property boundaries may be required. (07/14/94)
- e. Radiation hazard. All operations using or storing radioactive materials, whether or not licensed by the US. Nuclear Regulatory Commission (NRC), or the NH Bureau of Radiological Health, Division of Public Health Services, shall comply with all applicable regulations adopted by the US NRC and the NH Division of Public Health Services including those regulation addressing low lever radioactive materials (07/14/94)
- f. Restrictions on permitted uses. All manufacturing, storage, and similar uses by conducted within the enclosed building: outside storage is allowed long as it is screened by either a fence or appropriate plan material. (07/14/94)
- g. Community Impact Analysis shall be required for all site plan review applications. The community impact analysis will, at a minimum, completely describe the proposed use and shall include a description of how the proposed activity, during and after construction, will impact on traffic, parking and circulation, storm drainage, utilities, schools, noise, the Town's fiscal condition and other community services. The community impact statement shall be based on the experience of a similar or related type of business. The extent of the community impact analysis shall be commensurate with the potential impact of the proposed activity. The Planning board may reject any community impact statements that do not adequately address all relevant issues.

As part of its review of the community impact statement, the Planning Board may require technical assistance from an outside consultant or

expert in the field and cost of such review shall be borne by the applicant in accordance with Article IV Section VI. of the Raymond site Plan Review Regulations and NH RSA 676:4, T(g). The description of the proposed use furnished by the applicant in the community impact analysis may form the basis of future change of use determinations.

**Section XIII - PAINT STRIPPING**

All parking spaces, stop lines, fire lanes, no parking zones, lane indicators and such other traffic control pavement markings shall be shown on the approved site plan and applied in accordance with the following directions;

1. Pavement markings shall be of latex, reflectorized traffic paint with a minimum line width of 4 inches and a minimum dry film thickness of 15 mils.
2. The following color and width conventions shall apply:

<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>COLOR</u>	<u>WIDTH</u>
Parking Stalls Lane Dividers (one way traffic)	Single	White	Four Inches
Lane Dividers (two way traffic)	Double	Yellow	Four Inches
Stop Line	Single	White	Twelve Inches
Descriptive Wording High (ie Fire Lane)	Single	White	Eighteen Inches
Handicapped Space Symbol		Yellow	Stenciled

## **ARTICLE VIII - ADMINISTRATION AND ENFORCEMENT**

### **Section I - DEVELOPMENT AGREEMENT AND PERFORMANCE GUARANTEE**

As part of the granting of the approval, the board requires the Petitioner to execute a Development Agreement. The board also requires a Site Plan Performance bond before any work commences on the site. In any event, the building Inspector shall not issue any building permits until the said performance bond is executed.

The cost of improvements required may be established in either of the following two methods:

1. The applicant provides cost estimates for construction of all the site improvements excluding on site septic system and occupied buildings only. Said cost to be based upon standard cost preparation guides such as prepared by R.S. Means Company, Inc. and Equipment Guide Book Company or the average of public sector bid costs for similar work. all costs must be current and/or adjusted for inflation over the anticipated time frame of the project. The applicant's bond shall be reviewed by the Town's Engineer for accuracy and must be approved by same.
2. The Town's Engineer calculates the bond amount using similar methods referred to in item one (1) above plus standard cost estimate charts developed for the town and updated periodically. Said cost estimate charts are available to the applicant for their use in bond calculation as specified in item one (1) above.

In either case, a 10% contingency factor shall be added to sub totals of all bond amounts to cover unknown conditions. Also anticipated cost increase due to inflation during the course of construction must be included.

The Performance Bond shall be one of the following: Savings Account, Certificate of Deposit, Cash or Irrevocable Letter of Credit. Any of the aforementioned shall place the Town of Raymond as its beneficiary.

### **Section II - MAINTENANCE BOND**

The Board shall require surety covering maintenance of roads and improvements for a period of two years from the date of completion in an amount not to exceed 15% of the total cost of said improvements. Amount of surety shall be as recommended by the Town's Engineer and approved by the board. The town

Engineer's recommendation shall be based upon his knowledge and inspection of the work performed to construct the approved improvements. If repair or unusual maintenance is needed or additional improvements required, such costs as are necessary shall be drawn against such surety.

