

SITE REVIEW REGULATIONS
FOR
HOPKINTON VILLAGE PRECINCT

HOPKINTON VILLAGE PRECINCT SITE PLAN REVIEW REGULATIONS

1.00 Purpose

The purpose of the Site Review Regulations is to protect the public health, convenience, safety, and welfare; to promote balanced, responsible, and desirable growth; to control the timing of development by avoiding haphazard and uncoordinated development of land without the adequate provision of public services or facilities; to insure that sound site utilization principles are followed; to avoid development that may have a negative environmental impact; and to guide the character of development.

2.00 Authority

As authorized by the voters of the Village Precinct of Hopkinton, the Hopkinton Village Planning Board, under the provisions of New Hampshire Revised Statutes Annotated, Chapter 674:43, shall review and approve or disapprove site plans for the development or change or expansion of use of tracts for nonresidential uses or for multi-family dwelling units, which are defined as any structures containing more than two dwelling units whether or not such development includes a subdivision or re subdivision of the site.

This section amended October, 1999

3.00 Site Review Procedure

The applicant should discuss the proposed development with the Planning Board before the formal submission of a Site Review Plan to anticipate any site development problems that may be encountered.

Application for approval of the Site Plan shall be filed with the Planning Board by the owner or by his authorized agent in writing. The Board shall issue to the subdivider a receipt of the Site Plan and shall place the matter on its agenda for consideration within 30 days of receipt.

No Site Plan shall be approved or disapproved by the Planning Board without affording a hearing thereon. All abutters shall be notified of said hearing by certified or registered mail not less than five (5) days before the date fixed therefore. The applicant shall be notified of said hearing by certified or registered mail, with return receipt requested, stating the time and place of such hearing.

Within ninety (90) days of receipt of all material required for the Site Plan and issuance of receipt of Site Plan, the Board shall approve, modify and approve, or disapprove the Site Plan, unless the time for action has been extended and additional ninety (90) days by the Commissioners of the Precinct. Reasons for disapproval of a Site Plan shall be stated in the records of the Board. Approval shall be certified by written endorsement on the Site Plan and signed by the Chairman and/or Secretary of the Planning Board. If the Planning Board has not obtained an extension from the Commissioners of the Precinct and has not taken action to approve or disapprove the Site Plan, such Site Plan shall be deemed to have been approved, and the certificate of the Commissioners as to the date of submission of the Site Plan for approval and the failure to take action thereon within such time, shall be issued on demand and shall be sufficient in lieu of the written endorsement, provided, however, that the applicant for the Board's approval may waive this requirement and consent to an extension of such period in writing.

4.00 Application Requirements: Exhibits and Data

The following items are required before a Site Review will be initiated unless otherwise agreed by the Board at their preliminary discussion:

1. Application for Site Review completely filled out.
2. Site Plan with the following characteristics:
 - a. Sheet size: 22" x 34" maximum

- b. Scale: not more than 1" = 50 feet
- c. Match lines when needed
- d. Original on mylar or linen
- e. Submit three copies of blue or black line prints
- f. Date, title, north point, scale
- g. Name and address of owner

3. The following items are required on the Site Plan(s) showing existing and proposed features as appropriate:

- a. Sketch of site showing existing natural features including watercourses and waterbodies; trees and other vegetation; topographic features; any other features which should be considered in the site design process.
- b. Plan views of all buildings with their use, size, location and floor elevations indicated.
- c. A typical elevation view of buildings indicating their height, bulk, façade design and signs.
- d. The location, width, curbing and paving of access ways and egress ways and streets within the site.
- e. The location of off-street parking and loading spaces with a layout of the parking indicated.
- f. The size and proposed location of water mains and sanitary sewage facilities with all necessary engineering data.
- g. The size and location of all other public service connections including gas lines, power lines, telephone lines, and fire alarm connections and locations indicating whether overhead or underground.
- h. The type and location elevation and layout of catch basins and other surface drainage features.
- i. Existing and proposed contours and finished grade elevations as well as the type, extent, and location of existing and proposed landscaping and open space areas indicating what existing open space areas will be retained.
- j. The location, type, size, height and design of proposed signs and other advertising or instructional devices.
- k. The location and type of lighting for outdoor facilities.
- l. Lines of existing abutting streets.
- m. Surveyed property lines showing their bearings and distances and showing monument locations.
- n. If a subdivision, then lines and names of all proposed streets, lanes, ways or easements intended to be dedicated for public use.
- o. Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development.
- p. Any buildings on adjacent properties within 200 feet of the site.

