
TOWN OF HOLLIS, NEW HAMPSHIRE

SITE PLAN REGULATIONS



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SECTION I. AUTHORITY

Pursuant to the authority vested in the Hollis Planning Board by the voters of the Town of Hollis on March 5, 1974, and in accordance with the provisions of Chapter 674:43 & 674:44 of the New Hampshire Revised Statutes Annotated (RSA), as amended, the Hollis Planning Board adopts the following regulations governing the review and approval or disapproval of site plans for:

- a. Any new commercial, industrial and multi-family dwelling uses of land.
- b. Any change or expansion of use to a commercial, industrial or multi-family site.
 - c. Any change or expansion of use to a commercial, industrial or multi-family site plan which would require upgrades to parking, drainage, landscaping or may have a significant traffic impact.

Single and two-family residences, and/or accessory buildings shall not require site plan approval. Agricultural buildings shall not require site plan review, unless deemed necessary by the Planning Board and/or per RSA674:32-b.

SECTION II. DEFINITIONS

- A. **ABUTTER:** shall mean 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. In addition, those properties lying within fifty (50) feet of the subject property shall also be considered abutters and shall be provided due notice. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.
- B. **ACCESSORY BUILDING OR USE, CUSTOMARY:**
 1. A "customary accessory building or use" is one which:
 - a. Is secondary to and serves the principal building or principal use;
 - b. Is secondary in area, extent, or purpose, to the principal building or principal use served;
 - c. Contributes to the comfort, convenience, or necessity of occupants on the principal building or principal use served;
 - d. Is located on the same lot as the principal building or principal use served;
 - e. Contributes activity to the principal use.
 2. Attached garages, porches and other appenditures, and other attached structures are considered a part of the principal building and are not considered an accessory building or use.
- C. **AGRICULTURAL BUILDINGS:** Any building used directly or indirectly for the cultivation, harvesting or selling of produce and the breeding and selling of livestock which does not attract vehicular traffic, except that of employees of the farm activity.
- D. **APPLICANT:** The person or organization requesting approval by the Board.
- E. **APPROVAL:** shall mean recognition by the Planning Board, certified by written endorsement on the plat, that the final plat submission meets the requirements of these regulations and satisfies, in the judgment of the Planning Board, all criteria of good planning and design.
- F. **BOARD:** means the Planning Board of the Town of Hollis, New Hampshire.
- G. **LICENSED LAND SURVEYOR:** shall mean a person who engages in the practice of land surveying and is licensed by the State of New Hampshire.
- H. **LICENSED PROFESSIONAL ENGINEER:** shall mean a person who by professional education and practical experience is qualified and licensed to practice engineering by the State of New Hampshire.

- I. MASTER PLAN:** shall mean a plan for the development of the Town of Hollis adopted in accordance with the provisions of Chapter 675:6 of the New Hampshire Revised Statutes Annotated, as amended. Such master plan, with the accompanying necessary maps, plats, charts, and descriptive matter, shall be designed with the intention of showing as fully as is possible and practical the recommendations of the Board for the desirable development of the territory, legally and logically within the scope of its planning jurisdiction.
- J. PLAT:** means the map, drawing or chart on which the site plan applicant's proposal for development is set forth together with all required supporting information and shall include such collateral and supporting documents as may be necessary to support the proposal.

SECTION III. PROCEDURE

SECTION III.1. SITE PLAN REVIEW PROCEDURE

- A. APPLICATION.** Any applicant may submit a plat for consideration in site plan review by submitting with the Office of the Planning Board, Town Hall, Hollis, New Hampshire, an application for Site Plan Review. The application shall be on the form as provided by the Hollis Planning Board. A complete application includes conformance to the specifications contained in the Site Plan Regulations, the presentation of all required drawings, layouts, reports or other technical data, the payment of all fees that may be imposed by the Board in accordance with their fee schedule and the names and addresses of abutters (confirmed within five days of filing) as indicated in town records on the Submission Date designated by the Planning Board. . The Board may waive one or more provisions of Section III.2, below, when appropriate, but only upon written request as provided for in Section 1M..
- B. DRAWING.** Five (5) prints of all drawings to be recorded shall be included with the completed application. In addition, one print of topography and road profiles is required. Prior to approval the mylar of all drawings to be recorded shall be submitted.
- C. ACCEPTANCE OF APPLICATION.** The Board will accept a complete application only at a public meeting of the Board. Applicant must file application with the Board at least thirty (30) days prior to the date of the meeting at which it is to be accepted.
- D. REVIEW PERIOD.** A sixty-five (65) day review period begins on the date of the meeting at which the application is formally accepted by the Board. The Board must begin formal consideration of the application within thirty (30) days "of submitted application". If the Board fails to act on the application within the sixty-five (65) day period, the applicant may either apply to the Selectmen for an order directing the Board to act within thirty (30) days of the issuance of the order or consent to an extension of the sixty-five (65) day review period. If the Selectmen do issue an order and the Board fails to act, the applicant has grounds to petition the superior court for an order approving the application. If consensual extensions of the review period are desired by the applicant or the Board, a statement detailing the conditions of the extension must be signed by both the applicant and the Board and attached to the application.
- E. PUBLIC NOTICES AND HEARINGS.** Abutters and applicant will be notified by certified mail, return receipt requested, of the date of the meeting at which the application will be formally submitted to the Board for acceptance. Notice will be mailed at least ten (10) days prior to the meeting. Notice to the general public shall also be given at the same time by posting in two (2) public places in the Town of Hollis at least ten (10) days prior to the meeting. The notice will include a description of the proposal, the name of the applicant and the location of the proposal. The notice of formal submission may also include the date, time and place of the general public hearing on the proposal. If the time, date and place of an adjourned session of any properly noticed public hearing is made known at the hearing, additional notice for the continuance of the hearing is not required. All costs of notice for hearings shall be paid, in advance, by the applicant. Failure of the applicant to pay such costs will constitute grounds for the Board to terminate further consideration of the proposal and disapprove the plat without a public hearing. Public hearings are not required for the following type of application:
1. Disapproval of an application due to the failure of the applicant to comply with the provisions of the Regulations.
- The applicant will be formally notified by the Board of receipt of an accepted application.
- F. EXTENSION.** Per RSA 676:4.1(f), the Planning Board may apply to the Selectmen for an extension not to exceed an additional ninety (90) days before acting to approve or disapprove an application.

G. DISAPPROVAL OF APPLICATION. In case of disapproval of any application submitted to the Planning Board, the grounds for such disapproval shall be adequately stated upon the records of the Planning Board.

H. FEES. A fee of one hundred (\$100.00) dollars or such other amount as may be set by the Board. In addition, the Board may impose fees to cover administrative expenses, costs of special investigative studies, review of documents and other matters which may be required by particular applications.

I. (1) OPTIONAL PRE-APPLICATION REVIEW. The Board recognizes the desirability of being able to meet with a potential applicant prior to the submission of a formal application to discuss the concepts of a proposal. This preliminary consultation will occur only at public meetings of the Board, will be non-binding and will discuss the proposal in conceptual form only.

(2) REQUIRED PRE-APPLICATION REVIEW. In appropriate circumstances when the scope of the impact of the proposed application warrants, the Planning Board may require an applicant to participate in a preliminary conceptual consultation phase and/or design review phase (Pursuant to RSA 676:4II) prior to consideration of any application for acceptance pursuant to RSA 676:4Ib).

