

**HAMPTON PLANNING BOARD  
PARKING LOT APPLICATION**

See Sections III. B.2 and VII.B of the Site Plan Review Regulations or Appendix A-1 if a temporary lot is proposed for the parking lot requirements. It is the applicant's responsibility to submit an appropriate plan in accordance with the regulations. Applications must also meet the requirements of Article III (Use Regulation) and Article VI (Parking) of the Hampton Zoning Ordinance.

- Application fee payable to the Town of Hampton.
- 8 copies of the applications and sketch and/or plan(s) of the property containing the required information.
- Final approval may require a mylar, recording fees and copies of the plan with a registered land surveyor's seal and licensed landscape architect.
- Letter of authorization, if applicant is not property owner and/or an agent represents owner.

To be placed on the Planning Board agenda, a complete application must be submitted to the Planning Office no later than 12:00 PM 5 BUSINESS DAYS (excluding holidays) prior to a scheduled meeting. For additional information, please contact the Planning Office at (603) 929-5913 or visit the Town website at *hamptonnh.gov*

<b>Applicant Name:</b>		<b>Tel #:</b>
<b>Mailing Address:</b>		
<b>Email Address:</b>		
<b>Property Address:</b>		
<b>Owner of Record:</b>		
<b>Map #</b>	<b>Lot #</b>	<b>Zone:</b>

<b>Current or most recent use of property:</b>
<b>Are there any structures on the site?</b>
<b>How many parking spaces will be provided?</b>

<b>List any variances granted by Zoning Board of Adjustment:</b>
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<b>Describe any proposed site work, grading, etc:</b>
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\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

1. The development of any tract for any non-residential use, including but not limited to motels, hotels, and any other use allowing for overnight guests other than multifamily dwellings.
2. The development of any tract for multi-family dwelling units.
3. The conversion or enlargement of existing non-residential or multi-family uses. This may include changes to existing parking areas and/or flow of traffic on the site.
4. Any change of use to a building or site which does not have an approved site plan. 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.
5. Any disturbance greater than or equal to one (1) acre, regardless of use. For the purposes of this requirement, "disturbance" is defined as follows: the clearing, grading and/or excavating of land. Exclusions from this definition include: disturbance that results from routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the site (such as ditch maintenance), or activities that are excluded from permitting by the Clean Water Act (e.g. agriculture and silviculture activities).
6. Telecommunications Facilities. (Added 2007)

B. Other Reviews Required

Certain proposals require review by the Planning Board, but do not require a public hearing or notification of abutters as outlined in these regulations. The following applications shall be exempt from notification of abutters and shall not require a public hearing. The Board may take testimony from the public as it sees fit.

1. 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.
2. As required in the Town of Hampton Zoning Ordinance, off-street parking lot and/or area proposals require Planning Board approval. Certain instances, as outlined in the Zoning Regulations, require the submittal of a plan stamped by a licensed land surveyor.

C. Application Procedures

Site plan review shall be conducted in accordance with the procedural requirements listed within these regulations. If a site plan is approved by the Planning Board, then the applicant may apply for a building permit. No building permit will be issued until approval of the site plan is granted.

1. Optional Pre-application Review (Amended 5/20/92)
  - a. Preliminary Conceptual Consultation.

The Board provides for a preliminary conceptual consultation and review on applications. Such review shall not bind either the applicant or the Board. The preliminary consultation may include, but not be limited to, discussions of the proposal in general terms to include the desirability of the development and the development's relationship to the Master Plan. Preliminary consultation may occur without the necessity of giving formal public notice as required by RSA 676:4 I (d) but must occur only at formal meetings of the Board. Review beyond such conceptual and general discussion may proceed only after identification of, and notice to, abutters and the general public as required by these regulations. In a preliminary conceptual consultation, the applicant may present a rough sketch or other information useful in defining the general scope and concept of the site plan. The Board may make suggestions to assist the applicant in