### **Section III - INSPECTION SERVICE FEE**

All applicants shall be required to deposit an inspection fee escrow with the Town. This fee shall cover the cost of the town's Engineer, who shall monitor and inspect improvements for compliance with approved plans and required engineering standards. Payment shall be to the Town Treasurer in an amount approved by the Planning board which shall not be less than two percent (2%) of the site improvement bond estimate. Interest earned from said escrow along with 10% of final inspection costs shall be retained by the Town to cover administrative costs.

### **Section IV - INSPECTION OF IMPROVEMENTS**

At least fifteen (15) days prior to commencing construction of any required improvements, the applicant shall pay to the Town the inspection fee required by the Board and shall notify the Secretary of the board in writing of the time when he/she proposes to commence construction of such improvements so that the Board may cause Inspection by the Town Engineer to be made to assure that all standards, specifications and requirements shall be met during the construction of required improvements and utilities required by the Planning Board.

### **Section V - PROPER INSTALLATION OF IMPROVEMENTS**

If the Town Engineer finds, upon inspection of the improvements performed before the expiration date of any performance bond or escrow agreement, that any of the required improvements have not been constructed in accordance with approved plans and specifications filed by the applicant or any conditions of Planning Board approval, he shall so report to the Board of Selectmen and Planning Board. The Board of Selectmen than shall 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 approved by the Planning board as long as the applicant is in default on a previously approved development plan.

It shall be the responsibility of the applicant or their agent to provide the town and/or the Town's Engineer with materials testing information, performed by a testing laboratory acceptable to the Town's Engineer, attesting to compliance of

all improvement material incorporated into the development. Said compliance tests shall be required but not be limited to the following:

1. Calculations and proctor analysis of all gravel, sands and select materials.
2. In place density testing of all gravel, sands and select materials.
3. Mix design and compressive strength tests for concrete.
4. Extraction, gradation and compaction tests for all bituminous asphalt.
5. All additional testing, which the Town's Engineer warrants, is necessary to assure compliance with local, State and Federal regulations.

Inspection of all multi family and non residential site plan improvements shall be in general accordance with Town of Raymond Subdivision regulations titled "Town Inspections."

## **Section VI - RELEASE OR REDUCTION OF PERFORMANCE BOND**

The Board of Selectmen and Planning Board will not accept dedication of required improvements, nor release or reduce a performance bond, until the town engineer has submitted a certificate stating that all required improvements have been satisfactorily completed and until the applicant's engineer or surveyor has certified to the Town Engineer, through submission of detailed "as built" plans, indicating locations, dimensions, materials and other information required by the Planning board or Town Engineer, that the layout of the line and grade of all public improvements is in accordance with the development plan and construction plans for the devilment.

In addition Performance Bond Reduction shall only be performed upon total completion of each of the following major construction milestones.

1. Site Sub grade (completion of cuts & fills)
2. Utility Completion (all water drain, electric, etc. installed and accepted.)
3. Asphalt binder completion (all foundation materials and asphalt binder course installed and accepted)
4. \*Substantial Completion (Development is ready to function for intended purpose and all improvements to this date are acceptable)
5. Final Inspection (all proposed improvements are fully completed and accepted).

\*The applicant must have substantial completion approval from the Town's Engineer in order to receive occupancy permits from the Town.

Development may be constructed in phase with each recognized phase consisting of the five reduction levels only if approved by the Board at time of plan approval.

## **Section VII - OCCUPANCY**

1. No development may be occupied or used unless a certificate of occupancy has been issued by the Building Inspector.
2. The building inspector shall not issue a building permit until these regulations have been complied with and the improvements made or a performance bond provided to the town for unfinished improvements.
3. Development of phase of development must be at substantial completion in order to receive certificate of occupancy.

## **Section VIII - WAIVERS**

Following a public hearing for which proper notice has been given to the general public and abutters, the board may waiver such requirements of the foregoing regulations that it determines,

1. are not requisite to the interest of public health, safety, general welfare and
2. which do not contribute to the objectives of the regulations because of special circumstances and conditions relating to a particular site plan.

When making its determination as to any waiver, the Board shall take into consideration the prospective character of the development and of abutting properties. Costs for any additional public hearing held for the purpose of waivers shall be assessed to the applicant. If a waiver from these regulations is desired, the Petitioner, or his Agent, shall make such requests in writing indicating exactly from which section of these regulations a waiver is sought.

