

SECTION 16 -- OFF STREET PARKING PLAN REGULATIONS

16.100 GENERAL VEHICULAR SERVICE REGULATIONS

16.101 Basic Requirement

Section 16, Off-Street Parking Plan regulations, shall apply to General Business Districts, Office Park Districts, incidental stores in Limited Industrial Districts, Neighborhood Business Districts, Limited Business Districts, and non-residential uses in residential districts. Dartmouth municipal uses are subject to the requirements of Section 16, except that the Planning Board in its approval may waive any requirements of Section 16 if, in its opinion, such waivers will not adversely affect the public welfare, safety, or environment of the Town.

The purpose of this Section generally is to ensure that developments in these districts meet certain acceptable design standards in an efficient and attractive manner; it is also to provide for the safe and orderly integration of individual projects into the harmonious development of the District(s) as a whole.

More particularly, it is the intention of this Section of the Zoning Bylaw that all structures be provided with sufficient off-street parking space to meet the needs of persons employed at or making use of such structures; to ensure that any use of land involving the arrival, departure, or storage of motor vehicles on such land be so designed as to reduce hazards to pedestrians and abutters caused by the noise, fumes, and headlight glare of automobiles parking off the street; to reduce congestion in the streets and contribute to traffic safety by assuring adequate space for parking of motor vehicles off the street; and to provide necessary off-street loading space for all structures requiring the large-volume delivery of goods.

No building permit to establish a new structure, or for a change in use or substantial alteration of an existing structure shall be approved by the Building Commissioner unless off-street parking and loading facilities have been laid out in a plan in accordance with the appropriate requirements for structures and uses set forth in this Section, and such plan has been approved by the Planning Board. No occupancy permit shall be granted by the Building Commissioner until the parking facility has been built in compliance with the approved parking plan, unless the completion of such facility is delayed by seasonal considerations involving continued cold weather.

A substantial alteration means an alteration or improvement of a structure or group of structures under one ownership on the same lot or contiguous lots which results in an increase in gross floor area in excess of either 10% of existing gross floor area or 5,000 square feet, whichever is the lesser amount or which alters the pattern of pedestrian/vehicular interaction. The calculation of substantial alteration shall be determined by the Building Commissioner based on the aggregate of all extensions or enlargements undertaken within a consecutive three year term.

Change in use means a change in part or all of any existing structure from one use category or purpose to another use category or purpose; except that in a mixed or multi-use facility, change in use shall not be construed as an exchange or rearrangement of principal use categories or components, such that the net change in floor area, occupants, employees, or in any of the other factors in the Table of Off-Street Parking Regulations, Subsection 16.201A, does not result in an increase of more than 15% in the number of required parking spaces.

Compliance with Section 16 - Off-Street Parking Plan Regulations, whether a building permit is required or not, shall be required for any parking facility constructed,

reconstructed, altered or enlarged in the Town of Dartmouth unless the parking facility is specifically exempted in the Zoning Bylaw from the requirements of Section 16.

In summary of this Sub-section, and as qualified above, compliance with Section 16 - Off-Street Parking Plan Regulations is required for the following:

- A. A new structure.
- B. A change in use.
- C. A substantial alteration.
- D. A change in the building or parking facility which alters the pattern of pedestrian/vehicular interaction.
- E. Construction, reconstruction, alteration or enlargement of a parking facility.

16.102 Applicability

The regulations of this Section shall not apply to parking or loading facilities in existence or for which building permits have been issued before the first publication of notice of the Public Hearing of this Section of the Zoning Bylaw, provided such facilities conformed with all applicable regulations in effect when established and provided the use of the structure served by the parking facility does not change. Any parking or loading facility accessory to a new or substantially altered structure or, except as provided for in the preceding paragraph of Subsection 16.101, to a new use of an existing structure shall be subject to the requirements of this Section and shall require a Parking Plan as specified in Subsection 16.207 herein.

16.103 Reduction of Existing spaces

Off-street parking and loading facilities provided in connection with an existing use on the effective date of this Section of the Zoning Bylaw, or provided in accordance with Section 16 subsequent to such date, shall not be reduced in total extent after their provision, except when such reduction is in accordance with the requirements of Section 16.