J. PERFORMANCE BONDS. Where any plat provides for construction of improvements, installations for facilities, including but not limited to streets, water, sewer or utility mains, pipes or connections which shall be subject to provisions of these regulations governing the manner in which they shall be laid out, installed or constructed, the Planning Board may make final approval of a plat otherwise found to be in conformance with these regulations; but the Planning Board shall require of the applicant, prior to granting of such final approval, security for the performance of such work, as follows:

1. The applicant shall provide a bond in such amount considered by the Selectmen to be sufficient to fund the completion of all such improvements, installations or facilities in conformance with the plat and applicable regulations. Such bond shall be payable to the Town of Hollis and shall be in such form and shall have such security as the Selectmen shall deem necessary.

K. INSPECTION, APPROVAL AND ACCEPTANCE OF IMPROVEMENTS, INSTALLATIONS OR FACILITIES. Upon purported completion by an applicant of construction of improvements, installations or facilities, subject to the provisions of a Performance Bonds as noted above, the applicant shall make application to the Selectmen for the approval of construction of such improvements, installations or facilities, and release of the bond. Within ten (10) days following such application, the Selectmen shall notify the Town Engineer to inspect said improvements, installations or facilities and to make a report forthwith to the Selectmen. Upon receipt of the Town Engineer's report, but in no case later than thirty (30) days following submission of the application, the Selectmen shall act to approve or disapprove such construction. In the event of disapproval of such construction, the Selectmen shall make such disapproval in writing and state the reasons for such disapproval.

In the event of approval of such construction, the bond shall be released and discharged, but the applicant shall, if required by the Selectmen, guarantee the quality and workmanship of the improvements, installations and facilities for a period of one (1) year. The Selectmen may require the provision of a bond, payable to the Town of Hollis, in approved form, with sufficient securities, to provide security for maintenance of said improvements, installations and facilities for the one (1) year period. Upon the expiration of the one (1) year period, the maintenance bond shall be discharged, and the portion of security unused or unnecessary to effect pending maintenance shall be returned to the applicant.

The Selectmen may, at their option, following approval of any improvements, installations or facilities, require the delivery to the Selectmen of deeds or other instruments necessary to effect conveyance from the applicant to the Town of Hollis of any interest in and to any such improvements, installations or facilities.

ADDITIONAL STUDIES: For any site plan proposal, the Planning Board may require, as part of the application, the submittal of studies to address specific site related impacts. The required studies may include, but not necessarily be limited to:

1. **Environmental Hazard Analysis:** An environmental impact assessment (EIA) is an assessment of the possible impact, positive or negative, that a proposed project may have on the natural environment. It is the process of identifying, predicting, evaluating and mitigating the biophysical, social, and other relevant effects of development proposals prior to major decisions being taken and commitments made.

2. **Wildlife Habitat Inventory and Assessment:** The Wildlife Habitat Inventory and Assessment (WHIA) shall be completed on site by a wildlife biologist approved by the Hollis Conservation Commission. In order to complete a thorough inventory and assessment of the habitats and wildlife on the site, the Planning Board may require that the Wildlife Habitat Inventory and Assessment be completed over the course of all four seasons. All season assessments may be necessary to identify unique wildlife areas including, but not limited to: vernal pools, deer wintering areas, bird migration stopover habitats, mast production areas utilized by wildlife, and hibernation sites of bats and other mammals.

The Wildlife Habitat Inventory and Assessment shall include:

- The subdivision or site plan. The plan shall include total acreage; total proposed developed acres; total proposed open space acres; and the subdivision or site plan layout. In the case of site plans the layout shall include the location of any proposed structures; parking lots; roads; driveways and stormwater treatment facilities. In the case of subdivisions, the plan shall show the locations of any proposed roads; driveways; house lots and stormwater treatment facilities.
- A locus map of the site showing surrounding land uses (i.e. residential, commercial, industrial, agricultural, recreational, conservation, et.al.).
- Aerial photos showing habitat types, wildlife corridors, wetlands, vernal pools and other key site features overlaid on the proposed subdivision or site plan.
- A description of the methodologies used to identify, inventory and assess wildlife habitats and corridors, wetlands, and vernal pools.
- A memo from the Natural Heritage Bureau regarding the occurrence of rare, threatened and/or endangered species of plants and animals on or within the vicinity of the site.
- An inventory of observed and potential species of plants and animals, especially state-listed species or those listed in the NH Wildlife Action Plan as species of conservation or management concern. This inventory should also include indicators (scat, tracks, bird calls, et.al.) of the presence of species not directly observed.
- Photos taken during the site visit of the representative habitat types and, if possible, of observed species.
- A risk assessment of the potential impacts to wildlife and wildlife habitat from the proposed development. This assessment should include, but not be limited to wetland dredging and/or filling, habitat fragmentation and non-point source pollution of surface waters (i.e. stormwater runoff). It should also include a description of the type (positive, negative, neutral) and magnitude of impact, and likely influence on the long-term sustainability of local populations of each species listed in the inventory.
- Recommendations to minimize and mitigate the potential impacts.

The completed WHIA Study shall be submitted to the Hollis Conservation Commission and the Hollis Planning Board for review and comment.

NOTE: The Hollis Conservation Commission and the Hollis Planning Board strongly advises the use of the New Hampshire Fish and Game Wildlife Action Plan (2005, as revised) as a guide to completing the WHIA Study

Source documents for the compilation of this Wildlife Habitat Inventory and Assessment include:

1. *Identifying and Protecting New Hampshire's Significant Wildlife Habitat: A Guide for Towns and Conservation Groups*, authored by John Kanter, Rebeca Suomala and Ellen Snyder, published by the Nongame and Endangered Wildlife Program of New Hampshire Fish and Game Department, 2001.
2. *New Hampshire Wildlife Action Plan*; New Hampshire Fish and Game Department, 2005.
3. **Traffic:** An analysis of the traffic that will be generated by the proposed development and the projected impact on the surrounding area. The scoping of this type of study shall be developed in concert with the Planning Board and other Town Departments (Police & DPW). The study scope may include: peak hour details, key intersection capacity analysis, level of service impacts, anticipated constructed related traffic, existing and projected traffic counts, and traffic signalization analysis.
4. **Stormwater management:** An engineering study of both the existing conditions and the methods for handling stormwater runoff during and after the proposed development occurs. The study shall, at a minimum, include a description of the pre and post developed areas – including any offsite areas that either are affected by or contribute to the runoff, soils type, ground cover, rainfall amounts, how the peak rate of flow is to be abated,

how the runoff volume is to be maintained and how or what measures are to be used to treat runoff and control erosion both during construction and after the site is developed. Each area (study point) where the runoff leaves the site is to be analyzed separately. The study shall provide a peak rate of flow and volume of runoff for each catchment and each study point. A statement should also be provided as to whether other permits (State & Federal) are required for the project.

5. **Fiscal Impact:** Provide information pertaining to the fiscal ramifications of a proposed development project, including projected revenues and expenditures (town & school). For residential developments, include projected school enrollments, along with a projected time frame of when these students will impact the school system. As a reference document, housing unit school age multipliers detailed in "Housing and School Enrollment in NH: an Expanded View, may/2005, or as amended, prepared for NHHFA and prepared by: AER, Laconia, NH, or the most up-to-date resource available for such data" shall be used to project anticipated school enrollment impacts. An alternative data source may only be used with prior approval from the Planning Board. In addition, the fiscal report should detail the Town's current school capacity. Existing and past enrollment trends shall be analyzed to gauge the ability of the existing facilities to accommodate future enrollments anticipated from the proposed project.
6. **Visual Impact:** A visual impact study shall be submitted for review during the application process. The visual impact study is a tool to assist the Planning Board and others to see what the proposed development will look like, usually at its entrance. Except when directed otherwise, all designed features of the proposed development that are visible from one or more points on the adjacent public way are to be realistically rendered in perspective view. These features include, but are not limited to:
 - Proposed grade changes: roads, stormwater management, driveways, slopes, etc;
 - Structures (reasonable architectural representations in anticipated locations) and signage;
 - Landscaping (new plantings should be shown at their relative size within 3-5 years of planting). No cut zones and other undisturbed areas should also be shown on plans.
 - Aspects unique to the site, or to the application, that the Planning Board may wish to see depicted.

