

**TOWN OF WASHINGTON, NH
SUBDIVISION REGULATIONS**

Washington Planning Board

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Subdivision Regulations

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TOWN OF WASHINGTON
NEW HAMPSHIRE
SUBDIVISION REGULATIONS

SECTION 1: ADOPTION AND PURPOSES

1.01 Authority

Pursuant to the authority given to the Washington Planning Board by the voters of the Town of Washington and confirmed by Chapter 674: Section 35, NH Revised Statutes Annotated, as amended, the Washington Planning Board adopts the following regulations governing the subdivision of real property in the Town of Washington.

1.02 Title

These regulations shall be know as the Town of Washington Subdivision Regulations, and hereinafter referred to as “these regulations”.

1.03 Purposes

The purpose of these regulations is to foster the development of an economically and environmentally sound and stable community and to safeguard and protect the people of the Town of Washington, the taxpayer and the public from the consequences of improper subdivision, planless growth and haphazard development by:

- A. Protecting and preserving the rural and historical character of the Town;
- B. Protecting neighboring and neighborhood land uses, interests, values and concerns through harmonious development of the Town and its environs;
- C. Preserving land values and avoiding increased real estate tax burdens;
- D. Promoting and protecting the amenities of the Town through provisions for parks, playgrounds and other recreation areas and the preservation of the environment, natural beauty, trees, wetlands, lakes, ponds, bogs, streams and rivers, wildlife habitat (including deeryards), and other natural and historic resources, values and features;
- E. Preventing such scattered or premature subdivisions of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, sewage disposal, transportation, schools, fire protection or other public services; or necessitate excessive expenditure of public funds for the supply of such services;
- F. Assuring the adequate provision of safe and convenient traffic access and circulation, both vehicular and pedestrian, through the proper design, construction, arrangement and coordination of streets and ways within a subdivision in relation to existing or planned streets or with features of an official map of the Town, if adopted;

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G. Providing uniform standards and procedures for observance by both the subdivider and the Planning Board thus ensuring the equitable handling of all subdivision plans.

1.04 Waivers

The board reserves the right to waive requirements of these regulations in the course of reviewing any proposed subdivision or annexation when such requirements are manifestly not applicable and when such waiver will not demean the purpose of the regulation.

SECTION 2: DEFINITIONS

2.01 Abutter: Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the real estate under consideration. 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 real estate will be directly affected by the proposal under consideration. For purposes of notification, the term abutter shall include any person owning land within 200 feet of the property being subdivided.

2.02 Accessory Building: A building subordinate and customarily incidental to the principal building on the same lot.

2.03 Annexation: Shall mean the sale, transfer or other conveyance which involves merely a transfer of land among two (2) or more adjacent owners, or the consolidation of two or more lots under common ownership into one, and which does not increase the number of parcels, lots or owners.

2.04 Application: The Application for Preliminary Subdivision Review, Boundary Line Adjustment, or Minor or Major Subdivision Approval submitted on the forms attached hereto in the Appendix.

2.05 Approval: Recognition by the Board, certified by written endorsement on the final plat, that the subdivision meets the requirements of these Regulations and all other applicable ordinances and regulations.

2.06 Board: The Planning Board of the Town of Washington.

2.07 Boundary Line Adjustment: See Section 2.03, Annexation.

2.08 Building: Any combination of any materials whether portable, movable or fixed, having a roof and built for the shelter of persons, animals or property.

2.09 Building Development: Means changing the character of land from its existing state by the construction or placement of one or more buildings thereon, and/or the character of an existing structure for the purpose of rental, condominium conveyance or combined business

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and residential use. It does not include (a) construction of customary outbuildings, such as garages, sheds and barns; (b) building additions for residential purposes not involving rental units or condominiums, and (c) building additions for cottage industry.

- 2.10 Building Site: That portion of a lot, tract, or parcel of land upon which a single building is or is to be placed.
- 2.11 Condominium: The division of a lot, tract, or parcel of land into two or more lots or building sites, or the division of a building or building complex into two or more individual units, whether immediate or future, which lots or building(s) shall be submitted to the condominium form of ownership and for which there shall be condominium conveyances, whether immediate or future, in conformity with RSA 356-B.
- 2.12 Cottage Industry: A profession, occupation or business use that is clearly incidental and secondary to the use of the single family residence, or homestead and does not change the residential character thereof. Such occupation or business must not change the existing character of the neighborhood.
- 2.13 Developed Lot: A separately deeded parcel of land with an established access, a structure used as a dwelling or for other purposes, on-site water supply and on-site sewage disposal system.
- 2.14 Diversion: A channel with or without a supporting ridge on the lower side constructed across or at the top or bottom of a slope.
- 2.15 Driveway: An area built for direct access to a garage or off-street parking space, serving not more than two (2) lots, sites or dwelling units.
- 2.16 Dwelling: A privately- or publicly-owned building containing a housekeeping unit or units.
- 2.17 Dwelling unit: A room or rooms arranged for use as a separate, independent housekeeping unit established for owner or guest occupancy or rental, containing cooking, living, sleeping and sanitary facilities.
- 2.18 Easement: An interest in real property conveyed by a property owner for the benefit of another and evidenced by a legal document.
- 2.19 Engineer: A licensed Engineer employed from time to time by the board on behalf of the Town of Washington.
- 2.20 Erosion: The wearing away of the land surface by the action of wind, water or gravity.
- 2.21 Final Plat: The final drawing or drawings on which the subdivider's plan of subdivision is indicated.

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2.22 Flood Limit: The land-water boundary of a watercourse flowing at its 1% frequency (the so-called “100 year flood”) as defined by a responsible public agency such as the US Army Corps of Engineers or the US Department of Agriculture Soil Conservation Service or by a private engineering firm qualified in hydraulics.

2.23 Flood Prone Area Shall mean:

(1) areas of land lower in elevation than the land-water boundary at the high water mark along a watercourse flowing at its 1% frequency (100-year flood),

(2) areas of land lower in elevation than the land-water boundary of other surface water at the high water mark of such surface water at its 1% frequency (100 year flood), and

(3) those soils classified by the National Cooperative Soil Survey as “soils subject to flooding”.

2.24 Land: Shall include lands, tenements and hereditaments including buildings and real property of all kinds.

2.25 Lot: A parcel of land occupied or to be occupied by only the principal building or the accessory buildings or uses customarily incidental to it. A lot shall be of sufficient size to meet the minimum zoning requirements for use, coverage and area, and provide such yards and other open spaces as are herein required. A lot shall have boundaries identical with those recorded at the Registry of Deeds.

2.26 Lot Line: The property line dividing a lot from an adjacent property, street, right-of-way, or body of water.

2.27 Lot Size: The total horizontal land area within the boundaries of a lot, exclusive of the road rights-of-way and surface waters. This shall be the basis for applying the lot size, building footprint and lot coverage dimensional controls set forth in the Washington Land Use Ordinance.

2.28 Master Plan: The comprehensive plan or plan of development for the Town as defined in RSA 674:1 and 2.

2.29 Minor Subdivision: The subdivision of land into no more than two (2) lots or site requiring no new roads, utilities, or other municipal improvements. It shall not mean the division of a residential structure into two (2) residential units only. If any of the land shown on the plat of a subdivision proposal has been part of any previous subdivision, approved, constructed, or created by conveyance no more than ten years prior to a new proposal, then such previous subdivision (including lots created) will be treated as part of the new proposal for the purpose of analyzing its effect and applying all review criteria.

2.30 Official Map: The adopted street or base map of the Town as defined in RSA 674:9-11.

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- 2.31 Parking Space: An off-street space for exclusive use of a parking area for one motor vehicle.
- 2.32 Plat: A Final Plat as defined in Section 2.21.
- 2.33 Sale: For the purpose of these regulations, sale includes conveyance, lease, mortgage or other transfer.
- 2.34 Sediment: Solid material, both mineral and organic, that is the product of erosion.
- 2.35 Site: A building site as defined in Section 2.10.
- 2.36 Street: A highway, road, avenue, lane, and/or any other way which exists for vehicular travel, including the entire right-of-way, exclusive of a driveway or parking space.
- 2.37 Street, Service: A street serving no more than four residential or business units.
- 2.38 Street, Local: A street used primarily to give access to abutting properties.
- 2.39 Street, Collector: A street used to carry traffic from local streets to arterial streets and to public and other centers of traffic concentration.
- 2.40 Street, Arterial: A street used for heavy and/or through traffic.
- 2.41 Street, Frontage (Frontage Road): A roadway parallel to a street which provides access to abutting properties in order to reduce the number of access points onto the street.
- 2.42 Subdivider: The owner of record of the Real Property to be subdivided.
- 2.43 Subdivision: The division of a lot, tractor parcel of land into two (2) or more lots, plats, sites or other divisions of real property for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It shall not apply to the division of a residential structure into two (2) residential units.

Subdivision includes re-subdivision and, when appropriate to the context, relates to the process of subdividing or the land or territory subdivided.

Subdivision includes creation of a condominium as defined in Section 2.11 for residential or for mixed business and residential uses except where the business use constitutes a cottage industry pursued by the resident owner or tenant of the building in question. A condominium consisting of a single building and no more than two (2) units on a lot shall not be subject to subdivision review. A condominium consisting of two (2) or more buildings, or more than two (2) units, is subject to subdivision review and Board of Adjustment Land Use Ordinance Variance procedures.

The division of a parcel of land held in common and subsequently divided into two (2) or

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More parts shall be deemed a subdivision.

Land divided by a highway shall be deemed to be contiguous even though title to the land over which the highway passes is held by the Town, the State of New Hampshire or a third party.

The grant of an easement in gross to a public utility for the purpose of placing and maintaining overhead or underground facilities necessary for its transmission or distribution network such as poles, wires, cable, conduit, manholes repeaters and supporting apparatus, including any unmanned structure which is less than 200 square feet, shall not be constructed as a subdivision under this title, and shall not be deemed to create any new division of land for any other purpose.

2.44 Surveyor: A professional surveyor or engineer licensed by the State of New Hampshire to provide professional surveying services.

2.45 Town: The Town of Washington, New Hampshire.

2.46 Wetland: Bogs, marshes, swamps and other areas of poorly drained soils as defined NH Code of Administrative Rules Chapter WT. 100, Part Wt. 101, Section Wt. 101.01.

SECTION 3: APPLICATION PROCEDURE

3.01 General

When ever any subdivision of land is proposed, before any construction, land clearing or building development is begun, before any permit for the erection of any building in such proposed subdivision shall be granted and before any subdivision plat may be filed in the Office of the Register of Deeds of Sullivan County, the subdivider or the subdivider's authorized agent shall apply for and secure approval of such proposed subdivision in accordance with the following procedure. Anyone wishing to: a) divide his property into two (2) or more lots; or b) to make a lot line adjustment resulting in one or more lots; or c) otherwise to carry out a subdivision (see Section 2.43) shall request the Board for a non-binding Consultation Review (see Section 3.02) or apply to the Board in writing for a Preliminary or a Final Subdivision Review (see Section 3.04 or 3.05). Only the latter is obligatory. For a Preliminary or a Final Subdivision Review, the prospective subdivider shall apply to the Board in writing on the appropriate application (see Sections 3.04 and 3.05) and pay the necessary costs (see Section 3.07). Each requires the Board to notify the public and to hold at least one public hearing (see Sections 3.04, 3.06, and 3.09).

3.02 Non-binding Consultation and Review

In order to save expense and unnecessary changes later on, a person may appear at any formal meeting of the Board for a discussion of his proposed concept in general terms and for a review of applicable subdivision regulations, application forms, necessary supporting maps, and documents. There is no application fee or time limit for this nor is this consultation and review binding in any way on either the applicant or the Board.

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3.03 Development of Regional Impact

Pursuant to NH RSA 36:56, upon receipt of an application for subdivision, the Planning Board shall review it and determine whether or not the development, if approved reasonably could be construed as having the potential for regional impact. Regional impact could result from a number of factors, such as, but not limited to, the following:

- a. Relative size or number of lots or units compared with existing stock.
- b. Transportation networks.
- c. Proximity to the borders of a neighboring community.
- d. Anticipated emissions such as light, noise, smoke, odors or particles.
- e. Proximity to aquifers or surface waters, which transcend municipal boundaries.
- f. Shared facilities such as schools and solid waste disposal facilities.

Doubt concerning regional impact shall be resolved in a determination that the development has a potential regional impact.

Pursuant to NH RSA 36:57, upon determination that a proposed development has a potential regional impact, the Planning Board shall afford the Regional Planning Commission and the affected municipalities the status of abutters for the limited purpose of providing notice and giving testimony. Within 72 hours of reaching a decision regarding a development of regional impact, the Planning Board shall, by certified mail, furnish the Regional Planning Commission and the affected municipalities with copies of the minutes of the meeting at which the decision was made.

At least fourteen days prior to the public hearing, the Planning Board shall notify, by certified mail, all affected municipalities and the Regional Planning Commission of the date, time and place of the hearing and the right to testify concerning the development.

3.04 Preliminary Review

If a person wishes a review of his project which goes beyond discussion of the proposed subdivision in conceptual form, he may apply to the Board in writing on the appropriate Application Form (see Appendix A), and pay the required fees (Section 3.07). The Board shall then give formal public notice of the Preliminary Subdivision Review in accordance with Section 3.06 of these regulations.

The Preliminary Review shall be conducted only at formal meetings of the Board. The Board may review the proposal in detail and receive testimony in person or in writing from any applicant, any abutter or any other person as permitted by the Board. The Board may, but is not required to, give a formal response to the applicant with respect to the proposal as a whole or any portion of the proposal. Such Preliminary Review shall bind neither the applicant nor the Board. A formal meeting on a particular Preliminary Review may be adjourned to continue on a specific date with no further notice of the re-convened meeting required. If a final subdivision review has not been scheduled within one year of the date of the close of the preliminary hearing, then the application shall be considered abandoned.