16.104 Conformance with Use Regulations

A. Means of Access

Access through a residential zoning district to a non-residential zoning district shall be prohibited except by a public way.

B. Parking Facility

An off-street parking or loading facility shall not be located in a zoning district such that it is accessory to a use or structure not permitted in the district in which such parking facility would be located.

C. Fees and Charges

The appropriate Town boards or offices having jurisdiction under this Section of the Zoning Bylaw shall establish and may periodically amend a schedule of fees for all permits, plans, applications, petitions, and appeals pertaining to the proper administration and enforcement of Section 16. No permits shall be issued or any action taken until required fees and charges shall be paid.

- 16.105 Notwithstanding any provision of the Zoning By-law to the contrary, except that the use is allowed in the underlying district, a permit may be issued for temporary uses or structures without an approved off-street parking plan subject to the following requirements:
- A. The use or structure will not occupy a premises for more than fourteen (14) days during each calendar year and all days or any fraction thereof shall be limited to a consecutive two week period, including time for installation and removal; except that uses or structures serving functions sponsored by charitable, non-profit agencies or organizations may be allowed on premises for more days and at different times throughout the year, but no sooner than fourteen (14) days after the last permitted function. For the purposes of this subsection, a premises is defined as a lot or group of contiguous lots under common ownership or control.
 - B. Before issuing a temporary permit, the Zoning Enforcement Officer shall determine that the temporary use(s) will not unduly contribute to traffic problems to adjacent streets or within the parking facility, or be a detriment to public safety. Temporary uses are also allowed within existing parking facilities if the above criteria are met.
 - C. In reaching said determination, the Zoning Enforcement Officer shall request recommendations on whether to allow said temporary uses/structures from the Planning Director, Safety Officer, and District Fire Chief, or their designated representative. Written recommendations shall be made to the Zoning Enforcement Officer within seven (7) days of receiving a written request with supporting documentation from the Zoning Enforcement Officer. A failure to respond within the seven (7) day period shall be deemed as an approval.
 - D. Applications may require a detailed site plan.

16.200 OFF-STREET PARKING

16.201 Number of Spaces Required

A. Table of Off-Street Parking Regulations

Off-Street parking facilities shall be provided for each type of use in accordance with the following Table:

TABLE OF OFF-STREET PARKING REGULATIONS

See notes at end of Table for explanation of symbols

PRINCIPAL USE	MINIMUM NUMBER OF PARKING SPACES ^{#*}
Hotel or Motel	1 per unit; PLUS 1 per two (2) employees (also additional spaces as required under restaurant or assembly places)
Farm stands, plant nurseries, greenhouses	1 per 250 sq. ft. of retail floor area but none required if less than 100 sq. ft.
Schools, colleges, child nurseries, and day care centers	1 per 400 sq. ft. of educational space
Libraries and Museums	1 per 250 sq. ft. of gross floor area; PLUS 1 per two employees
Clubs, lodges, social and community center buildings	1 per 250 sq. ft. of gross floor area; PLUS 1 per two employees
Recreation Facility (except theater)	1 per four (4) occupants or, in the case of a non-structural facility 1 per four (4) persons the facility is intended to accommodate
Restaurants, Clubs, Theaters and other Similar Places of Assembly	1 per three (3) occupants; 1 per two (2) employees
Fast Order Food Establishment ⁺ , including Drive-in Food Service Establishment	1 per two (2) occupants; PLUS 1 per two (2) employees ^{**}
Church or similar place of assembly	1 per five (5) occupants; PLUS 1 per two (2) employees
Offices of a Physician, Dentist, Veterinarian, Chiropractor or Similar Medical Practitioner; or Clinic	1 per 200 sq. ft. of gross floor area; OR 3 per medical practitioner, whichever is greater
Non-Medical Offices	1 per 250 sq. ft. of gross floor area, OR 1 per two (2) employees whichever is greater