## **Section IX - PENALTIES AND FINES**

Any violation of this regulation shall be subject to a civil fine or criminal penalty as provided in RSA 676:17, as amended. The board of Selectmen or the Building Inspector, are hereby designated as the proper local authorities of the Town to institute appropriate action under the provision of RSA 676:17.

## **Section X - OTHER REGULATIONS**

Where these regulations are in conflict with other local, state or federal ordinances, the more stringent shall apply.

## **Section XI - VALIDITY**

If any Section or part of Section or paragraph of these Regulations shall be declared invalid or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section or sections or part of a section or paragraph of these Regulations.

## **Section XII - RECORD OF ADOPTION**

The Site Plan Review Regulations of the Town of Raymond have been adopted by a majority vote of the Raymond Planning board on May 24, 1990 following a duly notified public hearing held on May 24, 1990. These Site Plan Review Regulations replace all sections of the previous Site Plan Review Regulations.

## **APPENDIX A - CHANGE OF USE REVIEW**

1. Each change of use request must be accompanied by an application fee as defined
2. Uses allowed are only those uses permitted in the appropriate zones under Article 4, Allowed Uses of the Raymond Zoning Ordinance.
3. A change of use requiring Planning Board review shall be determined by the Code Enforcement Officer. The determination will be based on the following:
  - a) Does the proposed activity reflect the nature of the existing or former use?
  - b) Is any proposed use different in character, nature and kind from the existing use?
  - c) Is any proposed use having a substantially different impact on the neighborhood.
  - d) Any change of use which, in the opinion of the Code Enforcement Officer that requires Planning Board approval in order to ensure the health, welfare, morality, (integrity, principles) and safety of Raymond's citizens and recreational guests.
4. Proposals for Change of Use Review must include the following information:
  - a) Present use and proposed use of the property.
  - b) Present and proposed parking facilities.
  - c) A scaled plan of the property showing street frontage, building location, parking, driveways, traffic flow, loading spaces and walkways.
  - d) Location, description and size of existing and/or proposed signs.
  - e) Physical changes to the exterior of the structure including color changes and lighting.
  - f) An operational plan listing proposed hours of operation both open and closed to the public.

5. The Planning Board may request any further information it deems necessary for proper review of the change of use request and shall not take action until such time that the information is provided to the Board.

# STORMWATER MANAGEMENT AND EROSION CONTROL REGULATION

Adopted May 17<sup>th</sup>, 2001

## 1. GENERAL

- 1.1 The purpose of this regulation is to control runoff and soil erosion and sedimentation resulting from site construction and development. Subdivision and site plans shall include plans for managing stormwater and controlling erosion and sedimentation as provided below.

## 2. DEFINITIONS

- 2.1 **Best Management Practice (BMP):** A proven or accepted structural, non-structural, or vegetative measure the application of which reduces erosion, sediment, or peak storm discharge, or improves the quality of stormwater runoff.
- 2.2 **Critical Areas:** Disturbed areas of any size within 50 feet of a stream, bog, waterbody, or poorly or very poorly drained soils; disturbed areas exceeding 2,000 square feet in highly erodible soils; or, disturbed areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent.
- 2.3 **Development:** Any construction or land construction or grading activities other than for agricultural and silvicultural practices.
- 2.4 **Disturbed Area:** An area where the natural vegetation has been removed exposing the underlying soil, or vegetation has been covered.
- 2.5 **Erosion:** The detachment and movement of soil or rock fragments by water, wind, ice, or gravity.
- 2.6 **Highly Erodible Soils:** Any soil with an erodibility class (K factor) greater than or equal to 0.43 in any layer as found in Table 3-1 of the "Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire."
- 2.7 **Project Area:** The area within the subdivision or site plan boundaries.

- 2.8 **Sediment:** Solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.
- 2.9 **Stabilized:** When the soil erosion rate approaches that of undisturbed soils. Soils, which are disturbed, will be considered protected when covered with a healthy, mature growth of grass or a good covering of hay or straw mulch (2 tons/acre). Mulch is only a temporary measure; ultimately, the site needs vegetation.
- 2.10 **Stormwater Runoff:** The water from precipitation that is not absorbed, evaporated, or otherwise stored within the contributing drainage area.
- 2.11 **Stream:** Areas of flowing water occurring for sufficient time to develop and maintain defined channels but may not flow during dry portions of the year. Includes but is not limited to all perennial and intermittent streams located on U.S. Geological Survey Maps.