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3.05 Final Application Review

A. Application Any person desiring approval for annexation, subdivision of land r for building development, as defined in the regulations, must apply to the Board in writing on the designated Application Form and pay the required fees (Section 3.07). The completed application shall be filed with a representative of the Planning Board by hand or by mail; be in form attached to the Regulations as Appendix B for boundary line adjustment or annexation, Appendix C with Appendix D Checklist/Instructions for major subdivisions or with Appendix E Checklist/Instructions for minor subdivisions; and conform to the requirements and specifications outlined in these Regulations;

B. Review The Board shall:

- 1) Review the submitted application for completeness. The Board may request that additional information be submitted prior to scheduling a date for formal submission;
- 2) Determine if the development has regional impact and if so determined, provide notice of the hearing (see Section 3.03).
- 3) Schedule the formal hearing at which the application will be considered for acceptance and give formal public notice in accordance with Section 3.06;
- 4) Accept the application at the formal hearing if the application is complete and all costs of notice of the application have been paid, and give the applicant a receipt certifying acceptance of the application. Only after such acceptance will the legal time limits be in effect (see Section 3.08);
- 5) Schedule a formal hearing for review of the final application in accordance with Section 3.09, and give formal public notice in accordance with Section 3.06;
- 6) Following formal review, give formal response to the applicant with respect to the decision of the Board on the proposal in accordance with Section 3.10.

3.06 Notice of Application and Hearing

The Board shall notify the abutters, the applicant, and the general public of the date upon which the completed application will be formally submitted to the Board and of the date of the Formal Review hearing. The notice shall include a general description of the proposal and shall identify the applicant and the location of the property.

- 1) Notice shall be by certified mail to the applicant or agent, and abutters at least ten (10) days prior to such formal submission r public hearing.
- 2) If the development has regional impact, such notice shall be mailed to all affected municipalities and the Regional Planning Commission at least fourteen (14) days prior to such formal submission.

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3) Notice shall also be given to the general public by posting a copy of the notice in two (2) public places in the Town and/or by publication in a newspaper of general circulation in the Town at the same time that notice is mailed to the applicant and the abutters, with notice to be in such form and published as often as the Board shall determine.

4) The Board may give notice of Submission and notice of the Final Review hearing in the same notice except in the case of a development of regional impact. Additional notice of an adjourned session of a public hearing is not required if the date, time and place of the adjourned session is made known at the prior hearing.

3.07 Costs and Fees

All costs of notice of application and hearings, including secretarial time and disbursements, shall be paid in advance by the applicant. In addition to the fees for notice of submission of a subdivision application and of the public hearing of such application, the Board may impose reasonable fees to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications. Such fees may be imposed by the Board to cover fees and disbursements of consultants to the Board, including, but not limited to, engineers, surveyors, lawyers, map cartographers, community planners and laboratory and field tests. Such fees shall be paid or provided for in advance to the satisfaction of the Board. Failure to pay such costs shall constitute valid grounds for the Board to terminate further consideration and to disapprove the plat without a public hearing.

3.08 Formal Consideration: Time Limits

The Board at their next regular meeting or within thirty (30) days following delivery of the application to the Planning Board, for which notice can be given in accordance with the requirements in Section 3.05 determine if a submitted application is complete according to Board regulations. If accepted as complete the Board shall act to approve or disapprove the application within sixty five (65) days after acceptance provided, however, that the Board may apply to the Selectmen of the Town for an extension not to exceed an additional ninety (90) days before acting to approve or disapprove the application and, provided further, that the applicant may waive the requirement for planning Board action within the foregoing time periods and consent to such extension as may be mutually agreeable. Upon failure of the Board to approve, conditionally approve or disapprove the application, the Selectmen shall upon request of the applicant, immediately issue an order directing the Board to act on the application within thirty (30) days. If the Planning Board not act on the application within that 30 day time period, then within 40 days of the issuance of the order, the Selectmen shall certify on the applicants application that the plat is approved pursuant to RSA 676: 4-1(c)(I), unless within those 40 days the Selectmen have identified in writing some specific Subdivision Regulation or zoning or other ordinance provision with which the application does not comply. Such a certification, citing RSA 676:4-1(c)(I), shall constitute final approval for all purposes including filing and recording under RSA 674:37 and 676:18, and court review under RSA 677:15.

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3.09 Final Review Public Hearings

Except as provided in this Section, no application may be denied or approved without a public hearing on the application. Notice of the hearing shall be given as in Section 3.06. At the hearing, the applicant, any abutter or any person with a demonstrable interest in the matter may testify in person or in writing. Other persons may testify as permitted by the Board at each hearing. Pursuant to NH RSA 676:4-1(e), public hearings shall not be required when the Board is considering or acting upon 1) minor lot line adjustments or boundary agreements which do not create build able lots, except that notice to abutters shall be given prior to approval of the application in accordance with Section 3.06 and any abutters may be heard on the application upon request to the Board; or 2) disapproval of application based upon: failure of the applicant to supply information required by the Regulations, or failure to meet reasonable deadlines established by the Board; or failure to pay cost of notice or other fees required by the Board.

3.10 Decision of the Board

The Planning Board may decide to approve an application, approve the application with conditions, or disapprove the application. For approval with conditions, to clarify the expectations of the Board, time limits should be set for each condition as appropriate. Approval may become final without further public hearing when conditions are:

- a. Minor plan changes whether or not imposed by the Board as a result of a public hearing, compliance with which is administrative and which does not involve discretionary judgment;
- b. Conditions which are in themselves administrative and which involve no discretionary judgment on the part of the Board; or
- c. Conditions with regard to the applicant's possession of permits and approval granted by other boards or agencies or approvals granted by other boards or agencies.

All other conditions shall require a hearing and notice.

In case of disapproval of any application, the grounds for such disapproval shall be adequately stated upon the records of the Board and a copy thereof shall be mailed to the applicant within one hundred forty four (144) hours after the decision is made.

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3.11 Performance, Security, and Signing of the Plat

Except in the case of a subdivision in which each lot is on an existing town or state road of class V or better, and no improvements to facilitate the subdivision are required, no subdivision plat filed with the Board shall be signed and recorded with the Sullivan County Registry of Deeds until the subdivider has filed with the Board an itemized engineer's estimate of costs and streets, public improvements, drainage structures or other utilities, together with maps, plans and supporting data, and either A or B below has been satisfied. In either case, allowances may be made at the discretion of the board for phased subdivisions.

A. Construction of Required Improvements

The subdivider shall construct and install all improvements required by the Planning Board within 36 months from the receipt of notice of decision from the Planning Board of an affirmative decision. Within that same time period, the subdivider shall present the plat to be signed by the Board after the improvements have been installed and reviewed and approved by the Board. The Final Plat will then be recorded in the Sullivan County Registry of Deeds by the Board. The subdivider may then sell and convey lots in the subdivision.

B. Security

Before the subdivider starts installation or construction of the improvements such as streets or roads, water or sewer service facilities, drainage structures or other utilities, the subdivider shall furnish security in an amount and form acceptable to the board. The Planning Board shall accept a performance bond, irrevocable letter of credit or other type or types of security. The purpose of this security will be to provide the funds necessary to install the improvements in the subdivision required by the Board in the event that the subdivider fails to do so for any reason, including but not limited to insolvency and/or bankruptcy.

Where security has been furnished as required by the board, the subdivider shall the present the plat for signature and recording. Upon the recording of the signed plat, the subdivider may then sell lots even though the improvements have not been constructed.

Where security is furnished, the subdivider must construct and install the improvements within 36 months from the receipt of the notice of approval by the subdivider. The subdivider may request time extension beyond the 36 months for completion of the improvements and the Planning Board may for good cause shown approve such a request. Alternatively the subdivider could apply for an annexation to combine the subdivided lots and void the subdivision providing the release of the security for the improvements. If the improvements have not been completed within 36 months and no time extension has been approved by the Planning Board, then the Selectmen shall use the security to complete the improvements.

As phases or portions of the secured improvements or installations are completed and approved by the Board, the Town shall partially release said security to the extent reasonably calculated to reflect the value of such completed improvements or installations. Cost escalation

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Factors that are applied by the Board to any bond or other security required under this section shall not exceed 10 percent per year.

3.12 Recording of the Plat

No sale or transfer of land within the subdivision may be entered into until an approved subdivision Final Plat has been recorded with the Register of Deeds of Sullivan County by the Clerk of the Board. The subdivider shall submit to the Board a mylar copy of the approved Final Plat and the Board will record the Plat at the expense of the subdivider with the Register of Deeds of Sullivan County. The act of recording an approved subdivision Plat shall not in itself constitute acceptance by the Town of any street or easement shown thereon. It shall be the responsibility of the Board to notify the subdivider of the book, page and date of recording. Failure to submit the mylar within sixty (60) days after the Board's approval shall void the approval and no subdivision may be carried out. There is no time requirement concerning the sale of the subdivided land.

3.13 Official Map

If there exists an Official map of the Town, the recordation of plats which have been approved as provided herein shall without further action modify the Official Map in accordance therewith. Recordation of an approved subdivision plat shall not constitute acceptance by the Town of any street, easement or open space shown thereon.

3.14 Acceptance of Streets and Open Space

No street or open space shall be submitted to the Town for acceptance until such time as all improvements have been carried out as shown on the Final Plat, in accordance with the requirements of these Regulations, and subject to any conditions established by the Board at the time of Final Plat approval. Acceptance of a street as a Town Road shall be done through A Petition for Layout to the Selectmen or by dedication and acceptance requiring a vote of Town Meeting. Construction of such improvements in accordance with these Regulations and any conditions imposed by the Board shall not impose on the Town any moral or legal obligation whatsoever to accept any street or improvement as public property.

When the subdivider has completed all the improvements required for the subdivision as specified in the approved plans and as stipulated in the Planning Board's vote of subdivision approval and has met all other requirements of these Regulations including obtaining a Certificate of Performance from the Planning Board, the subdivider may petition the Board of Selectmen for Layout pursuant to NH RSA 231:8-20 of the completed street(s) as Town Road(s) under the following requirements:

A. As Built Plans

The subdivider shall file with the Selectmen a copy of the approved subdivision as-built plans required under Section 3.15(F) below and a certificate of performance by the Planning Board.

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B. Street Layout Plans

The subdivider shall file with the Selectmen; street layout plans (2 original type mylars and 4 paper prints) of the roadway that clearly shows all details, measurements, distances, drainage easements, rights-of-way, and bounds to the same scale and under the same conditions and requirements as for the subdivision plan for the plat.

C. Deeds and Easements

The subdivider shall file with the Selectmen completed deeds and easements for all property within the subdivision to become public. Such deeds shall be warranted to transfer complete and absolute title to the Town of Washington. Such easements shall grant the specified usage and rights in perpetuity. The deeds and/or easements shall include such other reasonable conditions as required by the Selectmen.

D. Other Requirements

The subdivider shall provide all other materials or documents as required by law or the Board of Selectmen to facilitate the maintenance or layout of streets or properties.

3.15 Responsibilities

A. Plat Approval

Once a completed final application has been accepted by the Board, then no driveway, driveway access, street, road or utility construction shall be started until the plat has been approved or signed by the Board.

B. Permit to Construct A Subdivision Road or Utility

Following approval of the Board for a subdivision, which includes the construction of a subdivision road or utility, the Board shall issue a permit under such terms and conditions as it shall determine are appropriate.

C. Inspection

Inspections by the Board or its designated agent are required when:

1. Right-of-Way has been cleared and before base has been laid.
2. Culverts and other drainage improvements are installed.
3. Fine grading of the subgrade, side and back slopes.
4. Base course(s) of sand and/or gravel have been laid and compacted.

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5. Finish course of crushed gravel and shoulders have been laid, compacted and fine graded.
6. Surfacing of bituminous courses is in progress.
7. Such other operations as may be found necessary by the Board or its agent.
8. All inspection costs will be borne by the applicant.

D. Notice Before Inspection

For required inspections during construction, the Contractor, Owner or Developer shall give at least 48 hours (2 working days) notice to the Board in order to coordinate schedules. The Board may make such additional inspections, as they deem necessary.

E. Testing

All laboratory and field tests requested by the Board will be approved by the Board and shall be paid for by the subdivider.

F. Subdivision As-Built Plans

Following completion of all improvements, the subdivider shall submit As-Built Plan(s) to the Board. This plan shall be drawn to scale and shall indicate by angles and dimensions, all underground utilities, road profiles and centerline elevations and final grading plan showing swales and ditches. The plan shall show easements, dedicated roadways and roadbeds.

G. Certificate of Performance Of Improvements and One-Year Guarantee Bond

A certificate of performance shall be issued by the Board as evidence of completion of improvements specified therein as of the date of the certificate. Acceptance of the streets and/or the utilities by the Town or other municipalities requires specific action by the respective bodies. Upon acceptance of the streets or utilities by the Town, surety bonds or other acceptable surety covering corrections of defects, omission or failure of installation to comply with those standards for construction of those streets or roads for a period of one (1) year will be required from the subdivider in an amount to be determined by the Planning Board not to exceed 25% of the construction value of those improvements.