Bank	1 per 175 sq. ft. of gross floor area for areas devoted to customer service; PLUS 1 per 250 sq. ft. of gross floor area for areas not devoted to customer service
Funeral Home	1 per 50 sq. ft. of public floor area; PLUS 1 per two (2) employees
Barber shop or Beauty Parlor	3 per operator's station
Other Personal, Consumer and Retail Services	1 per 250 sq. ft. of gross floor area; PLUS 1 per employee
Community Shopping Center (a center with at least 200,000 sq. ft. of gross floor area)	1 per 250 sq. ft. of gross leasable area [@]
Regional Shopping Center (a center with at least 500,000 sq. ft. of gross floor area)*	1 per 250 sq. ft. of gross leasable area [@]
Auto Repair or Other Repair Shop Sales or Rental of Motor Vehicles	1 per 400 sq. ft. of gross floor area; PLUS 1 per employee
Gasoline Service Station	3 per service bay; PLUS 1 per employee
Other Business, Institutional or Professional Uses Not Specified	1 per 200 sq. Ft. of gross floor area: PLUS 1 per two (2) employees
Self-Storage Facility	Minimum of 3 or 1 per 10,000 S.F. of gross floor Area whichever is greater.

NOTES

*Gross Floor Area is the sum of the area of all stories of a building measured from the exterior faces of the exterior walls or from the centerline of walls separating two buildings, including any floor area below grade when used for office, business, storage or other purposes, but excluding any area used exclusively for heating, air conditioning or other mechanical equipment, and excluding floor area intended or designed for accessory off-street parking.

** Such establishments which do not provide indoor seating for at least 20 customers shall be required to have a minimum of 10 parking spaces, plus at least one space for each two employees.

When used to calculate the number of parking spaces required, occupants means design occupancy load as determined by the State Building Code, and the number of employees shall be construed as the normal maximum number of persons employed on the premises at any one time.

@ Gross Leasable Area is the total floor area designed for tenant occupancy and exclusive use, including any basement, mezzanines, or upper floors, expressed in square feet and measured from the center line of joint partitions and from outside wall faces.

⁺ Fast Order Food Establishment: An establishment whose primary business is the sale of food for consumption on or off the premises which is:

- (a) primarily intended for immediate consumption rather than for use as an ingredient or component of meals;
- (b) available upon a short waiting time; and
- (c) packaged or presented in such a manner that it can be readily eaten outside the premises where it is sold.

Drive-in Food Service Establishment: A fast order food establishment which provides convenient vehicular access and may provide service to customers while in their vehicles.

B. Common Parking Areas

Two or more uses may provide for required parking in a common parking lot, if the total space provided is not less than the sum of the spaces required for each use individually. The Planning Board may, by special permit, following a public hearing and pursuant to M.G.L., Chapter 40A Section 9, as amended, reduce the number of spaces required in a common parking facility up to one-half such sum, if it can be demonstrated to said Board that the hours or days of peak parking need for the uses are so different that a lower total will provide adequately for all uses served by the facility.

C. Fractional Numbers

Where the computation of required parking spaces results in a fractional number, only the fraction of one-half or more shall be counted as one.

D. Prohibition of Parking on Right-of-ways

No parking area stalls or aisles shall be laid out on land which is reserved as a vehicular right of way, whether developed or undeveloped and whether public or private.

E. Mixed Use Facilities

A facility which contains more than one use may be broken down into its constituent use components. For the purpose of determining parking requirements, each use component shall be treated as a principal use. The determination of how a multi-use facility shall be broken down into its constituent components shall be made by the Planning Board.

16.202 Location of Facilities

A. Proximity of Principal Use

Required off-street parking facilities shall be provided on the same lot or premises as the principal use they are intended to serve, or on a lot in the same ownership contiguous to such use provided the necessary relief is obtained from the Board of Appeals (see Sections 3A.100 "accessory use or an accessory building" of this Zoning Bylaw). Where accessory parking facilities are not located on the same lot or on such a contiguous lot, or where the facilities are not owned by the applicant, the applicant shall provide executed instruments establishing to the satisfaction of said Board that sufficient legal interest has

been acquired in such premises to assure their availability for required parking as long as the use served is in existence.

B. Parking in Required Setbacks

Parking facilities shall be set back at least ten feet from a street right-of-way line or vehicular easement line. Such distance shall be increased to 20 feet along State Road, Faunce Corner Road and Cross Road. However, this distance may be decreased to ten feet, if the applicant's Parking Plan satisfies the special street frontage requirements of Subsection 16.204C below.