### 3. APPLICABILITY

- 3.1 The applicant shall submit a stormwater management and erosion control plan to the Planning Board for any tract of land being developed or subdivided, where one or more of the following conditions are proposed:
  - 3.1.1 A cumulative disturbed area exceeding 20,000 square feet.
  - 3.1.2 Construction or reconstruction of a street or road.
  - 3.1.3 A subdivision of more than three building lots.
  - 3.1.4 Disturbed critical areas.

### 4. MINIMUM REQUIREMENTS

The Planning Board may waive the requirement for all or part of a stormwater management and erosion control plan if it determines that a plan is unnecessary because of the size, character, or natural conditions of a site.

- 4.1 All requests for waivers and action thereon shall be made in writing by the applicant with supporting technical documentation to demonstrate minimal environmental impact.
- 4.2 The following minimum requirements apply to all projects, regardless of size:
  - 4.2.1 Site drawing of existing and proposed conditions:

- (a) Locus map showing property boundaries
  - (b) North arrow, scale, date
  - (c) Property lines surveyed by a NH Licensed Land Surveyor
  - (d) Easements
  - (e) Structures, utilities, roads and other paved areas
  - (f) Topographic contours
  - (g) Critical areas
  - (h) Surface water and wetlands, drainage patterns, and watershed boundaries
  - (i) Vegetation
  - (j) Soils information for design purposes from a National Cooperative Soil Survey (NCSS) soil series map or a High Intensity Soil (HISS) map of the site, prepared in accordance with SSSNNE (Soil Science Society of Northern New England) Special Publication No. 1. Highly erodible soils shall be determined by soils series.
  - (k) Temporary and permanent stormwater management and erosion and sediment control BMPs
  - (l) Areas and timing of soil disturbance
  - (m) A schedule for the inspection and maintenance of all BMPs
- 4.2.2 Narrative section including discussion of each measure, its purpose, construction sequence, and installation timing as they apply to the site.

## 5. DESIGN STANDARDS

The following standards shall be applied in planning for stormwater management and erosion control:

- 5.1. All measures in the plan shall meet as a minimum the Best Management Practices set forth in the "Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire," Rockingham County Conservation District, NH Department of Environmental Services, Soil Conservation Service (now the Natural Resources Conservation Service), August 1992, as amended, a copy of which is available in the planning board office.

- 5.2. Whenever practical, natural vegetation shall be retained, protected or supplemented. The stripping of vegetation shall be done in a manner that minimizes soil erosion.
- 5.3. Appropriate erosion and sediment control measures shall be installed prior to soil disturbance.
- 5.4. The area of disturbance shall be kept to a minimum. Disturbed areas remaining idle for more than 30 days shall be stabilized.
- 5.5. Measures shall be taken to control erosion within the project area. Sediment in runoff water shall be trapped and retained within the project area using approved measures. Wetland areas and surface waters shall be protected from sediment.
- 5.6. Off-site surface water and runoff from undisturbed areas shall be diverted away from disturbed areas where feasible or carried non-erosively through the project area. Integrity of downstream drainage systems shall be maintained.
- 5.7. Measures shall be taken to control the post-development peak rate of runoff so that it does not exceed pre-development runoff for the 2-year, 24-hour storm event and for additional storm event frequencies as specified in the design criteria of the "Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire."
- 5.8. Priority should be given to preserving natural drainage systems including perennial and intermittent streams, wetlands, swales, and drainage ditches for conveyance of runoff leaving the project area.
- 5.9. All temporary erosion and sediment control measures shall be removed after final site stabilization. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized within 30 days unless conditions dictate otherwise.

## **6. COMPLETED APPLICATION REQUIREMENTS**

- 6.1 The Planning Board shall require each of the following in the final plan unless the project is deemed of sufficiently minimal impact to qualify for the minimum requirements specified in Section 4 of this regulation.
  - 6.1.1 Construction drawings
    - (a) Existing and proposed conditions:

1. Locus map showing property boundaries
2. North arrow, scale, date
3. Property lines surveyed by a NH Licensed Land Surveyor
4. Structures, roads, utilities, earth stockpiles, equipment storage, and stump disposal
5. Topographic contours at two-foot intervals
6. Critical areas, stockpile and staging areas
7. Within the project area and within 400 feet of project boundary surface waters, wetlands, and drainage patterns and watershed boundaries
8. Vegetation
9. Extent of 100-year flood plain boundaries if published or determined
10. Soils information for design purposes from a National Cooperative Soil Survey (NCSS) soil series map or a High Intensity Soil Map of the site, prepared in accordance with SSSNNE Special Publication No. 1. Highly erodible soils shall be determined by soil series.
11. Easements
12. Areas of soil disturbance
13. Areas of cut and fill
14. Areas of poorly or very poorly drained soils including any portion to be disturbed or filled
15. Location of all structural, non-structural, and vegetative stormwater management and erosion control BMPs
16. Identification of all permanent control BMPs
17. Tabulated sequence of construction

(b) Other plan requirements:

1. Construction schedule and sequence
2. Earth movement schedule
3. A proposed schedule for the inspection and maintenance of all BMPs
4. Description of temporary and permanent vegetative BMPs including seeding specifications
5. Description of all structural and non-structural BMPs with detailed drawings of each as appropriate

6.1.2 Report section including:

- a) Design calculations for all temporary and permanent structural control BMP measures
- b) A proposed schedule for the inspection and maintenance of all BMPs
- c) Identification of all permanent control measures and responsibility for continued maintenance
- d) Drainage report with calculations showing volume, peak discharge, and velocity of present and future runoff
- e) When detention structures are planned to reduce future conditions peak discharge the soil cover complex method shall be used to compute the runoff volume and peak discharge for designing the structure. The design will conform to the criteria outlined for those types of structures given in the "Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire".

## **7. RESPONSIBILITY FOR INSTALLATION/CONSTRUCTION**

- 7.1 The applicant shall bear final responsibility for the installation, construction, inspection and disposition of all stormwater management and erosion control measures required by the provisions of this regulation.
- 7.2 The Planning Board may require a bond or other security in an amount and with surety conditions satisfactory to the Board, providing for the actual construction and installation of such measures within a period specified by the Planning Board and expressed in the bond or the surety.
- 7.3 Site development shall not begin before the stormwater management and erosion control plan receives conditional approval. Best Management Practices shall be installed as designed and scheduled as a condition of final approval of the plan.

## **8. PLAN APPROVAL AND REVIEW**

- 8.1 The Planning Board shall indicate approval of the stormwater management and erosion control plan, as filed, if it complies with the requirements and objectives of this regulation. Such approval shall be a component of subdivision or site plan approval. If disapproved, a list of plan deficiencies and the procedure for filing a revised plan will be given to the applicant.

- 8.2 Technical review of any stormwater management and erosion control plan prepared under this regulation shall be reviewed by the Rockingham County Conservation District or other qualified professional consultant, as determined to be appropriate by the planning board, at the expense of the applicant.
- 8.2.1 A copy of a review completed on any site, which has been determined to require NH DES site-specific review, shall be forwarded to NH DES.

## **9. MAINTENANCE AND INSPECTION**

- 9.1 A narrative description of on-going maintenance requirements for water quality measures required by stormwater management and erosion and sediment control plans after final planning board approval shall be recorded on the deed to the property on which such measures are located. The description so prepared shall comply with the requirements of RSA 478:4-a.
- 9.2 The purpose of this article is to enact locally the administrative and enforcement procedures set forth in RSA 676 of the existing planning and land use statutes.
- 9.3 RSA 676 authorizes the following penalties and remedies for enforcement of the provisions of this regulation:
- 9.3.1 Injunctive relief in accordance with RSA 676:15;
- 9.3.2 Fines and penalties in accordance with RSA 676:17;
- 9.3.3 Issuance of a cease and desist order in accordance with RSA 676:17-a;
- 9.3.4 Pleas by mail for local land use citations in accordance with RSA 676:17-b.
- 9.4 The Raymond Planning Board may contract with the Rockingham County Conservation District or other qualified professional consultant, to be the town's designated inspection agent, as determined to be appropriate by the planning board, at the expense of the applicant, to provide inspection services, testing services and other such services as the Board at its discretion may require to insure compliance with these regulations.
- 9.5 The planning board may require routine inspections to verify on-going maintenance of water quality protection measures. Such inspections shall be performed by the designated inspection agent, at reasonable times to the landowner.
- 9.6 If permission to inspect is denied by the landowner, the Code Enforcement Officer shall secure an administrative inspection warrant from the district or superior court under RSA 595-B.

