



**Town of Windham NH Planning Board
Design Review Regulations Application**

Property Owner Name: _____

Property Owner Mailing Address: _____

Property Owner Phone #: _____ Applicant Fax #: _____

Property Owner Email Address: _____

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Phone #: _____ Applicant Fax #: _____

Applicant Email Address: _____

Map/Block/Lot _____ Location _____

Zoning District: _____ Professional, Business and Technology District
 _____ Gateway Commercial District
 _____ Neighborhood Business District
 _____ Village Center District
 _____ Market Square Overlay District

Type of Application _____ New construction subject to Site Plan jurisdiction
 _____ Amending a previously approved Site Plan Application
 _____ Modification of existing non-residential properties
 (Change of Use Applications with no exterior
 modifications are exempt from Regulations)

Brief Description of Application: _____

Are any Variances required from the Zoning Ordinance? If so, from what Sections & why?

Will Waivers be requested from the Site Plan Regulations? If so, from what Sections & why?

Please include 7 copies of all application material, which includes color copies of Site Plans

These regulations are to be used in conjunction with the requirements laid out in the Windham Planning Documents, including the Zoning Ordinance and the Site Plan Regulations.

These Design Standards are intended to provide regulations to developers and consultants to help visualize how their projects work with the goals and objectives of the development vision of the Town of Windham. They are also intended to help the Planning Board with the design evaluation process of each development and redevelopment proposal.

The overall goal of these Design Regulations is to eliminate or reduce the common characteristics of poorly planned and haphazard development and work towards maintaining the character and beauty of Windham into the future.

WAIVERS

Waivers to these Regulations may be granted by a vote of the Planning Board if the following conditions are met:

Section 400.1. A waiver request is submitted in writing, either as part of the initial Site Plan Application, or as soon thereafter as the applicant becomes aware that the proposal will require a waiver.

Section 400.2. The waiver request contains a detailed explanation of the reasons for the waiver, its satisfaction of the criteria for approval of the waiver, and how the objectives of the relevant section are otherwise being met. As part of the waiver request, an applicant shall indicate if any of the following circumstances exist:

400.2.1 The application is for an addition to, or modification of, an existing structure; or

400.2.2 The property and/or building has unique characteristics/features that make compliance with the Regulations difficult; or

400.2.3 The application proposes to restore, reuse, or preserve historic structures or culturally significant resources

Section 400.3 The Planning Board shall grant a waiver if (and only if) it determines that either of the following conditions exists:

400.3.1 Strict conformity with the Design Regulations would pose an unnecessary hardship to the applicant and a waiver would not be contrary to the spirit and intent of the regulations, or

400.3.2 Specific circumstances relative to the site plan or the conditions of the land indicate that a waiver will still properly carry out the spirit and intent of the regulations.

If waivers from the Design Review Regulations will be requested of the Planning Board, requests should be submitted as part of the Design Review Subcommittee Review process for the Subcommittees input and recommendations to the Planning Board.

Section #	Meets Regulation ¹	N/A	Waiver Requested
502 General Site Plan Design Standards			
502.1 GCD Buildings to Roadway Setback			
502.2 Façade Alignment			
502.3 Parking			
502.4 Plantings			
502.5 Street Trees			
502.6 Existing Vegetation			
503 Circulation Planning			
503.2.1 Curb Cuts			
503.2.2 Shared Access and Intra-Parcel Traffic Flow			
503.2.3 Internal Traffic Flow			
503.2.4 Pedestrian Connections			
503.2.5 Bicycle Connections and Amenities			
503.2.6 Traffic-Calming			
503.2.7 Service Areas			
504 Parking Lots			
504.2.1 Siting			
504.2.2 Structured Parking			
504.2.3 Orientation			
504.2.4 Scale			
504.2.5 Relationship to Buildings			
504.2.6 Screening			
504.2.7 Landscaping in Parking Lots			
504.2.8 Dead-End Parking Lots			
504.2.9 Shared Parking			

¹ Shall is a mandatory condition. Where certain requirements in the design or application of the standard are described with the “shall” stipulation, it is mandatory that these requirements be met.

Section #	Meets Regulation	N/A	Waiver Requested
504.2.10 Pedestrian Access			
504.2.11 Curbing			
504.2.12 Pervious Paving			
504.2.13 Snow Storage			
505 Pedestrian Areas			
505.2.1 Location			
505.2.2 Materials			
505.2.3 Building Entrances			
505.2.4 Outdoor Dining Areas			
505.2.5 Walkways			
506 Stormwater			
506.2.1 Location			
506.2.2 Low Impact Development (LID)			
506.2.3 Rain Gardens			
506.2.4 Green Roofs			
506.2.5 Visual Sensitivity			
506.2.6 Location			
506.2.7 In Parking Lots			
506.2.8 Landscaping			
600 Landscaping			
602.1 Plan Preparation			
602.2 Plant Selection and Sustainability			
602.3 Coordination with Utilities			
602.4 Existing Trees			
602.5 Landscaping Elements			
602.6 Groundcover			
602.7 Pedestrian Safety			
602.8 Seasonal Interest			

Section #	Meets Regulation	N/A	Waiver Requested
700 Architectural Design Standards			
702 Design Standards			
Section 702.1			
Section 702.2			
Section 702.3			
703 Scale and Massing			
Section 703.1			
Section 703.2			
Section 703.3			
Section 703.4			
Section 703.5			
Section 703.6			
Section 703.7			
Section 703.8			
704 Building Height and Roof Design			
Section 704.1			
Section 704.2			
Section 704.3			
Section 704.4			
Section 704.5			
Section 704.6			
Section 704.7			
Section 704.8			
Section 704.9			
Section 704.10			
Section 704.11			
Section 704.11			
Section 704.13			

Section #	Meets Regulation	N/A	Waiver Requested
705 Proportion and Façade Articulation			
Section 705.1			
Section 705.2			
Section 705.3			
Section 705.4			
Section 705.5			
Section 705.6			
Section 705.7			
706 Material and Texture			
Section 706.1			
Section 706.2			
Section 706.3			
Section 706.4			
Section 706.5			
707 Exterior Color			
Section 707.1			
Section 707.2			
Section 707.3			
Section 707.4			
708 Windows and Doors			
Section 708.1			
Section 708.2			
Section 708.3			
Section 708.4			
Section 708.5			
709 Principal Building Entrances			
Section 709.1			
Section 709.2			

Section #	Meets Regulation	N/A	Waiver Requested
Section 709.3			
Section 709.4			
Section 709.5			
Section 709.6			
710 Lighting			
Section 710.1			
Section 710.2			
Section 710.3			
Section 710.4			
Section 710.5			
Section 710.6			
711 Mechanical Equipment			
Section 711.1			
Section 711.2			
Section 711.3			
Section 711.4			
Section 712 MSOD Signage			
Section 712.1			
Section 712.2			
Section 712.3			
Section 712.4			
Section 712.5			

----- Staff To Fill In -----

Received By: _____ Date: _____

Design Review Subcommittee Meeting Date: _____

TRC Meeting Date: _____ ZBA Hearing Date: _____

Planning Board Hearing Date: _____