Parking in an enclosed structure shall not be allowed in a required setback from a street r-o-w or vehicular easement line but, for a structure less than 12 feet in height, may extend into the setback from other perimeter property lines up to one-half the required setback depth but never less than five feet from perimeter property lines. Parking areas shall be set back at least five feet from all other perimeter property lines. Parking facilities, for uses not allowed in residential zoning districts shall be set back at least thirty (30) feet from residential zoning districts and parking facilities for uses allowed in residential zoning districts shall be set back at least 15 feet from all other perimeter property lines. The Planning Board may waive strict compliance with this particular requirement, if the applicant's Parking Plan provides for a landscaped buffer, including plantings sufficient to form an effective year-round screen. However, under this condition, no parking area shall be allowed within fifteen (15) feet of all other perimeter property lines that abut a residential zoning district.

Where two feet of setback is included for bumper overhang in the minimum stall depth, as specified in Subsection 16.203A below, the minimum required setback from any lot line shall be increased by two feet.

C. Setback from Building

Except in an enclosed structure, no parking space shall be located within five feet of a building line. No access aisle, entrance or exit driveway or fire lane shall be located within five feet of a building line. However, where a drive-through facility is provided in connection with a building, the access aisle servicing such facility may be located within one foot of the building line.

Where two feet of setback area is included for bumper overhang in the minimum stall depth, as specified in Subsection 16.203.A, the minimum required setback from such building line shall be increased to seven feet.

D. Stalls for Oversize Vehicles

In cases where the parking of vans, buses, or other vehicles exceeding 8 feet in width or 18 feet in length is anticipated in connection with a proposed use, stalls for the parking of such vehicles shall be specifically identified on the off-street parking plan and shall be of such dimensions as to accommodate the specified type of vehicle.

E. Fire Lane

In order to facilitate fire trucks and other emergency vehicles, there shall be a clear and unimpeded fire lane of a minimum width of 18 feet located around all buildings in a community or Regional Shopping Center.

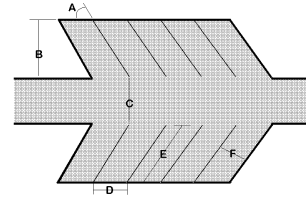
16.203 Design Standards

All parking facilities shall comply with the following design standards.

A. Dimensions of Stalls and Aisles

The minimum dimensions of stalls and aisles shall be as follows:

- A: PARKING ANGLE
- B: DISTANCE FROM STALL TO CURB
- C: AISLE WIDTH
- D: CURB LENGTH PER CAR
- E: STALL DEPTH
- F: STALL WIDTH



PARKING TABLE

(Linear measures in feet; angular measures in degrees; see notes at end of table for explanation of symbols)

A	B	C ⁺	D	E ^x	F [*]
Parallel	9.0	12.0	---	24.0	9.0
30	17.3	12.0	18.0	19.0	9.0
45	19.8	14.0	12.7	19.0	9.0
60	21.0	18.0	10.4	19.0	9.0
70	21.0	19.0	9.6	19.0	9.0
80	20.3	24.0	9.1	19.0	9.0
90	19.0	24.0	9.0	19.0	9.0

* End stalls restricted on one or both sides by curbs, walls, fences, or other obstructions shall have a minimum width of ten feet, maneuvering space at the aisle end of at least five feet in depth and nine feet in width.

⁺ Providing access to stalls for one-way use only. For two-way use, the minimum width shall be 20 feet or the aisle width required, in column C above, whichever is greater.

^x May include no more than two feet of area beyond the curb at the front or rear of a stall and used for bumper overhang provided such area is not located within any required setbacks for parking stalls as described in Subsections 16.202B and 16.202C above, and provided such area is not used to fulfill the landscaped open space requirements in Subsection 16.204 below.

B. Vehicular and Pedestrian Circulation

Pedestrian walkways, driveways, and parking areas shall be designed with respect to topography, integration with surrounding streets and pedestrian ways, number of access points to streets, general interior circulation, adequate width of drives, and separation of pedestrian and vehicular traffic so as to reduce hazards to pedestrians and motorists.

C. Stall Layout

Required parking facilities shall be designed so that each motor vehicle may proceed to and from its parking space without requiring the movement of any other vehicle. The Planning Board may waive such requirement for parking facilities under full-time attendant supervision. In no case shall stalls be so

located as to require the backing or maneuvering on to the sidewalk or into a public or private way upon entering or leaving the stall.