3.16 Revocation of Planning Board Approval

A subdivision plat which has been filed with the Registry of Deeds under RSA 674:37 may not be revoked in whole or in part, by the Planning Board, except pursuant to RSA 676:4-a, and only under the following circumstances:

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a. At the request of, or by agreement with, the applicant or the applicant's successor in interest.

b. When the applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans or specifications upon which the approval was based, or has materially violated any requirement or condition of such approval.

c. When the applicant or successor in interest to the applicant has failed to perform any condition of the approval within a reasonable amount of time specified in the approval, or if no such time is specified, within the time periods specified in RSA 674:39.

d. When the time periods specified in RSA 674:39 have elapsed without any vesting of rights as set forth therein, and the plat, plan or other approval no longer conforms to applicable ordinances and regulations.

e. When the applicant or successor in interest to the applicant has failed to provide for the continuation of adequate security as provided by RSA 674:36, III (b) and 674:44, III (d) until such time as the work secured thereby has been completed.

The Board shall follow the procedure set forth in RSA 676:4-a with regard to notice, hearing, and the declaration of revocation. A revocation may be appealed pursuant to RSA 677:15.

SECTION 4. PLAN REQUIREMENTS

4.01 General: Compliance with Regulations, Master Plan, Official Map, Other Ordinances and Regulations

All subdivisions shall conform with and give effect to the purposes of these Regulations and any pertinent Federal, State or local laws, ordinances, by-laws or regulations and with the Master Plan for the Town and Official Maps when adopted. Building permits are issued by the Selectmen, Land Use Ordinance Variances are issued by the Board of Adjustment, but no building permit or variance shall be granted with respect to property involving a subdivision prior to review and approval of said subdivision by the planning Board and the recording in the Sullivan County Registry of Deeds of the approved plat.

4.02 Character of Property Proposed for Subdivision

The Board may not approve a proposed subdivision if it finds that the character of the property would create, or risk the creation of, conditions unfavorable to health, safety, convenience, prosperity or the general welfare. Conditions to be considered included excessive slope, poor soil conditions, rock formations, poor drainage, flood or fire hazard, inadequate water supply, inadequate access, damage or negative effect on (1) air quality; (2) ground or surface water resources; (3) wildlife habitat and trails; (4) significant natural features or sites; (5) significant historic buildings or sites; or (6) agricultural lands designated by the Soil Conservation

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Service as prime agricultural land or agricultural land of statewide significance.

The Board shall not approve a lot as a building lot unless it has substantial area with a slope of fifteen (15) percent or less which may be used for dwelling, septic system, driveway and appurtenant structures. Flood prone areas, seasonally wet, marsh, muck or peat areas and wetlands may be included as part of a lot but may not be altered, dredged, drained, filled, or relocated and may not be used for building sites, sewage disposal areas, driveways or otherwise. Natural watercourses, ponds or lakes may not be altered, dredged, drained, filled or relocated. The foregoing to the contrary notwithstanding. Minor alterations may be permitted in such areas or water bodies at the discretion of the Board if (1) such alterations are authorized by all Federal and State agencies having jurisdiction with respect thereto and if (2) the Board finds that the alterations will not have significant negative environmental impact when analyzed in context of the subdivision as a whole.

4.03 Premature Subdivision Development

Scattered or premature or inappropriate subdivision of land that would involve danger or injury to health, safety, or prosperity by reason of lack of water supply, drainage, transportation, school, fire department, or other public services, or necessitate and extensive expenditure of public funds for the supply of such services shall not be approved by the Board.

4.04 Reserve Strips

No privately owned reserve strip, except open space proposed to be deeded to the Town or to a homeowner's association within the subdivision, shall be permitted which controls access to any part of the subdivision or to any other parcel of land from any street, or from any land dedicated to public use, or which may be so dedicated.

4.05 Preservation of Existing Features

The subdivider shall give due regard to the preservation and protection of existing features, trees, scenic points, brooks, streams, rock out-croppings, water bodies, stonewalls, boundary markers, and other natural and historic resources and landmarks.

4.06 General Subdivision Design

Subdivision design and lot sizes within a subdivision shall be established by giving due regard to all of the factors outlined in these Regulations including water supply, sewage disposal, soil conditions, ground and surface water conditions, drainage, topography, the road system (private and public) which serves or leads to the subdivision and the general area in which the subdivision is located (including the condition of the roads and the present and prospective use of the roads), the need for off-street parking, the need to avoid scattered or premature subdivision, the nature and extent of existing development patterns in the area of the subdivision, the impact of the subdivision on Town services, availability of water supply for fire protection, protection of agricultural land, and the preservation of natural, unique, fragile, or historic features.

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4.07 Lot and Site Layout

When laying out or planning a subdivision, the following regulations shall govern the layout of lots and sites:

A. The lot size, width, depth, shape and orientation shall be appropriate for the parcel being subdivided, for the location of the subdivision and for the type of development and use contemplated.

B. All lots or sites shall abut on (1) a Class V or better highway, or (2) a street shown on an approved subdivision plan.

C. Where extra right-of-way width has been indicated for widening of existing streets, lot shall begin at such extra width line.

D. Block length and width or acreage within the bounding roads shall be such as to provide for convenient access, circulation control and safety of street traffic.

E. Access to lots abutting existing Town or State streets shall be by common driveways, or frontage streets, where appropriate in the judgment of the Board to minimize the number of driveways and/or new streets entering onto these existing streets.

F. Driveways shall be designed to provide safe and convenient access and to control surface water runoff so that it does not damage the street to which the driveway leads.

4.08 On-Site Sewage Disposal Design Standards

The Board will not approve a subdivision which creates a lot or site that does not meet the minimum standards and design requirements for on-site sewage disposal and water supply imposed by the State of New Hampshire Water Supply and Pollution Control Division and Town Regulations regardless of the sewage disposal technology or water supply proposed. More stringent standards may be imposed in specific cases.

4.09 Street Design

Proposed streets shall be in harmony and conformance with existing and proposed streets and the Town Master Plan and Official Map. Street patterns shall give due consideration to contours and natural features. Where required by the Board, provision shall be made for the extension of the street pattern to abutting undeveloped property. Every proposed street in a subdivision shall be laid out and constructed as required by the following standards:

A. All streets shall be constructed, and all bridges, culverts, drainage structures, storm sewers, gutters, drainage ditches, and other improvements required by the subdivision plat and accompanying documents, shall be installed in conformance with the standards and specifications set forth in Appendix G including appended drawings.

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B. The plan of any proposed subdivision shall show all work required to connect and complete the improvements and utilities between the proposed street pattern and any connecting street in an existing subdivision.

C. Where a proposed subdivision abuts an existing street with inadequate alignment, or right-of-way width, the subdivision plat shall include a street dedication of all land needed to meet the standards established by the regulations, and as approved by the Board.

D. Where a proposed subdivision abuts an existing subdivision, the subdivider shall make every attempt to design the street system of the proposed subdivision to connect with dead-end or “stub” streets of the existing subdivisions in order to permit safe and reasonable inter-subdivision traffic.

E. The layout of the street pattern shall be based upon a local street system connected to a collector street system connected to an arterial system.

F. Local residential street shall be designed so as to discourage non-local through traffic.

G. No street intersection shall be less than eight hundred (800) feet apart from another street intersection, measured from centerline to centerline.

H. Streets shall intersect so that within seventy-five (75) feet of intersection (measured at the right-of-way) the street lines are at right angles except where it is impractical due to the character of the land. In no case shall the angle of intersection be less than seventy-five (75) degrees. The grade within one hundred (100) feet of an intersection shall not exceed two (2) percent. No structure, planting, or embankment shall impair corner visibility.

I. Multiple intersections involving a junction of more than two (2) streets shall be prohibited.

J. The minimum distance between center line offsets at street jogs shall be one hundred fifty (150) feet.

K. Permanent cul-de-sac streets shall not exceed one thousand (1000) feet in length and shall terminate in a suitable turnaround.

L. Temporary cul-de-sac streets, where future extension to another outlet is approved by the Board may exceed one thousand (1000) feet in length. In such cases, the full width of the right-of-way to the subdivision property line shall be reserved as a street right-of-way.

M. If a cul-de-sac street is of a temporary nature, a turnaround shall be provided and provisions made for future extension of the street through to an adjacent property and reversion of the excess right-of-way to the adjoining properties.

N. The following standards and Appendix G, Figures 3 and 4 shall apply to cul-de-sac streets:

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1. The turnaround at the end of a cul-de-sac street shall be located so that it drains toward its entrance and to the side of the road.

2. Unless there is the expectation of extending the street through to the adjoining property, a cul-de-sac street shall not be brought to the property boundary line, and shall be placed so that the lots can back on the property line of the subdivision.

3. A cul-de-sac may only be built off a Class V or better highway.

O. Streets shall be assigned names and address numbers in accordance with the Town Ordinance adopted by the Selectmen for the Enhanced 911 Emergency System. Purchase and installation of street signs shall be the responsibility of the subdivider, and shall conform to Town signage as to style and quality. Names and numbers, and details of signs to be provided, shall be included on site survey maps submitted with the subdivision applications.

P. Any variations to these standards must be approved in advance by the Planning Board prior to construction.

4.10 Classification of Streets

The classification of existing streets shall be defined in the Town Master Plan or Official Map or by the Board where such Master Plan or Official Map does not exist. The classification of new streets shall be determined by the Board in accordance with the following table. The following standards of design shall apply to new streets.

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STANDARDS FOR STREET DESIGN

	Service	Local Minor	Major	Collector Minor	Major	Arterial
Average Daily Traffic (2)	0-32	33-48	49-96	97-248	249-400	401-up
Minimum Right-Of-Way (4)	50	50	60	70	80	100
Minimum Travel Surface-Width In Feet (4)	12	18	20	20	24	Varies (5)
Minimum Shoulder Width in Feet Each Side (4)	2	2	2	4	4	Varies (5)
Minimum Distance From Center of Road to Center of Ditch in Feet (4)	(5)	14	16	18	Varies (5)	Varies (5)
Minimum Horizontal Curve Radii In Feet (5)	(5)	100	100	150	300	500
Minimum Vertical Curve Length In Feet (5)	(5)	100	100	100	200	Varies (5)
		In no case less than 20' for each 1% difference in grade.		In no case less than 30' for each 1% difference in grade.		
Minimum Length Of Tangents Between Curves (5)	(5)	100	100	100	200	Varies (5)
Maximum Grade (5)	(5)	10%	10%	8%	8%	5%
Min. Vertical Sight Distance (3) (5)	(5)	200'	200'	250'	250'	300'

(1) Local streets cover not only lightly developed through streets, but also cul-de-sac and marginal access streets.

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- (2) Shall be future anticipated traffic. (assuming 8 trips per day per dwelling unit.)
- (3) Sight distance shall be measured between two points along the center line of the street on a straight line entirely within the street right-of-way and clear of obstructions, one of the points to be at the surface and the other thirty-nine (39) inches above the surface.
- (4) All cross-section horizontal distances shall be measured perpendicular to the straight-line sections and radial to curved sections.
- (5) Subject to design review and approval by an engineer designated by the Board.

The Board may modify the maximum and minimum gradient for short lengths of streets where, in its judgment, existing topographic conditions or the preservation of natural features indicate that such modification will result in the best subdivision of land. The Board may require greater width of right-of-way where, in its judgment, the demands of present and future traffic make it desirable or where topographic conditions create a need for greater width for grading.

4.11 Street Improvements

The Board shall impose reasonable limitations on the subdivision of areas served by existing streets, which do not meet the minimum standards established in Section 4.10. Factors to be considered in establishing such limitations include, but are not limited to the following: The standard to which such streets are presently maintained, the frontage size of the proposed subdivision, the potential traffic increase from the proposed subdivision, the character and potential for development of the area served by such streets, the present and potential traffic on such streets and compliance with the Town's Master Plan. Such limitations shall be removed at such time as the Selectmen or the New Hampshire Public Works and Highway Department shall certify that funds for the improvements have been assured to upgrade such streets to meet such standards.

4.12 Design and Construction Criteria

See Appendix G.

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4.13 Parking

All subdivision development shall make provisions for adequate, safe and convenient off-street parking in order to provide for the most efficient road maintenance, snow plowing and access by emergency, police and fire vehicles. A parking space shall have a minimum size of 10 feet by 20 feet. In the case of commercial subdivision, including commercial building development, and multi-unit residential building development, parking areas shall include appropriate and adequate landscaping and screening.

4.14 Pedestrian Walks

Where necessary, in the judgment of the Board, rights-of-way for pedestrian travel and access may be required between subdivisions or their parts, or between a subdivision and public property.

4.15 Utilities and Drainage

All subdivisions shall make adequate provisions for water supply, storm water and sanitary sewage disposal, and required utilities and improvements. The Board may require the extension of public water and sewers to and within a proposed subdivision, without cost to the Town, where existing lines are, in the judgment of the Board, within reasonable distance of the proposed subdivision.

The subdivider shall install laterals from all utilities in the street right-of-way to ten (10) feet beyond the street property line of each building lot.

All public utilities and facilities, such as sewer, gas, electrical, telephone and water systems shall be located, elevated, and constructed to eliminate flood damage. All new or replacement water supply systems and/or sanitary sewage systems shall be designed to eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. On-site disposal systems shall be located so as to avoid impairment of the water supply system and/or sanitary sewage system or contamination from them during flooding.

All such utility system installations shall be at the expense of the subdivider and shall be installed under the supervision of the appropriate Town agency.

An adequate surface storm water drainage for the entire subdivision area shall be provided. Adequate drainage shall be provided so as to reduce exposure to flood hazards. Storm drainage shall be carried to existing watercourses, or connect to existing storm drains. If the storm water drainage system creates any additional flow over any adjacent property, the subdivider shall obtain an easement therefore from the adjacent owner and shall hold the Town harmless from any claims for damage resulting there from. The Planning Board may also require the subdivider to provide the Town with additional Drainage Easements.