The rendering may be hand-drawn, 2- or 3-D CAD, a digitally-altered photograph, a scale model, or a combination of such images.

7. **Historical Significance Documentation:** As part of EPA's National Pollution Discharge Elimination System (NPDES) permit program, which is now required for any project that disturbs an area of one (1) acre or more, the New Hampshire Division of Historical Resources must be contacted. If the site is noted as potentially historically significant based on their data sources, NHDHR will determine if additional on-site studies are necessary. If, based upon local knowledge, a project is proposed in an area of known historical resource, the Planning Board may require an applicant to undertake an archeological study to determine the extent of the resource and what impact could occur from the proposed development. The exact scope of the study shall be determined through discussions with the applicant and the historical consultant. The Planning Board may also request the assistance from the Hollis Heritage Commission to obtain input and advice.

After determining which studies may be necessary for application acceptance, the Planning Board reserves the right to amend or reverse such decision and require additional studies when, in the course of the review process, the Planning Board deems it necessary to require the same in order to properly evaluate the development proposal.

L. WAIVERS. Pursuant to RSA 674:44, III(e), waivers may be granted to any of the requirements of these Site Plan Regulations, provided the Board finds, by majority vote, that:

8. Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or
9. Specific circumstances relative to the site plan, or conditions of land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.

All requests for waiver(s) pursuant to this section shall be submitted in writing, and shall be included in the package of materials submitted by the applicant with their request for application acceptance. Such waiver request(s) shall be supported by sufficient grounds, supporting one of the two noted criteria outlined above, to demonstrate to the Planning Board why the required studies are unnecessary for the Board's consideration of their plan.

SECTION III.2. REQUIREMENTS FOR THE PLAT

Plats submitted for site plan review shall be submitted in triplicate and shall be in full compliance with the requirements listed herein except as waived under the provisions of III.1.A., above. All plats submitted shall include:

A. EXISTING DATA AND INFORMATION

1. Location of site, names and addresses of owners of record and abutting land owners.
2. Name and address of the applicant, of persons or firm preparing the map, the scale of the map (1-inch equals 40 feet suggested), north arrow and date. Such map shall be prepared and stamped by a licensed land surveyor or licensed professional engineer. All other licensed individuals whose work appears on the plan shall also place their stamp on the plan. Name and address of persons or firm preparing other data and information if different from the preparer of the map. The maximum size of each drawing submitted shall be 22x34 inches. All properties owners shall place their signature on the plan.
3. The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions, and the lot area. Similar data for internal lots, if any, in the site, are required. All easements shall be shown.
4. The existing grades, drainage systems, structures and topographic contours at intervals not exceeding five (5) feet with spot elevations where grade is less than five (5) percent.
5. The shape, size, height, and location of existing structures located on the site and within 200 feet of the site.
6. Natural features such as streams, marshes, lakes or ponds. Man-made 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.
7. Use of abutting properties shall be identified with approximate location of the structures thereon including access roads.
8. The size and location of all existing public and private utilities and all existing landscaping. This shall include the location and size of existing utilities that are located off-site, with which connection is planned or located within 100 feet of the site.
9. A vicinity sketch (suggested scale 1 -inch equals 500 feet) 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. One hundred year flood elevation line shall be included where applicable.
10. Soils data (types and boundaries) as certified by the Hillsborough County Soil Conservation Service.

B. PROPOSED DEVELOPMENT

1. The proposed grades, drainage systems, structures and topographic contours at intervals not exceeding five (5) feet with spot elevations where grade is less than five (5) percent.
2. The shape, size, height, and location of the proposed structures including expansion of existing buildings, with typical elevations and floor plans.
3. Proposed streets, driveways, parking spaces, sidewalks, 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 and the total number of parking spaces shall be shown. In addition, loading spaces and facilities associated with the structures on the site shall be shown.
4. The size and location of all proposed public and private utilities.
5. The location of all proposed wells, septic tanks and leach field systems, or methods of waste water disposal, and cisterns.
6. The location, type and size of all proposed landscaping and screening including fences and walls; including all associated grading & contour lines.
7. Exterior lighting plan and proposed signs to be located on the site, including sign orientation, size, height, and elevation view. Specific light level analysis may be required. Downcast lighting and full cut offs shall be required as necessary to reduce off site impacts.
8. A storm drainage plan including plans for infiltration and retention and slow release of storm water where

necessary and plans for snow removal and storage.

9. A circulation plan of the interior of the lot showing provisions 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.
10. Construction drawings including but not limited to pavements, walks, steps, curbing and drainage structures.
11. Provisions for control of erosion and sedimentation both permanent and temporary (for construction phase).
12. Location of any common lands and/or dedication of land for public or common ownership.
13. The phasing of the projects' construction, if staged.
14. A note referencing the existence of existing easements, private or public trails or parks and open space within 100 feet of the proposed subdivision.

C. SUPPORTING DOCUMENTS

All necessary support documents shall be submitted with the plat including draft contracts for public improvements, draft deeds of dedication, common ownership or maintenance organizational and contractual drafts, draft party wall agreements, draft condominium documents and other documents necessary to the review of the plat.

SECTION IV. PURPOSES, GENERAL STANDARDS AND REQUIREMENTS

SECTION IV.1. PURPOSE

The purpose of site plan review shall be to assure the orderly and proper design, use and layout of sites within the scope of the granted authority consistent with the public health, safety, comfort, and welfare of the Town of Hollis.

SECTION IV.2. GENERAL STANDARDS AND REQUIREMENTS

The following general standards and requirements shall govern site plan review:

- A. The proposed use, building design and layout shall meet the provisions of the zoning ordinance and other regulations and ordinances of the Town of Hollis and shall meet the intent of the Master Plan.
- B. The proposed use, building design and layout shall adhere to the principles of good design and, as such, contribute to the economic, aesthetic and orderly growth of the Town of Hollis.
- C. The proposed use and design layout will be of such a location and in such size and character that it will be in harmony with the appropriate and orderly development of the surrounding area.
- D. The proposed use and layout will be of such a nature that it will make vehicular or pedestrian traffic no more hazardous than is normal for the area involved. Factors for the Planning Board to consider in this determination are the turning movements in relation to traffic flow, proximity to and relationship to intersections, adequacy of sight distances, location and access of off-street parking and provisions for pedestrian traffic. To satisfy these requirements the applicant may be required to improve existing connecting roads at no expense to the Town.
- E. The proposed use, building design, and layout shall be so located and shall be of such a size, intensity and layout so that possible nuisances emanating therefrom are effectively managed or eliminated.
- F. The proposed location and height of buildings or structures, location, nature and height of walls and fences, parking, loading and landscaping shall be such that it will not interfere or discourage the appropriate development in the use of land adjacent to the proposed site or unreasonably affect its value since these factors should be a positive Influence on surrounding properties.
- G. Signs shall be in accordance with the regulations of the zoning ordinance and in addition shall be so designed and located as not to present a hazard, glare or unattractive appearance to either adjacent property or to motorists.

SECTION IV.3. PRIOR TO APPROVAL OF A PLAT

Prior to approval of a plat, or, at the discretion of the Planning Board, as a condition of approval to be satisfied prior to receipt of building permit, a bond shall be filed with the Hollis Board of Selectmen in an amount sufficient to cover the cost of all public improvements recited in the plat or documents in support thereof. This bond shall be approved as to form and sureties or security by legal counsel for the Town of Hollis and conditioned on the completion of such improvement within

two years, or such other time as may be established by the Board.