D. Entrance and Exit Driveway

For facilities containing fewer than five stalls, the minimum width of entrance and exit drives shall be 12 feet for one-way use and 18 feet for two-way use, and the maximum width 20 feet. For facilities containing five or more stalls, such drives shall be a minimum of 12 feet wide for one-way use and 20 feet wide for two-way use. The minimum curb radius shall be 15 feet. The maximum width of such driveways at the street line shall be 30 feet. The Planning Board may modify such width and radius limitations when a greater width would facilitate traffic flow and safety.

All such driveways shall be located and designed so as to minimize conflict with traffic on public streets and provide good visibility and sight distances for the clear observation of approaching pedestrian and vehicular traffic. No portion of an entrance or exit driveway at the street line shall be closer than 55 feet from an intersection. Distance shall be measured from the edge of the driveway to the intersection of the nearest street line of the intersecting street. No more than one driveway for two-way use, or two driveways for one-way use, shall be allowed for each 150 feet of frontage. In the case of a state highway (State Road), no Building Permit shall be issued until a State Entrance Permit has been issued for the current use. The applicant for a Parking Plan shall submit a copy of the application for such state permit to the Planning Board.

E. Surfacing, Drainage, and Curbing

Parking areas shall be graded, surfaced with asphalt, concrete, or other suitable non-erosive material, and drained in a manner deemed adequate by the Planning Board with the recommendations of the Town DPW and Conservation Commission to prevent nuisance of standing water, erosion, or excessive water flow across abutting streets or ways, within the proposed parking area, to abutting properties, and to wetland resource areas; natural drainage courses shall be utilized insofar as possible. Detention and filtration systems shall be located onsite and shall have curvilinear sides, so as to appear a natural part of the landscape. Manmade embankments shall have maximum side slopes of three (3) feet horizontal and one (1) foot vertical. All detention and filtration systems shall be designed so that the bottom of any such facility is elevated at least four (4) feet above groundwater, except where equivalent performance can be demonstrated.

In order to improve water quality, all such detention and filtration systems shall be designed to retain the "first flush" of drainage water entering such facilities. The maximum storm water depth of detention basins shall be four (4) feet.

Stalls shall be clearly marked to indicate the spaces to be occupied by each motor vehicle, in accordance with the dimensions specified in (A) above. Curbing, with the addition of guard rails wherever deemed necessary by the Planning Board with the recommendations of the Town DPW and/or Safety Officer, shall be placed at the edges of surfaced areas, except driveways, in order to protect landscaped areas and to prevent the parking of vehicles within required setback areas. Entrance and exit driveways shall be clearly defined by curb cuts, signs, and striping. All curbing installed within the public way of such driveways shall be as required in Section 3.304 of the Town Subdivision Rules and Regulations.

F. Lighting

All artificial lighting shall be arranged and shielded so as to prevent direct glare from the light source onto any public way or any other property. All parking facilities which are used at night shall be lighted as evenly and fully as possible within the maximum wattage limits established by the State Building Code.

G. Compact Car Parking Areas

A parking facility may include some compact car parking spaces for employees having reduced stall dimensions in cases where an applicant presents an acceptable plan to enforce parking regulations within a parking facility. Stall dimensions shall not be reduced below 16-ft. depth and 8-ft. width. Stalls having reduced dimensions shall not be more than 25 percent of all stalls in a parking facility. Said stalls shall be denoted by signs. Any space thus saved on a parking plan shall be used for landscaped open space in addition to that required by Subsection 16.204A.

H. Handicapped Parking

Parking facilities shall provide specially designated parking stalls for the physically handicapped in accordance with the Rules and Regulations of the Architectural Barriers Board of the Commonwealth of Massachusetts Department of Public Safety or any agency superseding such agency. Handicapped stalls shall be clearly identified by a sign stating that such stalls are reserved for physically handicapped persons. Said stalls shall be located in that portion of the parking facility nearest the entrance to the use or structure which the parking facility serves. Adequate access for the handicapped from the parking facility to the structure shall be provided.