For the purposes of preparing drainage plans, the following basic design criteria shall be utilized: Storm sewers and subdivision drainage facilities shall be based upon a design flow with

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A minimum return interval for ten (10) years. The design of natural watercourse channels shall depend upon the drainage area according to the following table:

DESIGN RETURN INTERVALS FOR NATURAL WATERCOURSES

Drainage area	Recurrence Interval
Above 20 square miles	100 years
Between 4 and 20 square miles	50 years
Less than 4 square miles	25 years

Where it deems necessary or appropriate, the Board may require the installation of street lighting and the underground installation of electrical and telephone lines. Appropriate plans shall be submitted to the Town prior to final approval being granted by the Board.

Where underground utilities are to be furnished from a public source, all necessary mains, branch offsets to each lot, and fire hydrants shall be installed by the subdivider, as approved by the corporation or municipal department having jurisdiction, and to the satisfaction of the governing body, and without expense to the Town.

4.16 Sediment and erosion Control

A. General

The purpose of this section is to control soil erosion and the resulting sedimentation from occurring in subdivision areas by requiring proper provisions for water disposal and the protection of soil surfaces during and after construction in order to promote the public health, safety, convenience and general welfare of the community. Land shall be subdivided and improved in reasonable conformity to existing topography in order to minimize grading, cut and fill, and to retain, insofar as possible, the natural contours, limit storm water runoff and conserve the natural cover and soil.

B. Standards

The following standards shall be observed by the subdivider in the design, layout and engineering of the proposed subdivision:

1. Stripping of vegetation, regarding or other development shall be done in such way as to minimize soil erosion.
2. Whenever practical, natural vegetation shall be retained, protected and/or supplemented.
3. The disturbed area shall be kept to a minimum and the duration of exposure shall be a maximum of six (6) months. In no case shall completed areas be left after October 1 of the current year without being seeded and mulched.

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4. Temporary seeding and/or mulching shall be used to protect exposed critical areas during development.
5. Provision shall be made to accommodate the increased runoff caused by changed soil and surface conditions during and after development.
6. Sediment in the runoff water shall be trapped by the use of sediment basins or other acceptable methods.
7. Necessary diversions, sediment basins, and other erosion control structures shall be installed prior to any on-site grading or disturbance of existing surface vegetation.
8. Buildings, streets, drives and parking areas shall be located no closer than fifty (50) feet from any surface water with the distance measured horizontally to the top of the bank above the surface water.

4.17 Open Space

A. Recreation Areas – When deemed necessary in the judgment of the Board, land for open space and recreation areas within a subdivision shall be reserved. All areas to be reserved for open space or recreation shall be of reasonable size, slope and character for neighborhood playground or other recreational uses. As a condition of approval of the Final Plat, the Board may require that the area shown thereon as open space be offered for dedication to the Town. The Board shall not require such dedication in excess of fifteen (15) percent of the total area of the subdivision without reasonable compensation, and if the Town does not take steps within a period of one year from the date of approval of the subdivision plat to acquire the portion of the open space in excess of said fifteen (15) percent, the subdivider may submit to the Board a plan for subdivision of such portion, provided such additional subdivision meets the requirements of these regulations.

B. Cluster Subdivision – In the case of cluster subdivision or planned unit development, open space shall not be less in area than as provided in the Master Plan and/or Land Use Ordinances and/or as indicated in these regulations. Such areas of open space, whether privately or publicly owned, shall have sufficient legal restriction recorded in the Sullivan County Register of Deeds to assure permanence of use as open space. Open space land in private ownership shall be deeded in such a way that will assure operation or maintenance of the land in an orderly manner suitable for the purpose intended.

4.18 Development of Open Space

On land to be used as active recreation open space, undesirable growth and debris shall be removed. Wooded and brook areas shall be left natural; active recreation open spaces shall be graded properly to dispose of surface water, and shall be seeded with lawn grass. There shall be no depositing. Dumping, or storage of waste, or other natural or man-made materials, supplies, or equipment on any subdivision land designated as open space unless approved by the Planning Board prior to commencing the work. No work, removal, or filling shall be done, or shall the

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Existing natural characteristics of open space land be altered from original condition, until the subdivider's plans for recreational development of said open space have been reviewed and approved by the Board as part of the Final Plat submission.

4.19 Trees and Planting

Due regard shall be given to preservation of existing trees, shrubbery, and other landscaping appropriate to the area being subdivided. The subdivider shall comply with the following requirements:

- A. To the fullest extent possible all existing trees and shrubbery shall be preserved by the subdivider. Special consideration shall be given to the arrangement and ultimate improvement or development of the lots to this end. Precautions shall also be taken to protect existing trees, shrubbery and vegetation during the construction of roads and utilities.
- B. Where any land other than that included in public right-of-ways is to be dedicated to the public use, the subdivider shall not remove any trees from the site without written permission from the Board.
- C. Topsoil moved during the course of construction shall be redistributed so as to provide at least six (6) inches of cover to all disturbed areas of the subdivision. At no time shall topsoil be removed from the site without written permission from the Board.
- D. All disturbed areas, which are not covered by structures or paving, shall be properly seeded or replanted by the subdivider.

4.20 Screening of and Building Placement in Commercial Subdivisions

In order to protect neighboring properties and the Town in general from obtrusive commercial development, subdivision for commercial uses shall be screened by natural features; trees, shrubbery and other landscaping and the location of the buildings within commercial subdivisions shall be subject to review and approval by the Board.

4.21 Fire Protection

The purpose of this standard is to specify minimum requirements for water supply for fire fighting that will provide a reasonable degree of protection to life and property in the area. The following standards shall be observed for all developments of three (3) or more lots or principal buildings.

- A. There shall be at least two thousand (2000) gallons of usable water available for each lot or principal building in the development. Total content of a pond shall not be less than 25,000 gallons of usable water. Total content of an enclosed tank or cistern shall be not less than 10,000 gallons of usable water. Further, this means the water available when the supply is covered with ice; at its seasonal low water level; silted in; or similar

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phenomenon that can be technically or reasonably predicted.

B. At no time shall any form of legal constraint(s) be placed on access to the water supply limiting access for fire fighting or training purposes. Access to the water supply will be provided so that fire equipment will be able to reach the supply at all times. Should the water supply be on private property, the Town shall be supplied with the necessary easements for access. An access road a minimum of twelve (12) feet in width and complying with the construction criteria for a "Local Minor Street" shall be provided with a sufficient turnaround (cul-de-sac or "tee"). In no case shall the turning radius be less than fifty (50) feet or grades steeper than eight percent (8%). Water supply shall be located to be available at all seasons of the year so that no more than two thousand (2,000) feet of hose has to be laid to the furthest building to be protected.

C. Care shall be taken to accommodate drainage along the access road and eliminate siltation of the water supply.

D. All commercial applications will be considered on an individual basis and the National Fire Protection Association Standard 1231 or the most recent Town approved Standard will be used to determine the occupancy hazard and the fire protection required.

E. All proposals shall be reviewed by the Fire Department during the Final Plat phase.

F. See also Appendix G, Paragraph 1.08 and Diagram Numbers 10 and 11.

4.22 Monuments and Markers

A. Permanent Monuments

Permanent survey monuments shall be set in the boundary of rights-of-way at intersection streets, point of curvature and point of tangency of curves, though the point of intersection of short curves may be used instead, where such is practical, at the discretion of the Board. Monuments shall be placed on one side of the street only and at only one corner of intersecting streets. Adjacent monuments points shall be inter-visible.

Monuments shall be tied to a public street intersection, USGS benchmark or other recognized existing monument. Monument locations shall be shown and properly dimensioned on the Final Plat.

Monuments shall be stone, concrete, or other material acceptable to the Board, and not less than 4" in diameter or square, and not less than 42 inches long. Concrete monuments shall be reinforced with steel rods, and a plug, brass plate, or pin shall serve as the point of reference. If stone, a drilled hole shall serve as the point of reference and a magnetic rod or other suitable metal shall be placed adjacent to the monument to allow for recovery.

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Iron pipes shall not be considered permanent monuments for the purpose of this section of these Regulations.

B. Development Markers

The corners of all proposed lots shall be marked with monuments or iron pins prior to Final Plat approval.

SECTION 5: ADMINISTRATION AND ENFORCEMENT

5.01 Interpretation

In the matters of interpretation of these regulations, the opinion of the Board shall prevail.

5.02 Acceptance of Streets and/or Utilities

Nothing therein is intended to modify the requirements of law with reference to the acceptance of streets and/or utilities by the Town. Nothing therein is intended to modify or control the construction, reconstruction, or extension of streets and/or utilities by the Town or State.

5.03 Other Regulations

Where these regulations are in conflict with other Federal, State or local laws, ordinances, by-laws or regulations, the more stringent shall apply.

5.04 Enforcement

These regulations shall be enforced by the Board or its duly authorized representative.

5.05 Penalties

Pursuant to NH RSA 676:16, any owner, or agent of the owner, of any land located within a subdivision who transfers or sells any land, before a plat of the said subdivision has been approved by the Board and recorded or filed in the office of the Register of Deeds, shall forfeit and pay a penalty of \$500 for each lot or parcel so transferred or sold. The Town may seek an appropriate order from a court of competent jurisdiction enjoining or rescinding any such sale or transfer and may recover the said penalty by civil action.

Pursuant to NH RSA 676:17-a, upon determination of the Board that the Regulations are being violated, the Board shall immediately take informal steps to enforce the provisions of these Regulations. If informal efforts fail to achieve compliance, the Board of Selectmen will normally issue a cease and desist order addressed to the violator stating the provision of the Regulations which is being violated, the facts constituting the violation, the corrective action required, including a reasonable time within which such action shall be taken but in no case longer than 20

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days, and notice that failure either to take corrective action or file an answer will cause the Board of Selectmen to issue a citation of land use violation or other appropriate legal action.

If the cease and desist order fails to achieve compliance, the Board of Selectmen may elect to issue and serve upon the violator a local land use citation in accordance with the provisions of RSA 676:17-b which will impose a civil penalty not to exceed \$100 a day payable by the offender for each day the violation continued subsequent to the written notice up to a maximum of five days violation charged in one citation. The recipient may either plead guilty or nolo contendere to the District Court and pay the fine or answer and request a trial.

Alternately, the Board of Selectmen, after giving the offender notice of the violation and reasonable time to take corrective action, but in no case longer than 20 days, may elect to commence an action directly in Court charging a violation of the Regulations and requesting a fine not to exceed \$100 a day. If necessary, the Board of Selectmen may seek an injunction in the Superior Court.

The Superior Court may, upon a petition filed by the Town and after notice and preliminary hearing as in the case of prejudgment attachments under RSA 511-A, require an alleged violator to post a bond with the court to secure payment of any penalty or remedy or the performance of any injunctive relief which may be ordered or both.

5.06 Appeals

Any person, aggrieved by an official action of the Board, may appeal there from in accordance with the provisions of RSA 677:15.

5.07 Validity

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

5.08 Amendments

These regulations may be amended, changed, altered, added to, or rescinded from time to time whenever this action is deemed necessary or advisable by the Board after a public hearing on the proposed amendment, change, alteration, or rescission.

No subdivision regulations of amendment or exception thereto shall be legal or have any force and effect until copies of such, certified by a majority of the Board members, are filed with the Town Clerk.

No purported authority granted by the Board pursuant to these subdivision regulations shall be legal or have any force and effect unless such regulations have been certified and filed

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pursuant hereto.

5.09 Exemptions

In accordance with NH RSA 374:39, every plat approved by the Board and properly recorded with the County Register of Deeds shall be exempt from all subsequent changes in subdivision regulations adopted by the Board, except those regulations and ordinances which expressly protect public health standards such as water quality and sewage treatment requirements for a period of four (4) years after the date of recording; provided, however, that once substantial completion of the improvements as shown on the plat have occurred in compliance with the approved plat, or the terms said approval, or unless otherwise stipulated by the Planning Board, the rights of the owner or his successor in interest shall vest and no subsequent changes in subdivision regulations or land use ordinances shall operate to affect such improvements; and further provided that:

- A. Active and substantial development or building shall have commenced on the site by the owner or his successor in interest in accordance with the approved plat within twelve (12) months after the date of approval, or, in accordance with the terms of said approval and where a bond to cover the cost of roads, drains or sewers is required in connection with such approval, such bond is posted with the Town at the time of commencement of such development.
- B. Development remains in full compliance with the public health regulations and ordinances specified in this section.
- C. At the time of approval and recording, the plat conforms to the subdivision regulations and zoning ordinances then in effect at the site of each plat.

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Town of Washington
Subdivision Regulations

5.10 Effective Date

The effective date of these regulations shall be August 1, 1995.

5.11 Certification

Certified to be a true copy, attest:



Lindsay Collins, Chairman



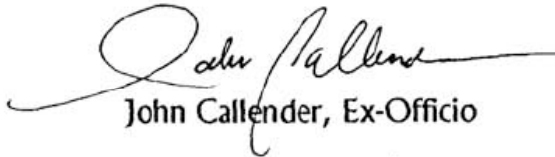
Thomas Talpey, Secretary



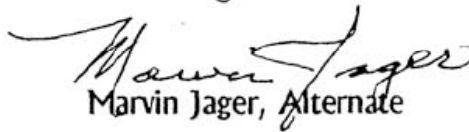
Charles Fields



Ronald Max



John Callender, Ex-Officio



Marvin Jager, Alternate

Contributors:

William Crowley, former member, Chairman, Ex-Officio

Jeremy Langley, former member, Ex-Officio

Julia Dunton, former member, Chairman

ADOPTED: August 28, 1975

AMENDED: August 21, 1981

August 24, 1982

Appendix A
Town of Washington Subdivision Regulations

Washington Planning Board
P.O. Box 443
Washington, NH 03280

Application for Preliminary Subdivision Review
(Refer to Paragraph 3.04-B)

Anyone who would like to divide his property into two (2) or more lots or sites, or alter or divide his building into condominium units or otherwise carry out a subdivision may meet with the Planning Board at a regular Planning Board meeting for a preliminary review of the proposed subdivision. Such a review will save time and effort by making the final review process more efficient.