SECTION IV.4. GROUND MOUNTED SOLAR ENERGY SYSTEM REQUIREMENTS AND PERFORMANCE STANDARDS

A. Ground-mounted Solar Energy System Site Plan Review

1 Applicability

Ground-mounted solar energy systems shall undergo Site Plan Review prior to construction, installation or modification as provided in this section.

The extent of information required by the Planning Board will be dependent upon the size and scope of the proposed project. Projects involving the installation of a few ground mounted solar panels may be able to provide a hand drawn scaled drawing using available assessing mapping while other more extensive and complex projects will require a higher level of detail.

2. Site Plan Document Requirements

Pursuant to the Site Plan Review process, the project proponent may have to provide the following documents, as deemed applicable by the Planning Board:

- (a) Unless waived by the Planning Board, the site plan for the proposed ground mounted solar energy system shall be drawn by a licensed engineer or surveyor;
- (b) Existing property lines and physical features, including roads, for the project site;
- (c) Proposed changes to the topography, access ways, landscape of the site, grading, drainage, vegetation clearing and planting, exterior lighting, screening vegetation or structures;
- (d) Documentation of the major system components to be used, including the panels, mounting system, and inverter;
- (e) Name, address, and contact information for proposed system installer;
- (f) Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any;
- (g) Zoning district designation for the parcel(s) of land comprising the project site;
- (h) If deemed necessary by the Planning Board, visual depictions of the proposed project from public ways shall be submitted; and
- (i) Any additional information as deemed necessary by the Planning Board in order to appropriately review the proposed application.

3. Site Plan Review Design and Operation Standards

- (a) **Operation & Maintenance Plan** - The project proponent shall submit a plan for the operation and maintenance of the ground-mounted solar energy system, which shall include measures for maintaining safe access to the installation, stormwater controls, as well as general procedures for operational maintenance of the installation.
- (b) **Utility Notification** - No grid-intertie photovoltaic system shall be installed until evidence has been given to the Planning Board that the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.
- (c) **Lighting** – Any lighting of a solar facility shall be limited to reduce off site impacts.

- (d) Utility Connections - Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the solar photovoltaic installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.
- (e) Emergency Services – Ground-mounted solar energy system owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the local Fire Department. Upon request the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar energy system shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.
- (f) Land Clearing - Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of solar energy system.
- (g) Buffer Plan: All applications shall submit a detailed buffering plan demonstrating how the proposed ground mounted Solar Energy System will be incorporated into the local landscape so that effective screening is provided along public ways and from abutting views. The use of evergreens are required. The Planning Board may require bonding of all landscaping improvement to insure the proposed planting plan remains viable over a four season time period.

B. Monitoring and Maintenance

- 1. Solar Energy System Installation Conditions - The ground-mounted solar energy system owner or operator shall maintain the facility in good condition. Site access shall be maintained to a level acceptable to the Fire Department. The owner or operator shall be responsible for the cost of maintaining the solar energy system and any access way.
- 2. Modifications - All material modifications to ground mounted solar energy system made after issuance of the required building permit shall require approval by the Planning Board.

C. Abandonment or Decommissioning

1. Removal Requirements

Any ground-mounted solar energy system which has been abandoned or is no longer operational shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

- (a) Physical removal of all solar energy systems, structures, equipment, security barriers and transmission lines from the site.
- (b) Disposal of all solid waste in accordance with local, state, and federal waste disposal regulations.
- (c) Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

SECTION V. PARKING

SECTION V.1. PROVISION OF PARKING SPACES

Off-street parking spaces shall be provided in accordance with the specifications in this section in any zoning district whenever any new use is established or existing use expanded. Any use not referred to or listed herein shall provide parking as required by the Planning Board.

A. Required parking spaces:

<i>Use</i>	<i>Minimum no. of Spaces</i>	<i>Maximum no. of Spaces</i>
<i>Retail sales</i>	1 per 300 square feet of sales area	1 per 250 square feet of sales area
<i>Saw mill or wood yard</i>	1 per 600 square feet of floor area	1 per 500 square feet of floor area
<i>Hospital, clinic, nursing home or rehabilitation center</i>	1 per 4 beds and 1 per employee based on the expected average employee occupancy	1 per 3 beds and 1 per employee based on the expected average employee occupancy.
<i>Theater</i>	1 per 6 seats	1 per 5 seats
<i>Hotel or motel</i>	1 per room plus 1 per employee based on the expected average employee occupancy	Same
<i>Warehouse, wholesale or storage facility</i>	1 per employee plus 1 per un-garaged company vehicle operating from the premises	1.5 per employee plus 1 per un-garaged company vehicle operating from the premises
<i>Manufacturing</i>	1 per 3 employees, based on the largest shift	2 per 3 employees, based on the largest shift
<i>Office</i>	1 per 400 square feet of gross leasable area	1 per 350 square feet of gross leasable area
<i>Bank</i>	1 per 400 square feet of customer use area	1 per 350 square feet of customer use area
<i>Restaurant</i>	1 per 4 seats in dining area	1 per 3 seats in dining area
<i>Personal or professional services</i>	1.5 per service provider	2 per service provider
<i>Religious worship facilities</i>	1 per 6 seats in the principal assembly room unless not required for religious reasons	1 per 5 seats in the principal assembly room
<i>Recreational facility</i>	2 per tennis court; 15 for each ball field; other minimum requirements as approved by the Planning Board	3 per tennis court; 20 for each ball field; other maximum requirements as approved by the Planning Board
<i>Hall or club</i>	1 per 5 members of the maximum rated building capacity	1 per 4 members of the maximum rated building capacity
<i>School</i>	1 per staff member plus 1 per every 12 elementary through junior high students plus one per every 8 high school students	1 per staff member plus 1 per every 10 elementary through junior high students plus one per every 6 high school students
<i>Studio for professional work</i>	1 per staff member based on the expected average employee occupancy plus 2 per studio room	1 per staff member based on the expected average employee occupancy plus 3 per studio room
<i>Institution of higher learning</i>	1 per staff member based the expected average employee occupancy plus 5 per classroom	1 per staff member the expected average employee occupancy plus 6 per classroom
<i>Nursery or day care center</i>	1 per employee based on the expected average employee occupancy plus 1 visitor space per every 10 children	1 per employee based on the expected average employee occupancy plus 1 visitor space per every 15 children
<i>Funeral home</i>	1 per employee based on the largest shift plus 1 per 300 square feet of floor space in slumber rooms, parlors, and individual service rooms	1 per employee based on the largest shift plus 1 per 200 square feet of floor space in slumber rooms, parlors, and individual service rooms
<i>Service station</i>	1 in front of each gas pump plus 1 per employee based on the largest shift plus 1 per each repair bay	1 in front of each gas pump plus 1.2 per employee based on the largest shift plus 1 per each repair bay

<i>Post office or municipal building</i>	1 per every 500 Town residents and 1 per employee based on the largest shift. Sufficient area shall be reserved for additional parking to accommodate the Town's growth for 10 years at the current population growth rate as determined by the Planning Board	1 per every 400 Town residents and 1 per employee based on the largest shift. Sufficient area shall be reserved for additional parking to accommodate the Town's growth for 10 years at the current population growth rate as determined by the Planning Board
<i>Police or fire station</i>	1 per 2 employees based on the largest shift	1 per employee based on the largest shift
<i>Kennel</i>	1 per employee plus 1 per 20 animal cages	1 per employee plus 1 per 15 animal cages
<i>Vehicle sales</i>	1 per employee based on the largest shift plus 1 per x square feet of interior display area plus 1 per each repair bay	1 per employee based on the largest shift plus 1 per x square feet of interior display area plus 1 per each repair bay
<i>Dwelling</i>	2 per unit except 1 per unit for housing for older persons	No maximum, except 1.5 per unit for housing for older persons

- B.** Parking provision for any combination of uses on the same site shall consider the opportunity for combined visits (i.e. one parking space in front of a gas station pump may count as one parking space for both the convenience store and the gas station in a combined gas station/convenience store development).
- C.** Shared parking arrangements with adjoining non-residential developments or other uses on site are encouraged. Off site shared parking shall be protected with a shared parking easement agreement which shall be reviewed and approved by the Planning Board and recorded with the approved site plan.
- D.** The minimum parking requirement for non-residential uses only may be provided by on-street parking when on-street parking is provided within 600 feet of the proposed development. A parking study outlining the ability of on-street parking to accommodate the proposed development shall be submitted to the Planning Board for approval.