16.204 Landscaped Open Space In Parking Facility

A. General Requirements

In order to separate parking areas from abutting streets, to provide areas for snow disposal, to provide visual relief from expanses of unbroken blacktop and vehicles, and to provide general beautification of parking facilities, at least ten percent of the area of such parking facilities shall be landscaped open space.* Such open space shall consist of the part or parts of a lot designed to improve the visual environment and to provide areas for passive outdoor recreation, including the preservation of existing natural site features or the planting or placement of such elements as grass, flowers, shrubs, trees, or permeable ground cover. Such space shall not include lot area used for parking or access drives or any other impermeable paved areas.

In parking facilities containing 25 or more spaces, said ten percent minimum shall apply only to landscaped open space which is surrounded on all sides or at least on three sides by parking areas, access aisles, and entrance and exit driveways, and which is physically separate and visually distinct from both perimeter landscaped open space and trees required in connection with special street frontage (see Subsections 16.204B and 16.204C). In other words, in parking facilities of 25 or more spaces, more than ten percent of the area of such facilities shall be landscaped open space.*

Where grass is provided, a minimum of six inches of loam shall be applied and a fine bladed lawn grass grown or installed upon it. All planted trees and shrubs shall have a hole dug, the dimensions of which shall be one foot wider and deeper than the root ball, and a high quality loam used as backfill. Where mulch is provided, a minimum of four inches shall be applied.

Parking areas shall be provided with tree planted islands at the end of all rows of parking stalls that adjoin access aisles or drives. There shall be at least one tree planted island for each 15 parking stalls. Such islands containing trees shall be at least six feet in width in parking facilities containing fewer than 25 spaces. In facilities of 25 or more spaces, required tree planted islands shall be at least 12 feet in width. Required islands in such large parking facilities shall also be planted with a minimum of 10 shrubs that will grow taller than two feet but not more than four feet in height; said shrubs shall be so spaced that the islands will be highly visible from all directions.

*The required amount of landscaped open space may be counted in calculating the area to remain permeable under Section 25. PERCENTAGE OF LOT COVERED.

B. Perimeter Landscaped Open Space

The required setback from lot lines specified for parking areas in Subsection 16.202B shall consist entirely of landscaped open space as defined above.

C. Special Street Frontage Requirements

Along State Road, Faunce Corner Road and Cross Road, the ten-foot setback referred to in Subsection 16.202B shall contain at least five trees for each 150 feet of frontage. Such trees shall be of a species expected to reach a mature height of greater than 30 feet. Where such special street frontage exceeds 150 feet, trees required under this Subsection C shall not be counted towards the number of trees required below under Subsection D.

D. Tree Requirements

Trees shall be provided within or around all parking facilities at the rate of one for each 2,000 square feet of gross paved area of the lot. Such trees may already exist on the site or may be cultivated, and at least half shall be of a species characterized by moderate growth and expected to reach a mature height of greater than 30 feet. Where cultivated, trees shall be a minimum of six feet in height when planted in parking facilities containing fewer than 25 spaces. In facilities of 25 or more parking stalls, cultivated trees shall be a minimum of ten feet in height when planted and have a trunk diameter of at least two inches at a height of four feet above ground level.

E. Protection from Damage

In order to preserve landscaped open space from damage by parking cars and snow removal operations, bumper overhang areas shall be provided with permeable ground cover that will not be damaged by bumpers or vehicle drippings, and all landscaped open space shall be provided with suitable curbing. Curbing for tree-planted islands in parking facilities containing 25 or more parking spaces shall be either cast in place concrete, pre-cast concrete or granite.

16.205 Maintenance of Parking Areas

- A. No required parking facility shall be used for servicing, repair, storage, or display of merchandise or vehicles for sale or rental or for any other purpose that interferes with its availability for required parking.
- B. Parking Facilities and required screens and landscaping shall be continuously maintained in good condition and appearance. Whenever necessary, surfacing, lighting, barriers, markings and planting materials shall be repaired or replaced with new materials to insure continued compliance with provisions of Section 16. Failure to maintain the same shall be considered a violation of this Zoning Bylaw and shall be subject to the enforcement procedures contained in Section 27 herein.