This application should be completed and filed with the designated agent of the Board. A completeness review shall precede formal submission of the application at a public meeting which will be noticed by the Board. Notice will be posted and mailed to neighboring landowners so that all interested persons will have an opportunity to attend and comment.

Date: _____ Property Tax Map No. _____ Lot No. _____

1. Applicant (Landowner):

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

2. Agent of Applicant: [If the applicant (landowner) appoints an agent, all communications between the Board and the applicant will be through the Agent]

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

3. Surveyor (if appointed):

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

Town of Washington – Application for Preliminary Subdivision Review

4. Description of Project:

Total Acreage: _____ Number of Proposed Lots: _____

Access:

Total length in feet of existing road frontage: _____

Total length in feet additional road to be built: _____

Provide a general description of the proposed subdivision and attach a sketch map of the property showing the proposed subdivision including location of the property and the number, size and approximate boundaries of the lots.

5. The applicant agrees that this application is not a final application for subdivision review and so does not require formal action by the Planning Board, The results of the preliminary review are not binding on the Board or the Applicant. Formal action will not be taken by the Board until the subdivider files a complete, formal application for the subdivision approval.

6. The preliminary review will not be scheduled until the fees for scheduling and holding the hearing are paid. The fees are set forth in the Board's current fee schedule.

7. I agree to have the formal submission of my application scheduled for the first time slot on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application. I further agree that the above named Agent (if any) has been appointed to act on my behalf.

Signature of Landowner

Date Received by Planning Board: _____

Date of Preliminary Review: _____

Appendix B
Town of Washington Subdivision Regulations

Washington Planning Board
P.O. Box 443
Washington, NH 03280

Application for Annexation
(Required by NH Statutes 676:4)

Anyone who would like to annex property must receive Planning Board approval of the proposed annexation or boundary line adjustment. This application should be used for the annexation of land. It should be completed and delivered to the designated agent of the Board.

A completeness review shall precede formal submission of the application. Formal submission will be at a public meeting which will be noticed by the Board. Notice will be posted and mailed to abutters so that all interested persons will have an opportunity to attend and comment.

If the Board finds that the application is complete and all filing fees have been paid, the application will be accepted for review and the Board will give the applicant a receipt certifying such acceptance.

The Board may act on a routine application at the same meeting at which the application is submitted. In any event, the Board must begin formal consideration of the application within thirty (30) days of acceptance for review and will act to approve or disapprove within ninety (90) days. Upon request by the Planning Board, the time for action may be extended by the Selectmen by an additional ninety (90) days.

Date: _____ Property Tax Map No. _____ Lot No. _____

1. Applicant (Landowner):

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

2. Agent of Applicant: [If the applicant (landowner) appoints an agent, all communications between the Board and the applicant will be through the Agent]

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

3. Other Landowner: _____ Property Tax Map No. _____ Lot No. _____
(Property Owner who is releasing property to an abutter.)

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

Appendix B – Page 2
Town of Washington
Application for Annexation

4. Agent of Other Landowner: [If the other landowner appoints an agent, all communications between the Board and the applicant will be through the Agent]

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

5. Surveyor:

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

6. Description of Project: _____

7. I agree to have the formal submission of my application scheduled for the first time slot on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application. I further agree that the above named Agent (if any) has been appointed to act on my behalf.

Signature of Landowner

8. I agree to have the formal submission of my application scheduled for the first time slot on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application. I further agree that the above named Agent (if any) has been appointed to act on my behalf.

Signature of Other Landowner

Appendix B – Page 3
 Town of Washington
 Application for Annexation

9. Fees: The application will not be accepted for review until the fees set forth in the Board’s current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board including surveyors, lawyers map cartographers and community planners.

Plans and Documents to be Submitted

The following plans and documents must be submitted with the application or the requirement of submission must be waived by the Board; otherwise the application will not be complete and will not be accepted by the Board for review. Provide two (2) copies of each item except as otherwise specified:

I.	Maps	[Column for Planning Board Use]	
	A. Site Survey	Provided	Waived
	The site survey will show the following information and conform to the following specifications:		
	1. Be in permanent black ink on permanent reproducible polyester film, submitted in two (2) polyester film copies and four (4) blue or blackline paper prints.	_____	_____
	2. Have sheet sizes in accordance with requirements of Sullivan County Register of Deeds.	_____	_____
	3. Have scale no smaller than one hundred (100) feet per inch unless otherwise permitted by the Board.	_____	_____
	4. Be prepared, signed and certified by a NH licensed land surveyor.	_____	_____
	5. Show complete boundaries and areas of each parcel; north point, bar scale, date and dates of revisions.	_____	_____
	6. Show existing and proposed lot lines, angles and dimensions, lot sizes in square feet and acres, survey markers at lot corners.	_____	_____
	7. Show location of existing and proposed easements and areas affected by existing and proposed covenants, reservations and restrictions, benefiting or burdening the property.	_____	_____
	8. Show location of existing and proposed utilities, wells, septic systems, buildings, drives, parking areas, storm water drainage lines, drainage structures, and drainage ways.	_____	_____
	9. Show location and type of all proposed and existing survey monuments.	_____	_____

Appendix B – Page 4
 Town of Washington
 Application for Annexation

II. Title Matters

[Column for Planning Board Use]

A. Provide one (1) copy of each of the following:

	Provided	Waived
--	----------	--------

1. All present or proposed easements, covenants, reservations or restrictions benefiting or burdening the property. The location of all areas affected or to be thereby shall be clearly identified by appropriate reference to the site survey.

	_____	_____
--	-------	-------

2. Names and addresses of all persons having a beneficial interest in the property.

	_____	_____
--	-------	-------

3. Most recent deeds to the properties.

	_____	_____
--	-------	-------

B. Provide a proposed annexation deed, which will include the following provisions:

	_____	_____
--	-------	-------

1. A deed restriction shall be placed in the body of the deed or other instrument of transfer stating as follows: “The grantee(s) by virtue of acceptance of this deed agree that the premises hereby conveyed shall not be deemed or considered a separate lot of record, but shall be regarded as merged into and made an integral part of the contiguous lot of land previously owned by the grantee(s) so that the same shall hereafter be one combined single lot of record.”

2. A statement shall be placed at the end of the deed or other instrument of transfer stating as follows: “The above transfer constitutes an annexation of the tract herein conveyed to the tract previously conveyed to the said _____ by deed _____, dated _____, _____, and recorded in the Sullivan County Register of Deeds at Volume _____, Page _____, and, such annexation has been approved by the Planning Board of Washington, New Hampshire.”

III. Additional Information and Waivers

The Board reserves the right to call upon the applicant for additional information in the course of reviewing the proposed subdivision, All such calls will be in writing, addressed to the applicant or his agent.

The Board may waive the requirement of a perimeter survey of the entire parcel. Whenever the Board waives the requirement for a perimeter survey of the entire parcel, there shall be submitted instead a scaled map which shall indicate the size and shape of the entire parcel, the location of any structures thereon, the names of all abutters, the location and nature of important topographical features and other such information as will assist the Planning Board in reviewing the annexation requests.

	_____	_____
--	-------	-------

Town of Washington
Planning Board
P.O. Box 443, Washington, NH 03280
Application for Subdivision

Application instructions and Checklist of Subdivision Regulations is an integral part of this application. All information requested in the Instructions must be provided, or a waiver granted, before the application can be certified as complete.

Date: _____ Property Tax Map No. _____ Lot No. _____

1. Applicant (Landowner):
Name: _____
Address: _____
Telephone (day): _____ (evening): _____

2. Agent of Applicant: (If the applicant appoints an agent, all communications between the Board and the applicant will be through the Agent.)
Name: _____
Address: _____
Telephone (day): _____ (evening): _____

3. Surveyor (if appointed):
Name: _____
Address: _____
Telephone (day): _____ (evening): _____

4. Name of Subdivision: _____

5. Is this an application for a cluster subdivision? Yes _____ No _____

6. Total acreage of property _____ Proposed number of lots _____

7. Major Subdivision _____ Minor Subdivision _____
(see Appendix D) (see Appendix E)

8. I agree to have the formal submission of my application scheduled for the first available time slot on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application. I further agree that the above named agent (if any) has been appointed to act in my behalf.

Signature of Landowner

9. Fees: The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board including engineers, surveyors, lawyers, map cartographers, community planners, and laboratory and field tests.

Appendix D - Town of Washington
 Application for Major Subdivision
 Instructions and Checklist – Page 1

File No. _____

Subdivision _____

(Required by Revised Statutes Annotated 676:4)

Anyone who would like to divide his property into two (2) or more lots or sites, or alter or divide his building into condominium units or otherwise carry out a subdivision may meet with the Planning Board at a regular Planning Board meeting for a preliminary review of the proposed subdivision. Such a review will save time and effort by making the final review process more efficient.

This application should be completed and filed with the designated agent of the Board. A completeness review shall precede formal submission of the application at a public meeting, which will be noticed by the Board. Notice will be posted and mailed to neighboring landowners so that all interested persons will have an opportunity to attend and comment.

If the Board finds that the application is complete and all filing fees have been paid as set forth in the Board's current fee schedule, the application will be accepted for review and the Board will give the applicant a receipt certifying such acceptance. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board including engineers, surveyors, lawyers, map cartographers and community planners.

The Board may act on a routine application at the same meeting at which the application is submitted. In any event, the Board must begin formal consideration of the application within thirty (30) days of acceptance for review and will act to approve or disapprove within ninety (90) days. Upon request by the Planning Board, the time for action may be extended by the Selectmen by an additional ninety (90) days.

Plans and Documents to be Submitted

The following plans and documents must be submitted with the application or the requirement of submission must be waived by the Board; otherwise the application will not be complete and will not be accepted by the Board for review. Provide two (2) copies of each item except as otherwise specified:

I.	Maps	[Column for Planning Board Use]	
	A. Site Survey	Provided	Waived
	The site survey will show the following information and conform to the following specifications:		
	1. Be in permanent black ink on permanent reproducible polyester film, submitted in two (2) polyester film copies and four (4) blue or black line paper prints.	_____	_____
	2. Have sheet sizes in accordance with requirements of Sullivan County Register of Deeds.	_____	_____
	3. Show the name of the Town and Subdivision.	_____	_____
	4. Show the name and address of the subdivider.	_____	_____
	5. Show the name and address of any agent.	_____	_____

Town of Washington – Application for Major Subdivision
Instructions and Checklist – Page 2

Provided

Waived

6. Show the names and addresses of abutters within 200 ft of the parcel.

7. Have scale no smaller than one hundred (100) feet per inch unless otherwise permitted by the Board.

8. Be prepared, signed, stamped and certified by a NH licensed professional engineer and/or surveyor showing license number.

9. Show complete boundaries and areas of entire parcel; north point, bar scale, date and dates of revisions.

10. Show intersecting roads and driveways within 200 ft.

11. Show boundaries and designations of any zoning districts.

12. Show any land use designation from Master Plan.

13. Show any significant natural or man-made features.

14. Show existing and proposed street right-of-way lines, dimensions of tangents, chords and radii; have points of curvature and tangency of curved streets; and angles to lot lines.

15. Show names of existing and proposed streets and property address numbers.

16. Show existing and proposed fire protection lanes.

17. Show building set-backlines as specified by the Land Use Ordinance.

18. Show existing and proposed lot lines, angles and dimensions, lot sizes in square feet and acres, consecutive numbering of lots, survey markers at lot corners.

19. Show location of existing and proposed easements (including old wells, water rights and rights-of-way) and areas affected by existing and proposed covenants, reservations and restrictions, benefiting or burdening the property.

20. Show location of existing and proposed parks and other open space, and significant natural and man-made features.

Town of Washington – Application for Major Subdivision
Instructions and Checklist – Page 3

Provided

Waived

21. Show location of existing and proposed utilities, wells, septic systems, buildings, drives, parking areas, storm water drainage lines, drainage structures, and drainage ways, and water bodies.

22. Show location and type of all proposed and existing survey monuments.

B. Site Location Map

The site location map shall be drawn to the scale of one (1) inch to four hundred (400) feet and shall show the location of the proposed subdivision in relation to the general area of the subdivision.

C. Topographic Map

The topographic map shall be drawn to the same scale as the site survey and shall show existing topography and Proposed changes in topography at the following intervals:

Grade	Contour Interval
0 to 2%	2 foot plus spot elevations
2+ to 5%	2 feet
5+%	5 feet

Also, all low points, high points and other areas needing spot elevations should be shown. Contours should be shown in dashed lines. Contour lines shall extend a minimum of two hundred (200) feet beyond the subdivision boundary. Contour lines are to be field run or photogrammetric and not interpolations of USGS maps.

D. Soils Map

The soils map shall be drawn to the same scale as the site survey and shall show the location of all percolation test sites, soil test pits and borings, and soil mapping units and boundaries are classified by the US Soil Conservation Service with such corrections as are required to reflect the results of all soil tests. A legend on the soils map shall identify soil mapping unit symbols and soil names.

E. Hydrology Map

The hydrology map shall be drawn to the same scale as the site survey and shall show all surface water on and within two hundred (200) feet of the site including rivers, streams, intermittent streams, lakes, ponds, marshes, wetlands: areas of

Provided

Waived

high and moderate ground water favorability; flood prone areas (see Section 2.22 of the Subdivision Regulations); and drainage ditches and swales. Direction of flow to be indicated.