SECTION V.2. SIZE OF PARKING SPACES AND DRIVE AISLES

- A.** Spaces shall be 9 feet x 18 feet, exclusive of drive aisle width. A maximum of 50% of the required parking spaces are encouraged to be compact car spaces. Compact car spaces shall be 9 feet x 17 feet, exclusive of drive aisle width.
- B.** Drive aisle width shall be 22 feet minimum, 26 feet maximum (either one or two way circulation) for 90° (perpendicular) parking. Aisle width shall be 12 feet minimum, 14 feet maximum (one-way circulation only) for 0° (parallel) parking. When any combination of these types of parking is used, facing the same aisle, the more restrictive drive aisle width requirement shall apply.

SECTION V.3. LOCATION OF PARKING LOTS

- C.** Parking shall be located within 600 feet of the principal use and connected to the principal use by a 5 foot wide pedestrian path.
- D.** Parking shall not be permitted in the front setback nor between the principal structure and a public street, including corner lots. Parking may be located to the side or rear of the principal structure. The Planning Board may waive this requirement in situations where lot configuration or use renders such parking lot location impractical, however, effort shall be made to locate parking to the side or rear of buildings. See Diagram 1.
- E.** Side yard parking shall be limited to a single row of vehicles. See Diagram 1.

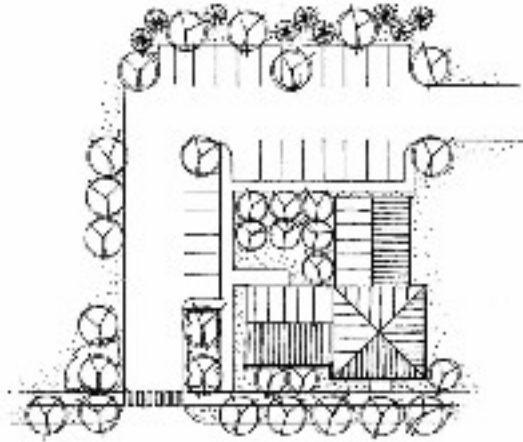


Diagram 1. Parking to Side and Rear of Principal Structure

SECTION V.4. DESIGN OF PARKING LOTS

Parking lots shall meet the following design criteria:

- A.** To ensure safe pedestrian circulation, 0° (perpendicular) or 90° (parallel) parking spaces are encouraged. Angle parking may be permitted by the Planning Board upon demonstration by the applicant that perpendicular or parallel parking is unfeasible
- B.** A minimum 5 foot wide pedestrian path shall be continuous throughout the site, from adjacent streets, sidewalks and parking area(s) to the entrances of all structures. Pedestrian paths shall be marked by accent strips of brick, concrete block or textured paving materials to define pedestrian walkways and crosswalks. Pedestrian paths may be incorporated with accessible routes as required by the Americans' with Disabilities Act, as amended. See Diagram 2.

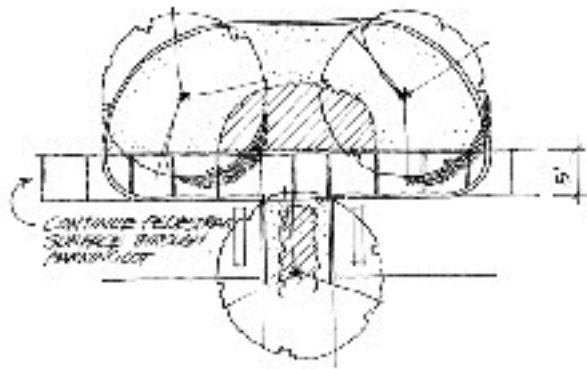


Diagram 2. Landscaped Median with Pedestrian Access

- C.** Parking areas shall be screened from all views off site using land forms, vegetation and/or fences of a design in keeping with the surrounding area. See Diagram 3.



Diagram 3. Well Screened Parking Area

- D.** Continuous off-street vehicle routes shall be no more than 200 feet in length before interruption by pedestrian crosswalks over speed tables, T-intersections or other design element to calm vehicle movement on site.
- E.** Every effort shall be made to use pervious parking surfaces as an alternative to impervious asphalt or concrete. Pervious paving areas can be used to facilitate groundwater recharge and reduce the need for curbs and gutters as drainage features.

SECTION V.5. DRIVE IN FACILITIES

Any proposed facility which services its clients or customers from structures accessible to drivers while in their vehicles shall have sufficient length and width of access road to accommodate a minimum of three (3) and a maximum of five (5) waiting vehicles in single file. Such waiting areas:

- A.** Shall provide a minimum of 8 feet x 20 feet and a maximum 9 feet x 22 feet per vehicle.
- B.** Shall not obstruct or interfere with access or egress from any regular parking spaces or pedestrian or accessible route that may be required because of regular business use.
- C.** Shall not be located between the principal structure and a public street.

SECTION VI. TELECOMMUNICATIONS FACILITIES

SECTION VI.1. GENERAL

A. PURPOSE

It is the purpose of this Regulation to minimize the visual and environmental impacts of telecommunications facilities in the Town of Hollis, NH. It enables the review and approval of telecommunications facilities by the Planning Board in keeping with the Town's Zoning Ordinances and in recognition of the Federal Telecommunications Act of 1996.

B. TELECOMMUNICATION FACILITY SITE REQUIREMENTS

In reviewing and approving the site plan, the Planning Board may impose conditions to the extent the Board concludes such conditions are necessary to minimize any adverse impact of the proposed tower or antennas on adjoining properties, and preserve the intent of The Hollis Telecommunications Ordinance. The following factors are to be considered when reviewing the application:

1. Availability of suitable existing towers or other structures.
2. Availability of alternative tower structures and alternative siting locations.
3. Impact on identified historic resources.
4. Visual impacts on the field of view, ridgelines, open fields and other impacts by means of tower location, tree

and foliage clearing and placement of incidental structures.

5. Proximity of tower to residential development and schools.
6. Nature of use on adjacent and nearby properties.
7. Height of proposed tower or other structures.
8. Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.
9. Surrounding tree cover and foliage.
10. Surrounding topography.
11. Proposed ingress and egress to the site.