2. In all cases, the number of points of access to a given street shall be held to a minimum, preferably one, in order to reduce traffic hazards from turning movements and to ease the installation of traffic control devices when necessary.
3. The Board may require improvement of existing access/egress point(s) to provide safe flow onto abutting streets, should increased traffic be generated by the developer.
4. Off-site requirements may be required, such as pavement width, deceleration lanes, curbing, guardrails, or signal devices.
5. Traffic circulation, pedestrian access, parking and loading facilities, emergency and fire access shall be designed and located to ensure safety on the site.
6. When new and/or additions to paved roadways are required, they shall be constructed in accordance with the typical cross-section in Appendix D.
  - a. Permits for residential driveways more than one hundred fifty (150) feet in length shall only be issued following recommendation by the Hampton Fire Department and approval by the Planning Board. (Amended 12/17/97)
  - b. Commercial driveways: The width shall be as recommended by the Town of Hampton Fire Department. (Amended 12/17/97)
  - c. Private roads shall be built to the same quality standards as town-accepted roads. The width of the roadway shall be as recommended by the Town of Hampton Fire Department. (Amended 12/17/97)
  - d. Variation from the accepted standards as shown in Appendix D may only be granted with a written waiver, as outlined in these regulations.
7. When required, street name signs, stop signs, and/or other traffic signs shall be shown on the plan and installed by the developer.

**B. Parking Lot Design**

1. Parking areas and drives shall be paved if public use is intended; however, the Board may waive paving to reduce runoff which cannot be disposed of properly.
2. Each parking space shall conform to the definition in Section 1.6 of the Zoning Ordinance of the Town of Hampton.
3. Sufficient areas shall be provided for easy access into and out of the parking spaces. The following standards shall be used in determining aisle width:

<u>Angle of Parking Space</u>	<u>Aisle Width Required</u>
90°	22 feet
60° or less	18 feet
45° or less	11 feet

4. The minimum grade for parking areas shall be .5%, the maximum grade shall be five percent (5%).
5. The final design of the parking lot shall be subject to approval of the Board, which may require other standards as special circumstances warrant.

**C. Landscaping and Screening**

1. Landscaping and screening shall be provided with proper regard to adjacent properties, the public highway and within the site, including interior landscaping of parking areas.

**APPENDIX A-1 TEMPORARY PARKING LOT REVIEW**

1. As per ARTICLE III - USE REGULATION, Section 3.26a of the Hampton Zoning Ordinance, Parking Lots and/or Parking Areas are permitted in the B, BS & I zones only.
2. Proposals for Temporary Parking Lot Review must include at a minimum the following information on a site plan:
  - a. Surface material of lot/parking area;
  - b. Parking diagram showing delineation of spaces;
  - c. Ingress and egress points, and
  - d. Hours of operation, and manned hours.
3. A waiver is required if the lot surface is not paved.
4. All spaces must be 9' x 18' with an aisle width of 22' at a minimum; Handicap accessible parking of one spot for every fifteen spaces. Signage at entrances with; towing rules, hours of operation, emergency phone number and capacity.
5. Entrances and exits must be permitted by Department of Public Works or the State.
6. Parking spaces must be delineated by lines, curb stops or signs.
7. A fence, rope fence, or curb stops are required around the perimeter of the lot except at entrances and exits.
8. Trash barrels as well as regular clean up are required. Failure to maintain an attractive, clean lot in a professional manner may be deemed a violation and enforced as per ARTICLE VI - PARKING, Section 6.4.7 of the Hampton Zoning Ordinance.
9. Approval shall be for one- year only. Any extension past the one-year temporary must be applied for to the Planning Board and may be subject to number 10 listed below.
10. The Planning Board may require changes to the proposal that include but not limited to the following: crushed stone, eco pavers, mobile restroom facilities, permanent fencing, lighting, hours of operation, proper dust control and grading.

6.3.6 Industrial uses: One space per third employee per shift.

6.3.7 (Deleted 1983)

6.3.8 Where a use is not specifically included in the above schedule, it is intended that the regulation for the most nearly comparable specified use shall apply, to the end that adequate space shall be provided to accommodate the vehicles of all persons likely to be gathered at the premises at any one time.