- 9.7 The selectmen may require a fee for routine inspections of water quality protection measures. The fee shall be paid by the owner of the property. A fee schedule shall be established by the board of selectmen which represents the cost of performing an inspection on various types of water quality protection measures. The procedure for adoption of the fee schedule shall be as provided for in RSA 41- 9:a.

## **10. ENFORCEMENT**

- 10.1 Any violation of the requirements of this regulation shall be subject to the enforcement procedures detailed in RSA 676. The Code Enforcement Officer shall be responsible for enforcement of the provisions of this regulation.
- 10.2 Written Notice of Violation. A written notice of violation shall be issued to the property owner by registered mail from the Code Enforcement Officer if they determines that conditions at the site are in violation of any of the requirements of this regulation or plans approved under this regulation and that the violation is not an immediate threat to public health and safety. The notice of violation shall:
- 10.2.1 Specify the actions or conditions which violate the requirements of this regulation or plans approved under this regulation;
- 10.2.2 Identify what needs to be done to correct the violation(s);
- 10.2.3 Specify a reasonable time frame within which the violation will be corrected;
- 10.2.4 Be provided to the property owner with a copy to be kept in the official records of the Raymond Code Enforcement Officer and Planning Board.
- 10.3 Cease and Desist Order. A cease and desist order may be issued to the property owner by the Code Enforcement Officer if they determines that conditions at the site are in violation of any of the requirements of this regulation and the violation is either:
- 10.3.1 An immediate threat to public health and safety; or

10.3.2 The property owner has failed to take corrective action(s) identified in a written notice of violation issued under Section 10.2 of this regulation within the time frame specified therein.

**11. ADOPTION:**

*These regulations have been adopted by the Raymond Planning Board on May 17<sup>th</sup>, 2001.*

# OUTDOOR LIGHTING DESIGN STANDARDS

Adopted July 12, 2001

## Definitions

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. **Foot-candle** A unit of measure for luminance. A unit of luminance 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.
4. **Horizontal Luminance** The measurement of brightness from a light source, usually measured in foot-candles 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 time less" than the average (4) level of illumination.

## Purpose

It is the goal of this section to provide further guidance to developers in implementing 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.

## **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 trespass, and glare across, the property lines and or disability glare at any location on or off the property. The “maintained horizontal luminance recommendation” set by the Illuminating Engineers Society of North America (IES) shall be observed. (See “LIGHTING TABLE”)
2. All parking area lighting will be full cut-off type fixtures.
3. 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. Uplighting is prohibited. Externally lit signs, display, building and aesthetic lighting must be shielded to prevent direct glare and/or light trespass in excess of 0.2 foot-candles. 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 Raymond Zoning Ordinance.
5. 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:
  - a. Disability glare for drivers or pedestrians,
  - b. Light trespass beyond the property line, and
  - c. Light above a 90 degree, horizontal plane. Unshielded wallpack type fixtures are not acceptable.
6. Adjacent to residential property, no direct light source will be visible at the property line at ground level or above.
7. 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).

8. 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.
9. The applicant shall submit to the Town sufficient information, 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, 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 luminance 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 luminance levels of the walls, and the aiming points for any remote light fixtures.
10. Lighting of Gas Station/Convenience Store Aprons and Canopies: All of the above standards shall apply, as well as the standards:
  - a. 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 Raymond Zoning Ordinance shall be used for that purpose.
  - b. 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;
  - c. Areas around the pump islands and under canopies shall be illuminated in

accordance with the LIGHTING TABLE;

- d. 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.
11. 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
12. Expansion, additions, or replacements to outdoor lighting installations shall be designed to avoid harsh contrast in color and or lighting levels
13. Where practicable, electrical service to outdoor lighting fixtures shall be underground.
14. 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 foot-candles of the area being illuminated or onto adjacent properties or streets, and do not result in excessive lighting levels.
15. 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).
16. Temporary (3 months) Holiday lighting during the months of November, December and January shall be exempt from the provisions of this section, provided that such lighting does not create dangerous glare on adjacent streets or properties.
17. The Planning Board may modify or waive the requirements of this section if it determines that in so doing, it will not jeopardize the intent of these regulations.

**LIGHTING TABLE**

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

IES States: "This recommendation is based on the requirement to maintain security at any time where there is low level of nighttime activity."  
 Areas used for storage parking only, may eliminate or reduce lighting with approval of the Planning Board.

**ADOPTION:**

*These regulations have been adopted by the Raymond Planning Board on July 12<sup>th</sup>, 2001.*