SECTION VI.2. DEFINITIONS

- A. **ALTERNATIVE TOWER STRUCTURE:** Innovative siting techniques such as artificial trees, clock towers, bell towers, steeples, utility poles, and similar alternative design mounting structures that camouflage or otherwise conceal the presence of antennas or towers.
- B. **ANTENNA:** Any exterior apparatus designed for telephonic, radio, television, personal communications service (PCS), pager network, or any other communications through the sending and/or receiving of electromagnetic waves of any frequency and/or frequencies.
- C. **CO-LOCATION:** The use of an existing tower or an existing telecommunications facility for multiple purposes or users.
- D. **GUY WIRE:** A cable used to secure and steady a tower.
- E. **HEIGHT OF SURROUNDING EXISTING VEGETATION:** The average height of dominant species within 200 feet of the site as measured by or available from a Certified Land Surveyor or Professional Civil Engineer at the time the application for a telecommunications facility is submitted.
- F. **HEIGHT OF TELECOMMUNICATIONS FACILITY:** The vertical distance between the lowest point of the natural terrain 15 feet from the base of the telecommunications facility to the highest point of the telecommunications facility, including antennas and other tower components.
- G. **LATTICE TOWER:** A type of mount that is self supporting with or without multiple legs and cross bracing of structural steel.
- H. **MONOPOLE:** A tower that is self-supporting with a single shaft of wood, steel, or concrete and a platform (or racks) for antennas arrayed at the top.
- I. **PREEXISTING TOWERS AND ANTENNAS:** Any tower or antenna lawfully constructed or permitted prior to the adoption of the Hollis Telecommunications Ordinance. Also, any tower or antenna lawfully constructed in accordance with The Ordinance that predates an application currently before the Town.
- J. **PRINCIPAL USE.** The primary use of land or of a building or a portion thereof.
- K. **SECONDARY USE:** A use of land or of a building or portion thereof that is unrelated to the principal use of the land or building.
- L. **TELECOMMUNICATIONS FACILITIES:** Any structure, antenna, tower or other device that provides commercial mobile wireless services, unlicensed wireless services, cellular phone services, specialized mobile radio communications (SMR), personal communications services (PCS), common carrier wireless exchange access services, and any other personal wireless service as defined by the Telecommunications Act of 1996.
- M. **TOWER:** A structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guyed towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers, alternative tower structures, and the like.

SECTION VI.3. PROCEDURE

Each applicant requesting a Site Plan review and approval for a telecommunications facility shall submit a plan in accordance with the Town Zoning Ordinance and Site Plan Review Regulations. In addition, the applicant shall submit the following prior to any approval of the Board:

C. SUBMISSION REQUIREMENTS

1. Name, address and telephone number of applicant and any co-applicant as well as any agent for the applicant or co-applicant.
2. Co-applicants may include the landowner of the subject property, licensed carriers and tenants for the telecommunications facility.
3. A licensed carrier shall either be an applicant or a co-applicant.

D. LOCATION FILING REQUIREMENTS

1. Identification of the property including the Town tax map with the parcel/lot number clearly identified.
2. Zoning district designation for the subject property.
3. A Town-wide map showing other existing telecommunications facilities in the town and outside the town within two miles of its corporate limits. Include specific information about the location, height, and design of each tower, as well as economic and technological feasibility for co-location on the inventoried towers. The Planning Board may share such information with other applicants applying for approvals or conditional use permits under The Ordinance or other organizations seeking to locate telecommunications facilities within the jurisdiction of the Town.
4. A regional map of the proposed locations of all existing and planned telecommunications facilities in the town and the region for this carrier.

E. SITING FILING REQUIREMENTS

1. Plans of the vicinity with a suggested scale of one-inch-equals-40 feet showing the following:
2. Property lines of the subject property and all adjacent properties within 200 feet of the site.
3. Tree cover on the subject property and adjacent properties within 200 feet of the site, by dominant species and average height, as measured by or available from a Certified Land Surveyor or Professional Civil Engineer.
4. Outline of all buildings, including proposed buildings and structures on subject property and all adjacent properties within 200 feet of the site.
5. Proposed location, dimensioned and to scale, of the tower, antennas, equipment shelters, cable runs, parking areas and any other construction or development attendant to the telecommunications facility.
6. Proposed security barrier, indicating type and extent as well as point of controlled entry.
7. Location of all roads, public and private, on the subject property and on all adjacent properties within 200 feet of the site including driveways proposed to serve the telecommunications facility.
8. Distance, at grade, from the proposed telecommunications facility to each building on the vicinity plan.
9. Contours at every two feet for the subject property and adjacent properties within 200 feet of the site.
10. All proposed changes to the existing property, including grading, vegetation removal and temporary or permanent roads and driveways.
11. Siting elevations or views at-grade from the north, south, east and west for a 100-foot radius around the proposed telecommunications facility. Elevations shall be either one-quarter inch equals one foot or one-eighth inch equals one-foot scale and show the proposed facilities.

F. DESIGN FILING REQUIREMENTS

1. Equipment brochures for the proposed telecommunications facility such as manufacturer's specifications or trade journal reprints shall be provided for the antennas, antenna mounts, tower, equipment shelters, cables as well as cable runs, and security barrier.

2. Materials of the proposed telecommunications facility specified by generic type and specific treatment (e.g., anodized aluminum, stained wood, painted fiberglass, etc). These shall be provided for the antennas, antenna mounts, tower, equipment shelters, cables as well as cable runs, and security barrier.
3. Colors of the proposed telecommunications facility represented by a color board showing actual colors proposed. Colors shall be provided for the antennas, antenna mounts, tower, equipment shelters, cables as well as cable runs and security barrier.
4. Dimensions of the telecommunications facility specified for all three directions: height, width and breadth. These shall be provided for the antennas, antenna mounts, tower, and equipment shelters and security barrier.
5. Landscape plan including existing trees and shrubs and those proposed to be added, identified by size of specimen at installation and species.
6. The applicant shall arrange for a balloon or crane test at the proposed site to illustrate the height of the proposed facility. The date, time and location of such test shall be advertised in at least two local newspapers of general circulation in the Town at least 14 days, but not more than 21 days prior to the test.
7. If lighting of the site is required, the applicant shall submit a manufacturer's computer-generated point-to-point printout, indicating the horizontal footcandle levels at grade, within the property to be developed and at the property lines. The printout shall indicate the locations and types of luminaries proposed.

G. ADDITIONAL FILING REQUIREMENTS

1. Written proof that the proposed use/facility complies with Federal Communications regulations on the radio frequency (RF) exposure guidelines.
2. Written proof that an evaluation has taken place, as well as the results of such evaluation, satisfying the requirements of the National Environmental Policy Act (NEPA) further referenced in applicable Federal Communications Commission (FCC) rules.
3. Written evidence demonstrating that no existing structure can accommodate the applicant's proposed antenna if the applicant is proposing to build a new tower. This evidence can consist of an analysis of the location, height, strength, potential interference, and co-location costs that would make co-location impractical.
4. A written agreement with the Town specifying that the applicant agrees to provide for maximum shared use of the facility with other telecommunication providers and with governmental agencies at industry standard leases rates. The applicant shall also provide notice to all commercial carriers in the region that a new facility is to be erected and that an opportunity for co-location exists.
5. Evidence that the abutting property owners have been notified of the application. Direct abutters will be notified by certified mail and a notice will be published in at least two local newspapers of general circulation. All costs will be borne by the applicant.
6. Engineering information detailing the size and coverage required for the facility location.
7. The Planning Board may retain a technical expert in the field of RF engineering to review all aspects of the application, including any claims by the applicant regarding technological limitations, the feasibility of alternative locations, and whether co-location at the site is not feasible or could be feasible if the design configuration were changed. The cost of such a technical expert shall be at the expense of the applicant in accordance with RSA 676:4 I (g).
8. Any other information deemed necessary by the Planning Board to assess compliance with the Telecommunications Ordinance.

SECTION VI.4. CONSTRUCTION PERFORMANCE REQUIREMENTS

These regulations shall govern the location and the installation of telecommunications facilities, towers, antennas and alternative tower structures. The Planning Board may waive these requirements in accordance with Section VI.8 of these regulations only if it determines that the goals of the Town ordinance are served thereby. These requirements shall supersede any and all other applicable standards found elsewhere in Town ordinances or regulations that are less strict and shall be in addition to application standards found elsewhere in Town ordinances.