F. Assessors' Map Overlay

A subdivision map of the same scale as the Assessors' Map on which the subject property is located to include lot lines, subdivision lot numbers, lot dimensions, acreage, street names, and address numbers.

II. Access

An analysis of the traffic to be generated by the proposed subdivision including direct and indirect volume of traffic, impact on the area surrounding the subdivision and the Town as a whole, capacity of the public roads leading to the area of the subdivision to serve the subdivision safely and efficiently, and statement of work required on existing roads serving or leading to the subdivision to meet the minimum road standards set forth in the Town's Subdivision Regulations.

III. Soils

Results of all soil tests including dates, locations by reference to soil map, percolation rates, soil profile with depth to ledge, clay, hard pan and existing and seasonal high water table, and analysis of suitability of soils in areas proposed for septic systems, roads, drives, and buildings, including US Soil Conservation Service rating of the affected soils for the proposed uses taking topography into account. If the property is presently being farmed, describe the effect of the proposed subdivision on the farming activity.

IV. Sewage Disposal

All existing and proposed sewage disposal plans, in detail, including all computations and an analysis and description of impacts on surface and ground water quality, adequacy of site for septic system sewage disposal, and provisions for an adequate buffer zone between all portions of a septic system and surface water. Septic systems must be designed and constructed at a minimum in compliance with State Design Criteria; more stringent standards may be imposed in specific cases.

V. Water Supply

All proposed water supply plans, in detail, with a description and analysis of proposed water supply including computation of requirements and analysis of source in terms of flow rates and

Provided

Waived

quality.

Public Water Supply systems (systems which serve more than twenty-five (25) persons for sixty (60) days or more per year) must be designed and constructed, at a minimum, in compliance with State Design Criteria. For hook-up to existing water supply systems, provide two (2) copies of a statement of acceptance into the system by system management.

VI. Surface Water Runoff, Sedimentation, and Erosion

All plans to control surface water runoff so as to protect surface water quality and prevent sedimentation and erosion. Such plans should include the following information:

A. Identification of all easements, express or implied, for the drainage of surface water onto or across the property from other properties, and from the property onto or across other properties. cross reference the easements to the documents provided in response to item XVII of this application.

B. Identification of the complete watershed area within which the property is located with boundaries marked on the applicable USGS Topographic Maps.

C. Computation of rate of runoff before and after completion of the subdivision for a ten (10) year, twenty-four (24) hour rainfall.

D. Computation of storm water drainage capacity based on estimated rate of runoff for a ten (10) year, twenty-four (24) hour rainfall following completion of all phases of the subdivision including impact on downstream drainage structures.

E. Drawings, specifications and calculations for each proposed runoff, erosion and sediment control measure, including identification of and location of natural drainage ways on the property and surrounding area and the location of the proposed measures for runoff, erosion and sediment control including provision for adequate buffer zones (not less than one hundred (100) feet measured horizontally) between developed areas (e.g. roofs, drives, parking areas, etc.) and surface water, with the distance measured to the top of the bank above the surface water.

F. Analysis and description of the impact of the proposed subdivision on surface water quality.

Provided

Waived

VII. Preservation of Significant Natural and Historic Features

Identify and describe plans for the preservation and protection of significant scenic points, brooks, streams, water bodies, marshes, wetlands, wildlife habitat, other natural resources and historic buildings and features.

VIII. Preservation of Farmland

Identify and describe plans for the preservation and protection of agricultural land designated by the Soil Conservation Service as prime agricultural land or agricultural land of state wide significance.

IX. Solid Waste

Description and analysis of solid waste to be generated by the proposed subdivision and plan for disposal of wastes, including hazardous wastes, other than ordinary residential waste.

X. Open Space

Description of areas to be set aside for park or playground use, open space, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.

XI. Police Protection

A description of any feature of the proposed subdivision which may require more than routine police protection.

XII. Emergency Rescue and Fire Safety

An analysis of and plans to assure emergency rescue services and fire safety including fire safety of buildings, access by fire and equipment to the site and to buildings on the site, and availability and adequacy of water supply for fire fighting. Depending on the nature of the subdivision, an analysis of forest fire danger may be required.

XIII. Existing and Planned Land Use

A description of existing land use in the area of the proposed subdivision and any proposed changes known to the applicant. Comment on the relationship, compatibility and impact of the proposed subdivision on existing and proposed land use in the area. For commercial subdivisions describe plans for screening and building placement.

Provided

Waived

XIV. Impact of Subdivision

Analysis of the proposed subdivision's direct and secondary fiscal impacts and direct and secondary impacts on population growth and school enrollment. The analysis should cover the development period on a year by year basis plus the fifth year following completion of the development.

XV. Construction Plans

A. Plans

Plans of all area to be disturbed for construction of streets, drives, drainage ways, and structures; sewer, water and electric lines, erosion and sediment control structures, and other areas to be disturbed for the construction of improvements shall be made with existing topography shown in dashed lines and boundaries shown in solid lines at a contour interval no greater than two (2) feet plus spot elevations, soil types and boundaries shown in dotted lines, existing tree lines and proposed trees and all other plantings, edge of all paved or graveled areas, location and size of all structures, piping and other materials, horizontal curve data at street center lines, center line stationing of all proposed roads at fifty (50) foot intervals and the location of all adjacent lot lines with the lot numbers of each lot taken from the site survey. Plans shall be drawn at a scale of not more than one (1) inch equals fifty (50) feet.

B. Profiles

Profiles of all proposed roadways (including drives) showing existing and proposed elevations along center lines; and all structures, piping and all other materials. Profiles shall be drawn at a scale of one (1) inch equals fifty (50) feet horizontal scale and one (1) inch equals five (5) feet vertical scale.

C. Cross-Sections

Cross-sections of all proposed roadways at one hundred (100) foot stations and at all catch basins, bridges, or culverts showing the roadway and all areas to be disturbed for the construction of all proposed roadways, existing grades, proposed subgrades, proposed final grades, and all utilities and other structures. Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet, both the horizontal and vertical scales shall be the same.

Provided

Waived

D. Details

Construction details of all roadways, curbing, sidewalks, drainage structures, sediment and erosion control structures and any other required improvements shall be shown at a convenient scale.

E. Construction Timing Schedule

An estimated time-line for each phase of subdivision and construction of improvements.

XVI. Performance and Maintenance Bond

A. Submit two (2) copies of any proposed bond or surety and security providing for and securing to the Town the completion of the actual construction and installation of all improvements and utilities and their maintenance for one (1) year following issuance of certificate of performance by Planning Board.

B. Subdivider's engineer shall furnish to the Board an estimate of the full cost of all improvements.

C. The Planning Board may endorse acceptance of the bond or surety and security in the form endorsed by the legal counsel to the Town. Documents establishing the bond or surety and security to be prepared and reviewed at subdivider's expense and approved by Town Counsel.

XVII. Title Matters

Provide two (2) copies of each of the following:

A. All present or proposed easements, covenants, reservations or restrictions benefiting or burdening the property. The location of all areas affected or to be affected thereby shall be clearly identified by appropriate reference to the site survey.

B. Names and address of all persons having a beneficial interest in the property.

C. Most recent deed to the property.

D. Form of any proposed conveyances to the Town subject to review by Town Counsel at subdivider's expense.

Provided

Waived

XVIII. Agency Approvals

Submit two (2) complete copies of all applications submitted to, communications with, and approvals from any Federal, State, or Town Agency having jurisdiction over any aspect of the proposed subdivision including the following:

NH Water Supply and Pollution Control Division

- Dredge and Fill Permit
- Septic Systems
- Water Supply Systems
- Significant Alteration of Terrain

NH Department of Resources and Economic Development
Natural Heritage Inventory Section, Notice of Review
(NH RSA 485-A)

NH Department of Highways
-Driveway Permit

NH Fish and Game Department

NH Water Resources Board

NH Wetlands Board

XIX. Additional Information and Waivers

Submit any requests for waivers or exceptions in writing with reference to specific section of these regulations.

The Board reserves the right to call upon the applicant for additional information in the course of reviewing the proposed subdivision. All such calls will be in writing addressed to the applicant or his agent.

Appendix E - Town of Washington
 Application for Minor Subdivision
 Instructions and Checklist – Page 1

File No. _____

Subdivision _____

(Required by Revised Statutes Annotated 676:4)

Anyone who would like to divide his property into two (2) or more lots or sites, or alter or divide his property or building into two (2) or more units for condominium conveyance or other business use (other than for “cottage industry”), except as provided in Para 2.42, or otherwise carry out a subdivision, must first receive Board approval of the proposed subdivision.

This application should be completed and delivered to the designated agent of the Board. A complete review shall precede formal submission of the application. Formal submission shall be at a public meeting which shall be noticed by the Board. Notice will be posted and mailed to abutters so that all interested persons will have an opportunity to attend and comment.

If the Board finds that the application is complete and all filing fees have been paid as set forth in the Board’s current fee schedule, the application will be accepted for review and the Board will give the applicant a receipt certifying such acceptance. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board including engineers, surveyors, lawyers, map cartographers and community planners.

The Board may act on a routine application at the same meeting at which the application is submitted. In any event, the Board will begin formal consideration of the application within thirty (30) days of acceptance for review and will act to approve or disapprove within ninety (90) days. Upon request by the Board, the time for action may be extended by the Selectmen by an additional ninety (90) days.

Plans and Documents to be Submitted

The following plans and documents must be submitted with the application or the requirement of submission must be waived by the Board; otherwise the application will not be complete and will not be accepted by the Board for review. Provide two (2) copies of each item except as otherwise specified:

I.	Maps	[Column for Planning Board Use]	
	A. Site Survey	Provided	Waived
	The site survey will show the following information and conform to the following specifications:		
	1. Be in permanent black ink on permanent reproducible polyester film, submitted in two (2) polyester film copies and four (4) blue or black line paper prints.	_____	_____
	2. Have sheet sizes in accordance with requirements of Sullivan County Register of Deeds.	_____	_____
	3. Show the name of the Town and Subdivision.	_____	_____
	4. Show the name and address of the subdivider.	_____	_____
	5. Show the name and address of any agent.	_____	_____

Town of Washington – Application for Minor Subdivision
Instructions and Checklist – Page 2

Provided

Waived

6. Show the names and addresses of abutters within 200 ft of the parcel.

7. Have scale no smaller than one hundred (100) feet per inch unless otherwise permitted by the Board.

8. Be prepared, signed, stamped and certified by a NH licensed professional engineer and/or surveyor showing license number.

9. Show complete boundaries and areas of entire parcel; north point, bar scale, date and dates of revisions.

10. Show intersecting roads and driveways within 200 ft.

11. Show boundaries and designations of any zoning districts.

12. Show any land use designation from Master Plan.

13. Show any significant natural or man-made features.

14. Show existing and proposed street right-of-way lines, dimensions of tangents, chords and radii; have points of curvature and tangency of curved streets; and angles to lot lines.

15. Show names of existing and proposed streets and property address numbers.

16. Show existing and proposed fire protection lanes.

17. Show building set-backlines as specified by the Land Use Ordinance.

18. Show existing and proposed lot lines, angles and dimensions, lot sizes in square feet and acres, consecutive numbering of lots, survey markers at lot corners.

19. Show location of existing and proposed easements (including old wells, water rights and rights-of-way) and areas affected by existing and proposed covenants, reservations and restrictions, benefiting or burdening the property.

20. Show location of existing and proposed parks and other open space, and significant natural and man-made features.

Provided

Waived

21. Show location of existing and proposed utilities, wells, septic systems, buildings, drives, parking areas, storm water drainage lines, drainage structures, and drainage ways, and water bodies.

22. Show location and type of all proposed and existing survey monuments.

B. Site Location Map

The site location map shall be drawn to the scale of one (1) inch to four hundred (400) feet and shall show the location of the proposed subdivision in relation to the general area of the subdivision.

C. Topographic Map

The topographic map shall be drawn to the same scale as the site survey and shall show existing topography and Proposed changes in topography at the following intervals:

Grade	Contour Interval
0 to 2%	2 foot plus spot elevations
2+ to 5%	2 foot
5+%	5 foot

Also, all low points, high points and other areas needing spot elevations should be shown. Contours should be shown in dashed lines. Contour lines shall extend a minimum of two hundred (200) feet beyond the subdivision boundary. Contour lines are to be field run or photogrammetric and not interpolations of USGS maps.

D. Assessors' Map Overlay

A subdivision map of the same scale as the Assessors' Map on which the subject property is located to include lot lines, subdivision lot numbers, lot dimensions, acreage, street names, and address numbers.

III. Soils

Results of all soil tests, including dates, perc rates, soil profile with depth to ledge, clay, hard pan and existing and seasonal high water table, and analysis of suitability of soils in areas proposed for septic systems.

Provided

Waived

III. Sewage Disposal

All existing and proposed sewage disposal plans.

IV. Surface Water Runoff, Sedimentation, and Erosion

All plans to control surface water runoff so as to protect surface water quality and prevent sedimentation and erosion.

V. Preservation of Significant Natural and Historic Features

Identify and describe plans for the preservation and protection of significant scenic points, brooks, streams, water bodies, marshes, wetlands, wildlife habitat, other natural resources and historic buildings and features.

VI. Construction Plans

Plans of all area to be disturbed for construction of streets, drives, drainage ways, and structures; sewer, water and electric lines, erosion and sediment control structures, and other areas to be disturbed for the construction of improvements shall be made with existing topography shown in dashed lines and boundaries shown in solid lines at a contour interval no greater than two (2) feet plus spot elevations. Plans shall be drawn at a scale of not more than one (1) inch equals fifty (50) feet.