5.00 Standards

The site shall be designed to meet the purpose of these regulations.

Traffic access to the site from existing town streets, outdoor lighting, parking, including loading facilities and on-site vehicles and pedestrian traffic circulation, shall be appropriate, convenient and safe design. The Board shall, as needed, seek advice from town and state authorities to resolve vehicles and pedestrian traffic problems.

Screening may be required with regards to the adjacent properties, public highways and the site itself.

Provision shall be made for protection of aesthetic, desirable and natural features. On-site waste and sewage disposal systems as well as storm drainage systems shall be well designed with provision made to avoid polluting water supply systems, wetlands, river frontage and flood plains.

In protecting the aesthetic features of the Village Precinct, the Planning Board may consider the following design criteria in reviewing an application:

- a. Setback: it is desirable that new and infill buildings align with existing buildings to preserve the streetscape edge.
- b. Outdoor lighting: it is desirable that lighting not spill over onto adjacent properties, that posts and fixtures complement the general architectural style of the streetscape, that lighting elements be covered or shielded, and that lighting protect the safety and security of the property and the Village Precinct.
- c. Roof lines: it is desirable that roof lines align and complement adjacent structures. Roofs may be gabled, hipped, shed, or gambrel style. Mechanicals on roofs would be unattractive if visible from the ground. Roof materials may be constructed of materials commonly found in New Hampshire and preferably would not include roll roofing, sheet, or corrugated plastic or fiberglass.
- d. Architectural details such as window shape and placement, doors, and trim including cornice lines would be most attractive if they were complementary to surrounding historic structures and in proportion to the building.
- e. Rehabilitation of a historic building is preferable to destruction of such a building and replacement by a new building.
- f. Exterior materials should be appropriate for the character of the building, compatible with nearby structures, and durable for the climate. Natural materials such as brick, stone, vertical board, clapboard, and wood shingles are preferred.
- g. The color of a building would be appropriate if it relates to adjacent buildings to create a harmonious effect.
- h. Canopies and awnings: it is desirable that these structures be designed to complement the building and surrounding historic structures in both style and scale. The canopy or awning would be appropriate if it is of the same style as the main building's roof. Canopies and awnings of metal, plastic or fiberglass are not acceptable.
- i. Windows, doors, and other design elements would be appropriate if they establish a rhythm that is compatible with the rhythm of surrounding historic structures.
- j. Franchise architecture is not appropriate near historic structures.
- k. Signs shall conform to the requirements of the Zoning Ordinances and are encouraged to be carved or painted of natural materials such as wood, stone or metal. Plastic signs are discouraged. The color, lettering and shape of all signs would be appropriate if they are compatible with the materials, colors and texture of surrounding historic buildings. Signage scaled to complement the building is desirable.

This section amended February, 2004

6.00 Bonding

For that portion of a development where improper completion would have an adverse affect, the Planning Board will ordinarily require guarantees for performance, including bonds or other security, before any work commences on a development to assure construction in accordance with the Site Plan. The steps

for issuing and releasing a performance bond shall be the same as required in the Subdivision Regulations including but not limited to determining the amount, the sufficiency, term and form of the bond.

7.00 Other Ordinances

The Site Review Regulations in no way relieve any owner or his agent, or individual from compliance with the Zoning Ordinance, Subdivision Regulations, or any other ordinance that pertains to the proposed development. No Site Plan will be approved unless it complies in all respects to any pertinent ordinances.

8.00 Waiver

The Planning Board may waive any of the requirements of the Site Review Regulations by majority vote when in the opinion of the Board a literal enforcement of the provisions would create unnecessary hardship due to the unique features of the property itself and such waiver will not adversely affect the purpose and intent of the Regulations.

9.00 Enforcement

The Regulations shall be enforced by the Board or its duly authorized representative.

10.00 Appeals

Any person, aggrieved by an official action of the Board, may appeal there from to the Superior Court as provided by RSA 677:15.

11.00 Validity

If any section, subsection, or phrase of these Site Review Regulations is found, for any reason, to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of these Regulations.

12.00 Effective Date

The effective date of these Regulations shall be August 12, 1985.