- H. CONCEALED COMMUNICATION TOWERS AND ANTENNAS:** Antennas and associated equipment which are totally concealed within a building or structure so that they are architecturally indiscernible are subject to the approval of the Planning Board and where applicable the Historic District Commission. The Planning Board and Historic District Commission shall consider, among other things, whether the structure containing the antennas and associated equipment is architecturally harmonious in aspects such as material, color, height, bulk, scale and design with the building or complex of which it is a part, and if it is a standalone structure whether the structure is harmonious with the surrounding area.
- I. DISTRICTS PERMITTED:** New tower construction and collocation of telecommunication facilities shall be permitted in all zoning districts, subject to a Conditional Use Permit, but towers shall be prohibited from the Town's Historic District.
- J. LOCATION:** Towers and antennas shall be located in areas covered by existing vegetation, unless an alternative tower structure or other camouflage device is used that effectively conceals the presence of the tower and antennas.
- K. LOT SIZE AND SETBACK**
1. Towers must be set back a minimum distance equal to 125% of the height of the tower from the property line.
 2. Towers and accessory facilities must satisfy the minimum zoning district requirements for a building lot and meet the setback requirements.
- L. VISIBILITY/CAMOUFLAGE:** The design of the buildings and related structures at a tower site including antennas and supporting equipment on structures other than a tower shall use materials, colors, textures, screening, and landscaping that will blend the tower facilities with the natural setting and built environment.
- M. CAMOUFLAGE BY VEGETATION**
1. If telecommunications facilities are not camouflaged from public viewing areas by existing buildings or structures, they shall be surrounded by buffers of dense tree growth and understory vegetation in all directions to create an effective year-round visual buffer.
 2. Ground-mounted telecommunications facilities shall provide a vegetation buffer of sufficient height and depth to effectively screen the facility. Trees and vegetation may be existing on the subject property or installed as part of the proposed facility or a combination of both.
 3. The Planning Board shall determine the type of trees, plant materials and depth of the needed buffer based on site conditions.
 4. Where existing vegetation is used as a buffer, it must effectively conceal the presence of the tower and antennas, and a conservation easement protecting that vegetation, enforceable by the Town pursuant to RSA 674:21-a, shall be recorded in the registry of deeds in form approved by the Planning Board.
- N. COLOR**
1. Towers shall maintain a neutral, non-reflective color so as to reduce visual obtrusiveness.
 2. To the extent that any telecommunications facilities extends above the height of the vegetation immediately surrounding it, they shall be painted in a light gray or light blue hue which blends with sky and clouds.
- O. LIGHTING:** Telecommunications facilities shall be lighted only if required by the Federal Aviation Administration (FAA) or other applicable authority. The abutting properties shall be shielded from lighting of equipment and any other facilities on site. There shall be total cutoff of all light at the property lines of the parcel to be developed, and footcandle measurements at the property line shall be 0.0 initial footcandles when measured at grade.
- P. SECURITY FENCING:** The entire Telecommunications Facilities shall be enclosed by decay-resistant security fencing not less than eight (8) feet in height and shall also be equipped with an appropriate anti-climbing device or other similar device that completely seals the area from unauthorized entry or trespass.
- Q. SIGNAGE:** Signs shall be limited to those needed to identify the property and the owner and warn of any danger. All signs shall comply with the requirements of the Town's sign regulations.
- R. ACCESS ROADS:** All access roads shall meet the Town's Driveway Regulations and shall require a driveway permit as defined in Section IV.8.B of the Subdivision Regulations.

S. LANDSCAPING

1. The entire telecommunications facility shall be landscaped with a buffer of plant materials that effectively screens the view of the tower compound from adjacent residential property. The standard buffer shall consist of a landscaped strip of at least fifty (50) feet wide outside the perimeter of the compound, natural vegetation is preferred, and existing mature tree growth and natural landforms on the site shall be preserved to the maximum extent possible.
2. In locations where the visual impact of the tower would be minimal or where natural growth provides a sufficient buffer, the landscaping requirement may be reduced or waived entirely.

T. BUILDING CODES AND SAFETY STANDARDS

1. The owner of the antennas and tower shall ensure that the structural integrity is maintained in compliance with the standards contained in the Hollis, NH Building Code and the applicable standards for towers that are published by the Electronic Industries Association, as amended from time to time.
2. Failure to bring a tower into compliance within thirty (30) days of notice being provided to the owner by the Town shall constitute abandonment and grounds for the removal of the tower or antennas in accordance with Paragraph 6 of the Telecommunications Ordinance

U. FEDERAL REQUIREMENTS

1. All facilities must meet or exceed current standards and regulations of the Federal Aviation Administration, the Federal Communications Commission, and any other agency of the federal government with the authority to regulate towers and transmission antennas.
2. Failure to bring towers and antennas into compliance with revised standards and regulations within six (6) months of their effective date shall constitute grounds for the removal of the tower or antennas in accordance with Paragraph 6 of the Telecommunications Ordinance.

V. ENVIRONMENTAL STANDARDS

1. Telecommunications facilities shall not be located in wetlands. Locating telecommunications facilities in wetland buffer areas shall be avoided whenever possible and disturbance to wetland buffer areas shall be minimized.
2. No hazardous waste shall be discharged on the site of any telecommunications facility. If any hazardous materials are to be used on site, there shall be provisions for full containment of such materials. An enclosed containment area shall be provided with sealed floor, designed to contain at least 150% of the volume of the hazardous material stored or used on site.
3. The Hollis Fire Department shall be informed in writing, describing all hazardous materials located and proposed to be stored on site.

W. NOISE STANDARDS: Ground-mounted equipment for telecommunications facilities shall not generate noise in excess of 50 db at the property line. Internally mounted equipment for telecommunications facilities shall not generate noise in excess of 50 db at ground level at the base of the building closest to the antenna.

X. RADIO FREQUENCY RADIATION (RFR) STANDARDS: All equipment proposed for the telecommunications facilities shall be authorized and approved for use by the FCC. When measured at the property line, the RFR from the facilities shall not exceed the federal limits for power density levels and shall not interfere with radio and television reception in the vicinity.

SECTION VI.5. MONITORING AND MAINTENANCE

- A. After the telecommunications facility is operational, the applicant shall submit, within 90 days of beginning operations, and at 5 year intervals for the renewal of the Conditional Use Permit, existing measurement of RFR from the wireless service facility. Such measurements shall be signed and certified by a RF engineer, stating that the RFR measurements are accurate and meet FCC Guidelines.
- B. After the telecommunications facility is operational, the applicant shall submit, within 90 days of beginning operations, and at 5 year intervals for the renewal of the Conditional Use Permit, existing measurements of noise from the wireless service facility. An acoustical engineer, stating that the noise measurements are accurate and meet

the noise standards of Section VI.4.P shall sign such measurements.

- C. The applicant and co-applicant shall maintain the telecommunications facility in good condition. Such maintenance shall include, but shall not be limited to, painting, structural integrity of the tower, mount and security barrier, and maintenance of the buffer areas and landscaping.

SECTION VI.6. MODIFICATION

The modification of a telecommunications facility will require a new Conditional Use Permit when the following events apply:

- A. The applicant and/or co-applicant want to alter the telecommunications facility by changing the number of facilities, the number and/or type of antennas located on the site or a change in technology used at the telecommunications facility.
- B. The applicant and/or co-applicant want to add any equipment or alter the height specified in the original design filing.