VII. Performance and Maintenance Bond

A. Submit two (2) copies of any proposed bond or surety and security providing for and securing to the Town the completion of the actual construction and installation of all improvements and utilities and their maintenance for one (1) year following issuance of certificate of performance by Planning Board.

B. Subdivider's engineer shall furnish to the Board an estimate of the full cost of all improvements.

C. The Planning Board may endorse acceptance of the bond or surety and security in the form endorsed by the legal counsel to the Town. Documents establishing the bond or surety and security to be prepared and reviewed at subdivider's expense and approved by Town Counsel.

Provided

Waived

VIII. Title Matters

Provide two (2) copies of each of the following:

A. All present or proposed easements, covenants, reservations or restrictions benefiting or burdening the property. The location of all areas affected or to be affected thereby shall be clearly identified by appropriate reference to the site survey.

B. Names and address of all persons having a beneficial interest in the property.

C. Most recent deed to the property.

D. Form of any proposed conveyances to the Town subject to review by Town Counsel at subdivider's expense.

VIII. Agency Approvals

Submit two (2) complete copies of all applications submitted to, communications with, and approvals from any Federal, State, or Town Agency having jurisdiction over any aspect of the proposed subdivision including the following:

NH Water Supply and Pollution Control Division

- Dredge and Fill Permit
- Septic Systems
- Water Supply Systems
- Significant Alteration of Terrain

NH Department of Resources and Economic Development
Natural Heritage Inventory Section, Notice of Review
(NH RSA 485-A)

NH Department of Highways
-Driveway Permit

NH Fish and Game Department

NH Water Resources Board

NH Wetlands Board

XIX. Additional Information and Waivers

Submit any requests for waivers or exceptions in writing with reference to specific section of these regulations.

Provided

Waived

The Board reserves the right to call upon the applicant for additional information in the course of reviewing the proposed subdivision. All such calls will be in writing addressed to the applicant or his agent.

The Board may waive the requirements of a perimeter survey of the entire parcel. Whenever the Board waives the requirement for a perimeter survey of the entire parcel, there shall be submitted instead a scaled map which shall indicate the size and shape of the entire parcel, the location of the structures thereon, the names of existing roads, the location and nature of important topographical features and other such information as will assist the Planning Board in reviewing the subdivision requests.

Appendix F

Town of Washington
Planning Board
P.O. Box 443, Washington, NH 03280

Receipt of Complete Application

A receipt of Complete Application for Subdivision Approval is hereby issued for a proposed subdivision as shown and described herein:

1. Subdivision Name _____ File No. _____
2. Owners Name: _____ Phone: _____
Address: _____
3. Agent's Name: _____ Phone: _____
Address: _____
4. Number of Lots Proposed _____
Major Subdivision _____ Minor Subdivision _____ Annexation _____
5. _____ Information is complete as required by Subdivision Regulations
_____ Information as required is complete with the waivers granted by the Planning Board in the instructions/checklist.
6. The Planning Board must give final approval, approval with conditions, or disapproval by _____ (date), unless an extension has been granted by the Board of Selectmen.
7. If an extension granted, decision due by _____ (date)
8. If the applicant has waived review period time requirements, agreed upon date is _____.

Receipt issued by: _____
(Planning Board Chair or Clerk) (date)

Receipt accepted by: _____
(Applicant or Designated Agent) (date)

This receipt of complete subdivision application does not imply in any form approval of the proposed land development.

Town of Washington
Subdivision Regulations
Appendix G

Design and Construction Criteria and Road Standards

Page Section 1 – Construction Specification

G1	1.01	Construction of Roads, Streets, Drainage Facilities and Fire Protection Facilities
G1	1.02	Basis of Construction
G2	1.03	Roadway Excavation
G2	1.04	Subgrade Preparation
G2	1.05	Road Base (Foundation Course)
G3	1.06	Asphaltic Concrete Pavement
G4	1.07	Drainage Structures
G6	1.08	Fire Protection Facilities

Diagrams Section 2 – Construction Details

1	Typical Local Street
2	Typical Collector Street
3	Typical Cul-de-Sac Detail
4	Typical Turnarounds
5	Typical Culvert Section
6	Typical Concrete Headwall
7	Typical Mortared Stone Masonry Headwall Detail
8	Typical Dry Stone Masonry Headwall
9	Typical Metal End Section Detail
10	Typical Pond and Hydrant Section
11	Typical Dry (Non-Pressure) Hydrant Detail
12	Typical Driveway Profile
13	Typical Driveway Approach

Town of Washington Subdivision Regulations
Appendix G

Washington Planning Board

Construction Details and Specifications for Land Development

Section 1 Construction Specifications

1.01 Construction of Roads, Streets, Drainage Facilities and Fire Protection Facilities

Materials – General

All materials to be used shall meet the requirements as specified, unless the same are altered by specific requirements under any itemized specification or by modifying notes shown on the approved plans. In the absence of specific reference to specifications, the material(s) to be incorporated into any project and the work performed are intended to conform to the New Hampshire Department of Public Works and Highways specifications, and determined by the Planning Board or its designated representative.

1.02 Basis of Construction

In order to assure the structural integrity of the subgrade and crushed stone foundation course, the following rules shall apply:

- A. Underground utilities shall be constructed outside the traveled shoulder areas and ditches of the roadway.
- B. Where utilities and/or culverts cross the roadway, the trenches shall be backfilled with acceptable bank run gravel or select earth backfill (approved by the Planning Board or its designated agent) and shall be compacted in six (6) inch layers with vibrating compaction equipment. NOTE: The developer will be responsible for assuring compaction of all trenches crossing the roadway including utility trenches.
- C. After proper shaping of the subgrade, and obtaining approval from the Planning Board's designated agent, the crushed stone foundation course may be placed. The entire foundation course including shoulders shall be thoroughly compacted with vibratory compaction equipment.
- D. Where embankments (fills) are constructed under the roadway section, the entire height of the embankment shall be constructed with the use of standard and appropriate compaction equipment. This equipment shall consist of sheepsfoot rollers, vibratory rollers or similar equipment. The embankment area shall be compacted to 95% modified AASHTO density. If required by the Planning Board or its designated representative, the developer shall provide certified computation test results from a competent soils testing laboratory.
- E. When reconstructing or maintaining an existing town road, the town road crew may use crushed gravel in place of crushed stone at the discretion of the Public Works Director.

1.03 Roadway Excavation

The entire roadway shall be cleared and grubbed. All sod and topsoil is also to be removed from the roadway section and stockpiled on the site for later use. All stumps, brush, trees, and other rubbish shall be disposed of in a manner satisfactory to the Planning Board or its designated agent.

1.04 Subgrade Preparation

A. Work

All topsoil, other unsuitable soil and organic material shall be removed from the area under the “Typical Road Sections” prior to construction or shaping the subgrade.

B. Method

The subgrade shall be excavated and shaped following the depth and alignment of the stakes established by the Project Engineer for this purpose. The stakes shall be at intervals of no more than fifty (50) feet and twenty-five (25) feet when ordered by the Planning Board or its designated agent.

After excavation to the proper depth, the subgrade shall be graded and crowned 3/8 inch for each foot of width on each side of the centerline and as shown on the “Typical Road Section”. The subgrade shall then be rolled with a ten (10) ton or vibratory roller. Any unsuitable material found below the subgrade shall be removed and replaced with bank run gravel or select earth backfill approved by the Planning Board or its designated agent. Should the subgrade become rutted, it shall be regraded and rolled prior to the placement of the crushed stone base.

No base material shall be placed over unstable trenches or soft spots in the subgrade; however, geotextiles of the proper type may be used to stabilize soft or unsuitable subgrade material in addition to the placement of select materials. The type of geotextile material to be used will be approved by the Planning Board or its designated agent.

1.05 Road Base (Foundation Course)

A. Work

The contractor shall furnish and place a crushed stone base in two (2) lifts as shown on the “Typical Road Sections”.

B. Material

The crushed stone shall conform to the standards established by ASTM Specification D2940 for Graded Crushed Stone Bases and Sub-bases.

Where gravel base material is to be used, certification of the materials compliance with Division 300, Section 304, Items 1-3 of the New Hampshire Department of Public Works and Highways Specifications for Road and Bridge Construction must be supplied to the Town Engineer at least fourteen (14) working days in advance of the use of such material. All such certification must be compiled by a competent soils testing laboratory. In no case shall the material passing the No. 200 sieve be greater than ten percent (10%) by weight.

C. Method

The base shall be placed on a graded, crowned and compacted subgrade free of ruts and disturbed earth as follows:

1. After proper shaping and compaction of the subgrade, the first layer of Coarse Dense Graded Crushed Stone Base shall be placed and graded, maintaining the specified crown of 3/8 inch per foot of width and thoroughly compacted with a vibratory compactor producing a minimum dynamic vibration force of 27,000 lbs.
2. The final two (2) inches of fine dense Graded Crushed Stone Base shall be placed and graded to conform to the lines and grades shown on the plans and “Typical Road Section”. The surface shall be graded, maintaining the specified crown of 3/8 inch per foot of width and thoroughly compacted as noted in #1 above. Any open or boney areas shall be chocked with Crushed Stone Dust and thoroughly compacted. Compaction shall be from the outside edge of the shoulder to the centerline.

1.06 Asphaltic Concrete Pavement

A. Work

When required by the Board for Collector and Arterial Streets, the contractor shall furnish and construct a two-course asphaltic concrete pavement placed to conform to the required thickness and cross section as shown on the plans and on the “Typical Road Section” and further described in the following specifications.

B. Material

All material shall conform to Division 400, Section 401, Plant Mix Pavements of the New Hampshire Department of Public Works and Highways Specifications for Road and Bridge Construction. Upon request, the contractor shall furnish the Planning Board or its designated agent with written certification of the materials compliance with these specifications.

C. Method

Prior to the placement of the material, the base material will be cleared of any foreign material, e.g.: soil, and graded and compacted as noted in 1.05 above.

The asphalt will be placed in two (2) courses consisting of a two (2) inch binder course and a one (1) inch wearing surface. The material will be placed with a self-propelled, crawler mounted, asphalt spreader operated by competent operators. Further, placement will comply with the specifications noted in 1.07 B below. It should be noted that all thicknesses noted above are final compacted thicknesses and not placement thicknesses. Placement of the asphalt shall take place between May 1st and October 1st and only when air and ground temperature, in the shade, at the paving site is above 40 degrees or above. Weather conditions shall otherwise be satisfactory for proper handling and finishing the asphalt. At no time will “cold patch”, “winter mix” or “farmers mix” be used.

Protection of new pavement shall be provided until properly set. This protection is necessary on subdivision streets where traffic is primarily by cars starting and stopping or by trucks.

While hot mix asphalt is desirable for town road construction, cold mix asphalt may be used at the discretion of the Public Works Director for town road reconstruction and maintenance projects. The same base material preparation will be used for both asphalt types. A combination of cold mix binder base and 2” hot mix asphalt top wearing course may be used at the discretion of the Public Works Director. Pavement textiles may be used between the binder and wearing courses or between wearing course and proposed overlay when necessary. A liquid asphalt tackifier will be used when 2 or more courses of asphalt are placed on top of one another.

1.07 Drainage Structures

Culverts shall be constructed of concrete, galvanized corrugated metal pipe, aluminized steel or aluminum corrugated metal pipe or polymer pipe.

A. Culverts shall be constructed for proper strength classification. A professional engineer may be required to design culverts and culvert replacements where Shoreland and Standard Dredge and Fill permits are needed. All crossings are required to comply with all environmental rules in place at the time of construction.

B. All culverts shall have both the inlet and outlet ends of the pipe protected by means of headwalls or riprap. Headwalls are to be constructed of either concrete or stone and shall be protected from any possible frost action. In no case will frozen concrete or mortar be accepted. When riprap is to be used, conforming to the roadway slopes, it shall comply with New Hampshire Department of Public Works and Highways Specifications for Road and Bridge Construction Section 583, Riprap. When approved by the Planning Board or its designated representative, five (5) inch Crushed Stone may be considered. In the case of headwall construction, the following specifications from the above noted source shall apply:

1. Section 520, Concrete Masonry – Class B Concrete
2. Section 544, Reinforcing Steel
3. Section 570, Stone masonry

Note: Dry laid headwalls are permissible for replacement of existing culverts during regular maintenance activities at the discretion of the Public Works Director

C. Any special structures or construction shall be properly designed in accordance with and approved by the Planning Board or its designated agent prior to the commencement of the work. Sufficient time must be allowed for the review of plans and specifications. Drainage inlets, headwalls, etc. shall be designed in accordance with these specifications and the typical details that follow.

D. All pipe, fittings, etc. shall be handled carefully so as to prevent damage. All joint surfaces and fittings shall be clean and shall fit in such a manner that all joints will be tight and free of leaks. Proper workmanship and tools shall be used when handling and installing the pipe so that the quality and strength is not impaired. Where, in the judgment of the Public Works Director, the quality of strength of the pipe has been impaired, the materials will be rejected.

E. Necessary precautions shall be taken at all times to prevent the flooding of adjacent property. Drainage ditches, necessary stream channel location or other positive means of diverting/controlling the water shall be employed. Water shall not be allowed to drain into a pipe or trench under construction. Water shall not be allowed to accumulate in the trenches but shall be drained or pumped away from the work area to establish drainage channels. Construction sequences and Practices shall comply with the NH DOT Guidelines for Temporary Erosion and Sediment Control and Storm Water Management.