16.206 Applicability for Parking Structures and Small Facilities

Parking Facilities provided in an enclosed structure shall be subject to the provisions of Section 16, except for Subsection 16.204A, C, D, and E. Unenclosed parking facilities beneath a structure shall be subject to the provisions of this Section, except for Subsection 16.202C, and such parking level shall be deemed to be a story when its ceiling is four feet six inches or more above finished grade. Any parking facility containing fewer than five stalls shall not be subject to Subsection 16.202C, 16.203C, 16.204, and 16.207.

16.207 Procedure

A. General Requirement

No parking facility containing five stalls or more and no loading facility shall be constructed, altered, or enlarged until an application with an accompanying Off-Street Parking Plan is approved by the Planning Board. An existing parking area will not be considered altered if traffic flow and parking patterns remain generally the same, and modifications are made for the purpose of meeting standards in this section. A request and plan shall be submitted to the Planning Board to determine whether a modification is an alteration under this subsection.

B. Application

Prior to the filing of an application subject to Parking Plan approval, the applicant shall submit plans to the Building Commissioner, who shall advise the applicant as to the pertinent sections of the Zoning Bylaw. The applicant shall then submit seven copies of the application and accompanying plans to the Planning board, who shall forthwith transmit copies of such plan to the Building Commissioner, and other appropriate municipal or local agencies, as determined by the Planning Board, for their review and written report with recommendations. Said Board shall not render a decision on the application until such recommendations have been received. Failure of any such municipal or local agency to submit its written report with recommendations within 20 days of an applicant's original date of submission shall be deemed concurrence thereto. The Planning Board shall act on an application within 50 days from the date of submission, except as may be agreed upon at the written request of the applicant. In any event an application and an accompanying plan are deemed to have been approved by the Planning Board if no action is taken within 70 days of their submission.

C. Decisions

A concurring vote of at least three out of five members of the Planning Board is required to approve Off-Street Parking Plans.

D. Preliminary Plan

A preliminary Off-Street Parking Plan may, at the option of the applicant, be submitted to the Planning Board for purposes of informal review, discussion and providing guidance to the applicant. Submission of a preliminary plan is strongly encouraged in order to promote better communication, avoid misunderstandings and to provide a firm basis for - and minimize the need for major changes in -- the final plan. The contents of such a preliminary plan need not be as detailed nor as formalized as required in the final Parking Plan, nor need it necessarily be prepared by an engineer. However, it would be mutually beneficial to include as much information as possible and to prepare the preliminary plan in as professional a manner as possible: the more complete and clear the preliminary plan, the more direction can be given to the applicant by the Planning Board.

E. Contents of Final Plan

The final Off-Street Parking Plan shall be prepared by a Registered Professional Engineer, Registered Landscape Architect, or Registered Architect, and shall contain at least the following:

1. Topography of the property, including contours at 2-foot intervals or with spot grades at appropriate spacing and at changes in topography.
2. Boundaries of the entire parcel, including all frontage in linear feet on every street, and names of streets.
3. Locations and dimensions of existing and proposed buildings and structures including ground coverage, gross floor area and breakdown of indoor and outdoor floor area as to existing and proposed use(s).
4. Maximum seating capacity in terms of the design occupancy load as determined by the State Building Code, normal maximum number of persons employed on the premises at any one time, number of sleeping units, as applicable.
5. Locations and dimensions, including total ground coverage, of all driveways, maneuvering spaces and aisles, parking stalls and loading facilities, and proposed circulation of traffic.
6. Locations of pedestrian areas, walkways, all entrances into buildings whether for pedestrians, drive-in use or loading, and provisions for handicapped parking.
7. Location and type of materials for surface paving and curbing, with the size and thickness noted.
8. Location of all landscaping, including existing or proposed trees, shrubs, grass, mulched areas, etc.; size and type of plant materials shall be noted on the plan. Also, a planting detail showing how trees and shrubs will be planted (size of planting hole, staking, wiring, etc.)

9. Provisions for storm water drainage affecting the site and adjacent parcels, and snow disposal areas. Drainage computations shall be provided, as required, at the request of the Town DPW.
10. Location of all outdoor lighting units; a note regarding the requirement of Subsection 16.203F; and a polar diagram showing the limits and intensity of artificially-lighted areas, the latter only for parking facilities of 200 or more spaces.
11. Identification of parcel by plat and lot number of Assessor's Maps, including owner(s).
12. A locus at a scale of 1 inch equals 100 feet showing the boundaries of the parcel and all streets, intersections, driveways, median strips and openings, etc. within 200 feet of the boundary lines of the parcel. If the parcel is comprised of more than one lot, each lot shall be clearly shown and identified by plat and lot number of Assessor's Maps.
13. Any additional information reasonably required by the Planning Board to clarify the application and to ensure compliance with Section 16. The Planning Board may waive any of the above requirements.