SECTION VI.7. NOTIFICATION OF PROPERTY OWNERS

- A. The owners/co-owners of the telecommunications facility shall provide evidence that the abutting property owners have been notified by certified mail of the application and the meeting at which it will be presented to the Planning Board, that a notice has been published in two local newspapers of general circulation in the Town and that notice has been posted in two public places, in accordance with the time periods specified in the Town Site Plan Review Regulation.
- B. The applicant shall arrange for a balloon or crane test at the proposed site to illustrate the height of the proposed facility. The date, time and location of such test shall be advertised in at least two local newspapers of general circulation in the Town at least 14 days, but not more than 21 days, prior to the test.

SECTION VI.8. WAIVERS

- A. The Planning Board may waive the requirements of this regulation where it finds that practical difficulties, or unnecessary and unreasonable expense would result from strict compliance with the foregoing terms, or the purposes of these regulations may be served to a greater extent by an alternative proposal. The purpose of granting waivers under the provisions of this regulation shall be to insure that an applicant is not unduly burdened as opposed to merely inconvenienced by the terms of the ordinance. The Board shall not approve any waiver(s) unless a majority of those present and voting shall find that all of the following apply:
 - 1. The granting of the waiver will not be detrimental to the public safety, health, and welfare or be injurious to other property and will promote the public interest.
 - 2. The waiver will not, in any manner, vary the provisions of the Town's Zoning Ordinance and is consistent with the goals and objectives of the Master Plan.
 - 3. The waiver will substantially secure the objectives, standards, and requirements of this regulation.
 - 4. Size/magnitude of the project being evaluated and availability of co-location.
 - 5. A particular and identifiable hardship exists or a specific circumstance warrants the granting of a waiver. Factors to be considered in determining the existence of a hardship shall include, but not be limited to:
 - a. Topography and other site features.
 - b. Availability of alternative site locations.
 - c. Geographic location of the property.
- B. **CONDITIONS FOR GRANTING OF WAIVERS:** In granting waivers, the Board may impose additional requirements, as it deems appropriate to substantially secure the objectives of the standards or requirements of this regulation.
- C. **PROCEDURE**
 - 1. The applicant shall submit a request for a waiver in writing with the application for the Planning Board Review.
 - 2. The request shall state fully the grounds for the waiver and all the facts relied on by the applicant.

3. Failure to submit the request in writing shall require an automatic denial of the waiver request.

SECTION VI.9. CONDITIONAL USE PERMIT RENEWAL

A Conditional Use Permit issued for any telecommunications facility shall be valid for five (5) years. At the end of that period, the carrier shall remove the wireless facilities or renew the Conditional Use Permit.

A. REQUIREMENTS FOR THE RENEWAL OF A CONDITIONAL USE PERMIT

Each applicant requesting renewal of a Conditional Permit for a wireless service facility shall meet the following requirements. In addition, the applicant shall submit the required documentation prior to any approval of the Board.

1. Submit a report certifying compliance with the local regulations and all conditions of the original approved plan.
2. Submit a report by a Professional Structural Engineer, certifying the structural integrity of the tower, antenna mounts, and antennas.
3. Submit measurements on Radio Frequency Radiation (RFR) emitted from the facility, per section VI.5.A.
4. Submit measurements on noise generated by the facility, per section VI.5.B.
5. Provide evidence that the abutting property owners have been notified of the application. Direct abutters will be notified by certified mail and a notice will be published in at least two local newspapers of general circulation. All costs will be borne by the applicant.
6. Provide for a general inspection tour of the facilities by the Planning Board.

SECTION VI.10. USE OF EXISTING INFRASTRUCTURE

New telecommunications facilities directly located on existing publicly and privately owned electric and telephone utility poles and the wires and cables they support shall be exempt from Sections VI.3.C, VI.3.D, VI.4.A, VI.4.B, VI.4.C, VI.4.D, VI.4.E, VI.4.F, VI.4.H, VI.4.I, VI.4.K, VI.4.L and VI.7.B of these regulations, provided there is no increase over the height of the existing poles, wires and cables as a result of the installation of a new telecommunications facility and provided that the new telecommunications facility is no greater in horizontal length after installation than 24 inches. This exemption shall not apply in The Historic District or within 150 feet of the right-of-way of any scenic roadway.

SECTION VII. BUILDING PERMITS

For any plat approved hereunder by vote of the Board or by certificate of inaction, a building permit must be obtained within twelve (12) months of said vote of said certification and failure to do so shall render approval null and void and no building permit shall be issued except, however, when a construction schedule has been approved by the Planning Board in accordance with the provisions of Section IV.3.B.

SECTION VIII. ACCESS TO HIGHWAYS

Refer to Section IV.8 of the Subdivision Regulations, which is incorporated herein by reference.

SECTION IX. SEPARABILITY

The invalidity of any provision of these regulations shall not affect the validity of any other provisions.

SECTION X. ENFORCEMENT

The Hollis Board of Selectmen are charged with the power and authority to enforce the provisions of these regulations.

SECTION XI. AMENDMENT

These regulations may be amended by the Planning Board but only following a public hearing on the proposed amendment and such amendment shall not take effect until a copy of said amendment shall be endorsed by a majority of the Board and filed with the Hollis Town Clerk.

SECTION XII. FILING

- A.** Upon enactment, these regulations shall be signed by the Chairman of the Board, endorsed by a majority of the Board and originals so exhibited shall be filed with the Hollis Town Clerk.
- B.** A copy of any amendments to these Regulations shall also be filed with the Office of State Planning in Concord, New Hampshire.

Chairman, Hollis Planning Board

Date

APPENDIX A: TABLE OF AMENDMENTS

- Sec. V. **2002:** Add new Section V. PARKING AND DRIVE-THROUGH FACILITIES
- Sec. III.1. **2006:** Add new Section I. OPTIONAL PRE-APPLICATION REVIEW AND REQUIRED PRE-APPLICATION REVIEW
- Sec. III.2 **2006:** Add “cisterns” to item 5.
Add new item 14.
- Sec. I. **2014:** Add a. Any new commercial, industrial and multi-family dwelling uses of land.
 b. Any change or expansion of use to a commercial, industrial or multi-family site.
 c. Any change or expansion of use to a commercial, industrial or multi-family site plan which would require upgrades to parking, drainage, landscaping or may have a significant traffic impact.
Single and two-family residences, and/or accessory buildings shall not require site plan approval. Agricultural buildings shall not require site plan review, unless deemed necessary by the Planning Board and/or per RSA674:32-b.
- Section II. **2014:** Add under **A. ABUTTER:** In addition, those properties lying within fifty (50) feet of the subject property shall also be considered abutters and shall be provided due notice.
For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term “abutter” includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.
- Section III. **2014:** Add under Section **III.I SITE PLAN REVIEW PROCEDURE:**
 F. EXTENSION: Per RSA 676:4.1(f)

Add under **ADDITIONAL STUDIES:**
For any site plan proposal, the Planning Board may require, as part of the application, the submittal of studies to address specific site related impacts.
-Environmental Hazard Analysis:
-Wildlife Habitat Inventory and Assessment:
-The Wildlife Habitat Inventory and Assessment shall include:
-Traffic:
-Stormwater management:
-Fiscal Impact:
-Visual Impact:
-Historical Significance Documentation:
- Section IV.3 **2014:** Remove SPECIAL REQUIREMENTS FOR PLANNED UNIT DEVELOPMENTS and replace with:
PRIOR TO APPROVAL OF A PLAT
- Section V. **2014:** Remove **DRIVE-THROUGH FACILITIES**
- Section VI. **2014:** Change “D” to “A” under **PURPOSE**
2014: Change “E” to “B” under **TELECOMMUNICATION FACILITY SITE REQUIREMENTS**