6.3.9 All parking must be on site. (Adopted 1983, Amended 2007)

6.3.10 Condominium Conversions of Pre-existing Non-conforming Uses: At least one (1) assigned 9'x 18' parking space per unit must be provided on-site. (Adopted 2006) Stacked parking shall constitute one parking space regardless of the number of parking spaces in the stack. (Amended 2007)

#### **Section 6.4 Parking Lots and/or Parking Areas**

(Adopted 1997)

- 6.4.1 Parking Lots and/or Parking Area shall conform to all Zoning Regulations.
- 6.4.2 Parking Lots and/or Parking Areas shall have a minimum 9' x 18' space for each vehicle permitted plus approved ingress and egress.
- 6.4.3 If applicable each Parking Lot and/or Parking Area shall comply with the Americans with Disabilities Act (ADA).
- 6.4.4 At the entrance, each Parking Lot and/or Parking Area shall post a laminated copy of approval, arrangement and capacity for public inspection.
- 6.4.5 Any Parking Lot and/or Parking Area plan, with a capacity of 25 (twenty-five) or more parking spaces, shall be presented to the Planning Board with a certified plan.
- 6.4.6 Any existing Parking Lots and/or Parking Area shall not be required to come into the Planning Board for use approval, but within 120 days of the ballot vote all existing Parking Lots and/or Parking Areas shall be required to petition the Planning Board for approval of arrangement and capacity limitations.
- 6.4.7 **Penalty** Any Parking Lot and/or Parking Area in violation of the number of approved vehicles or the arrangement is subject to a penalty.
  - 6.4.7.a Any Parking Lot and/or Parking Area in violation of Article 6.4.2, 6.4.4 and 6.4.6 shall be penalized \$25.00 per day per violation.
  - 6.4.7.b Any Parking Lot and/or Parking Area having more than two (2) violations in any 6 month period (of 6.4.2, 6.4.4 and 6.4.6) shall be issued a Cease and Desist Order.

**HAMPTON PLANNING BOARD  
FEE CALCULATION WORKSHEET**

Complete the form by filling in the requested information and multiplying by the amount listed for each item. If an item does not pertain to your application, leave blank. Please refer to the current Fee Schedule (Appendix B of Site Plan and Subdivision Regulations) for complete fee information and applicability. Call (929-5913) or visit the Planning Office if you need assistance.

<b>SECTION 1 – NOTIFICATION FEES</b>		
Legal Notice Fee	\$50.00	\$
# Abutters & easement holders	_____ x \$10.00 =	\$
# Owners & applicants	_____ x \$10.00 =	\$
# Professionals with stamp on plans or application	_____ x \$10.00 =	\$
TOTAL SECTION 1 =		\$

<b>SECTION 2 – SITE PLAN FEES</b>		
Site Plan Application Base Fee	Enter \$200 =	\$
Additional Fee for Non-residential (Maximum \$5,000)	square feet of floor area _____ /1000 s.f. x \$100 =	\$
Additional Fee for Multi-family (Maximum \$5,000)	# new units _____ x \$200 =	\$
Amended Site Plan (No additional dwelling units or square foot floor area)	Enter \$200 =	\$
Optional Preliminary Conceptual Consultation	No Charge	
Optional Design Review	No Charge	
Plan Review (PRC) Process Fee	Enter \$100	\$
TOTAL SECTION 2 =		\$

<b>SECTION 3 – SUBDIVISION FEES</b>		
Lot Line Adjustment	Enter \$200 =	\$
Condominium Conversion	\$100 Base Fee, plus # units x \$100 =	\$
Other Subdivisions	Base Fee of \$100 if no new road or \$300 if new road, plus \$100 per lot =	\$
Optional Preliminary Conceptual Consultation	No Charge	
Optional Design Review	No Charge	
Plan Review (PRC) Process Fee	Enter \$100	\$
TOTAL SECTION 3 =		\$

**HAMPTON PLANNING BOARD  
FEE CALCULATION WORKSHEET**

<b>SECTION 4 – OTHER FEES</b>		
Wetlands Permit	Enter \$100 =	\$
School Impact Fee Waiver Request	Enter \$100 =	
Parking Lot Review	Enter \$50 =	\$
Use Change Application	Enter \$50 =	\$
Driveway Permit Appeal Abutter Fee \$10.00 per Abutter		
TOTAL SECTION 4 =		\$
<b>ADD TOTALS FROM SECTIONS 1 – 4</b>		\$