Final Parking Plans providing at least 25 spaces shall contain a Landscaping Plan to be prepared by a Registered Landscape Architect.

F. Plan Submission

A final Parking Plan shall include the following:

1. Seven contact prints of the original Final Parking Plan.
2. Two (2) copies of the Final Parking Plan application form.
3. A filing fee as established by the Planning Board.

Submission shall be by delivery to the Office of the Planning Board.

An application is not deemed submitted if it does not comply with the requirements of Section 16.207E (1)-(13).

Upon determination of the Planning Board staff that the application is in compliance with the requirements of Section 16.207E (1) -(13) of this Bylaw, the planning staff shall stamp it received.

16.300 OFF-STREET LOADING

16.301 Applicability

The requirements of this Subsection shall apply to individual uses of new and substantially altered structures, provided that when a building, existing on the effective date of this Section of the Zoning Bylaw, is altered or expanded so as to increase the gross floor area by at least 5,000 square feet, only the additional gross floor area shall be counted toward the off-street loading requirements.

16.302 Table of Off-Street Loading Regulations

Principal Use	First loading facility required for the floor area shown below	One additional loading facility required for each increment of additional area shown below
Institutional Uses	10,000 s.f.	50,000 s.f.
Hotel or Motel	10,000 s.f.	50,000 s.f.
Recreation and Entertainment Uses	10,000 s.f.	50,000 s.f.
Restaurant & Fast Food	10,000 s.f.	50,000 s.f.
Office Uses	15,000 s.f.	50,000 s.f.
Retail Services	5,000 s.f.	20,000 s.f.
Personal and Consumer Services	5,000 s.f.	25,000 s.f.
Vehicular Services	5,000 s.f.	25,000 s.f.

16.303 Location and Design

Off-street loading facilities shall be located and designed in the following manner:

A. Loading Bays

Each required loading space shall be at least 12 feet wide and 25 feet long, exclusive of drives and maneuvering space, and shall be located entirely on the lot being served. All lighting, surfacing, drainage, and maintenance of loading facilities shall be provided in the same manner as off-street parking facilities, as specified in Subsections 16.203E and F, and Subsection 16.205. Loading and storage activities shall not be visible from the fronting street. Loading bays shall be enclosed in a structure if located within 50 feet of a residential zoning district, and if the use served by such bay(s) involves regular night operations, such as a restaurant, bakery, hotel, or similar use.

B. Exceptions

The Planning Board may modify the provisions of Subsection 16.300 if said Board determines that literal compliance is impracticable due to the nature of the use or the location, dimensions, or grade of the lot.

16.400 SERVICE STATIONS AND OUTDOOR AUTO SALES

Gasoline service stations and outdoor automobile rental or sale, and storage for rental or sale shall be designed according to the following standards:

16.401 Location and Width of Driveways

No portion of a driveway at the street line shall be closer than 10 feet from a side lot line or 20 feet from any portion of another driveway on the same lot. The maximum width of driveways at the lot line shall be 30 feet and the minimum width, 20 feet. The minimum curb radius shall be 15 feet.

16.402 Dimensional Regulations

All Dimensional regulations for the zoning district in which the use is located shall apply. In the case of outdoor automobile rental or sale, and storage for sale, such outdoor facilities shall be subject to the perimeter landscaping requirements for parking facilities, as specified in Section 16.204B.

16.403 Curbing, Surfacing, and Lighting

A raised concrete curb at least 6 inches high shall be constructed along all lot lines abutting a street except at driveway openings. The area of the lot not landscaped or occupied by structures shall be graded, surfaced with asphalt or other suitable material and drained in a manner deemed adequate by the Planning Board with the recommendations of the Town DPW to prevent nuisances of erosion or excessive water flows onto any other property or street. All illumination on outdoor areas and sales lots shall be shielded so as to prevent direct glare onto any other property or street.