F. In no case shall pipe be installed without grade stakes being set to the line and grade shown on the approved plans.

G. Prior to the installation of the pipe, the trench bottom shall be shaped flat to the designed line and grade. Low areas shall be filled to grade with suitable material and thoroughly compacted prior to installing the pipe. Where solid rock or boulders are encountered, the material shall be removed to a depth of at least eight (8) inches, and backfilled with suitable material and thoroughly compacted. When the trench bottom becomes soft, spongy or otherwise unsuitable, and special conditions are not specified on the approved plans, all such material under the pipe and for a width equal to three (3) diameters of the pipe shall be removed and replaced with gravel or other suitable material and thoroughly compacted.

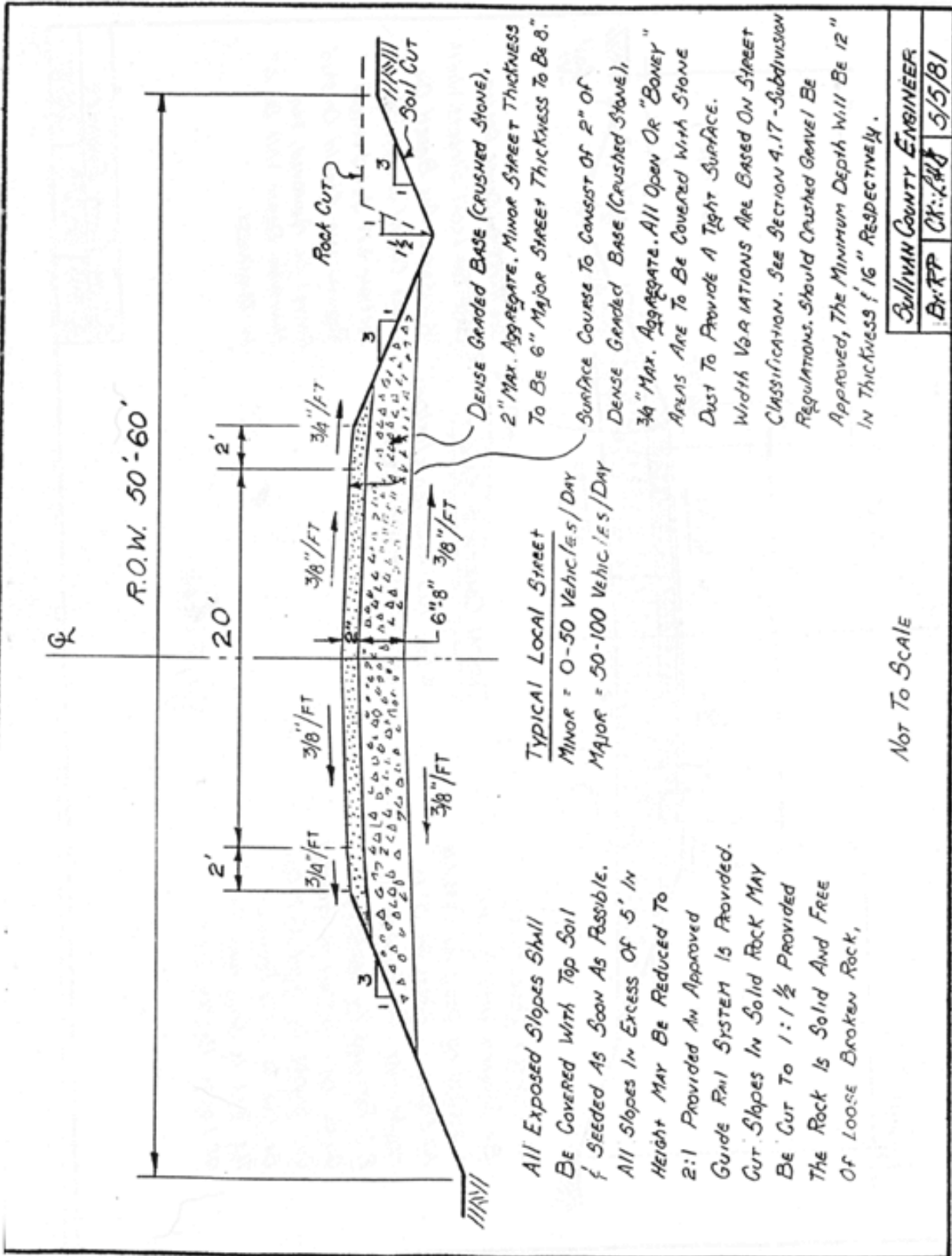
H. Care must be taken when backfilling around and over the pipe. The backfill around the pipe and for a minimum height of twelve (12) inches above the pipe will be free of stone in excess of four (4) inches at its greatest dimension. This material will also be compacted in accordance with manufacturers specifications so that the pipe will be properly protected against deformation. When backfilling around and over a pipe or culvert, like materials shall be used to reduce differential settlement and heaving from frost action.

I. Where open drainage courses are constructed, all disturbed areas are to be seeded and/or ripped as soon as possible after construction. When an area is not completed prior to October 1st, temporary seeding and mulching shall be applied to reduce erosion during the winter and spring.

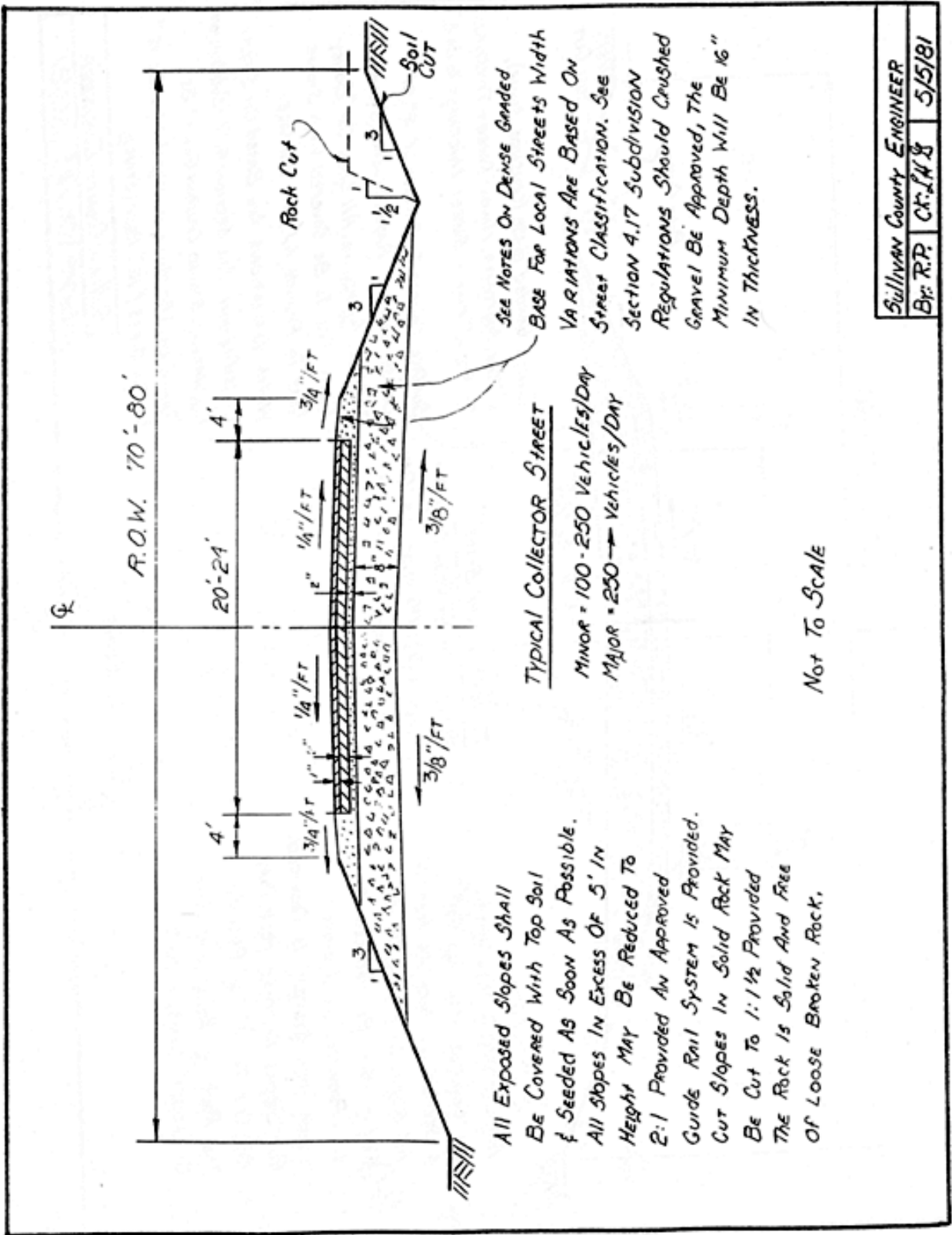
J. The Town shall secure drainage easements on projects, as necessary, to allow for future maintenance or replacement activities.

1.08 Fire Protection Facilities

The criteria established in Section 4.21, Fire Protection in the Subdivision Regulations for the Town will be complied with. Cisterns and tanks with hydrants shall comply with the specifications in the “Typical Details” in this Diagrams 10 and 11 of this Appendix and as approved by the Planning Board in concurrence with the Fire Chief and Public Works Director.



1 Typical Local Street



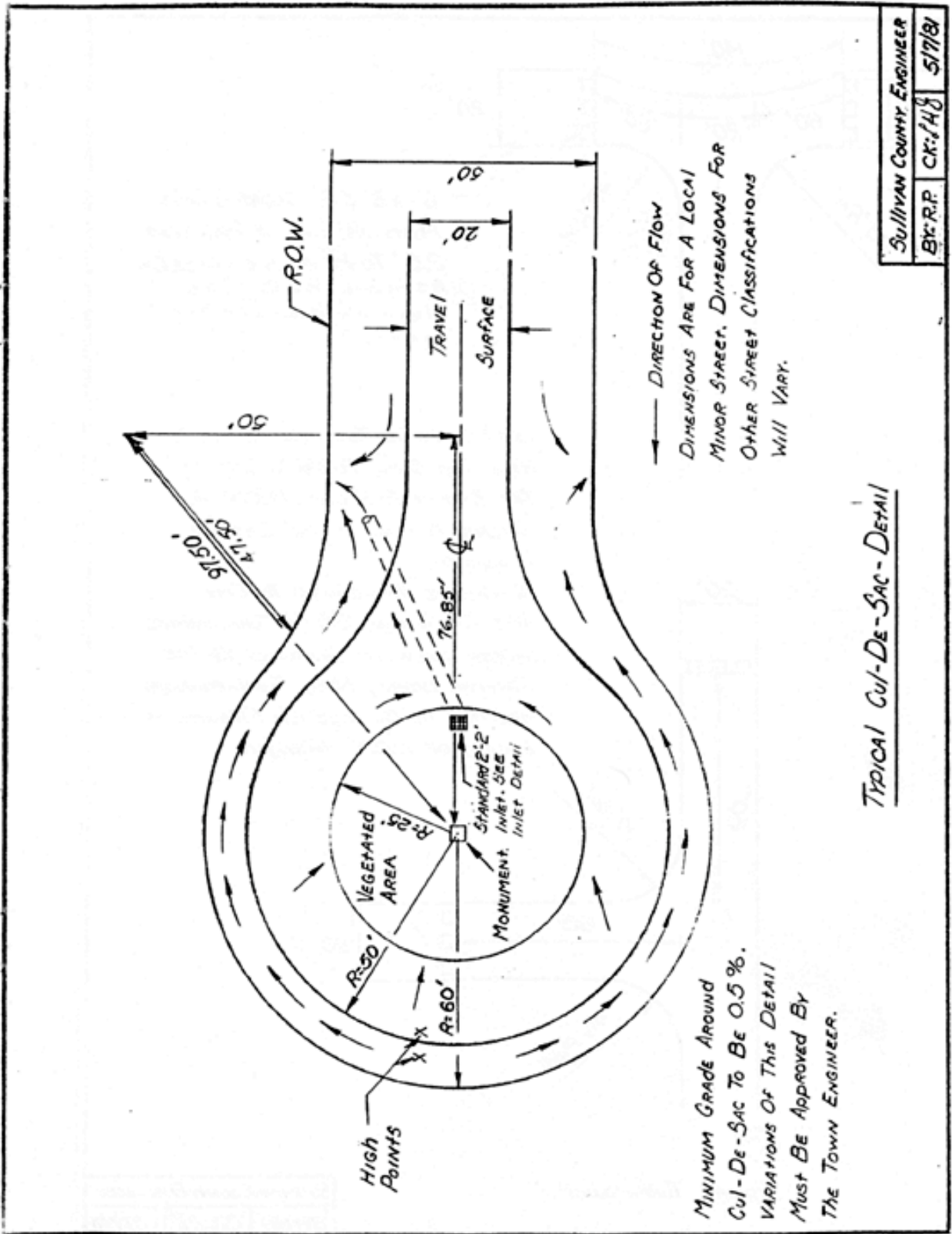
See Notes On Dense Graded
 BASE FOR LOCAL STREETS WIDTH
 VARIATIONS ARE BASED ON
 STREET CLASSIFICATION. SEE
 SECTION 4.17 SUBDIVISION
 REGULATIONS SHOULD CRUSHED
 GRAVEL BE APPROVED, THE
 MINIMUM DEPTH WILL BE 16"
 IN THICKNESS.

TYPICAL COLLECTOR STREET
 MINOR = 100-250 VEHICLES/DAY
 MAJOR = 250+ VEHICLES/DAY

All Exposed Slopes Shall
 Be Covered With Top Soil
 & Seeded As Soon As Possible.
 All Slopes In Excess Of 5' In
 Height May Be Reduced To
 2:1 Provided An Approved
 Guide Rail System Is Provided.
 Cut Slopes In Solid Rock May
 Be Cut To 1:1/2 Provided
 The Rock Is Solid And Free
 Of Loose Broken Rock.

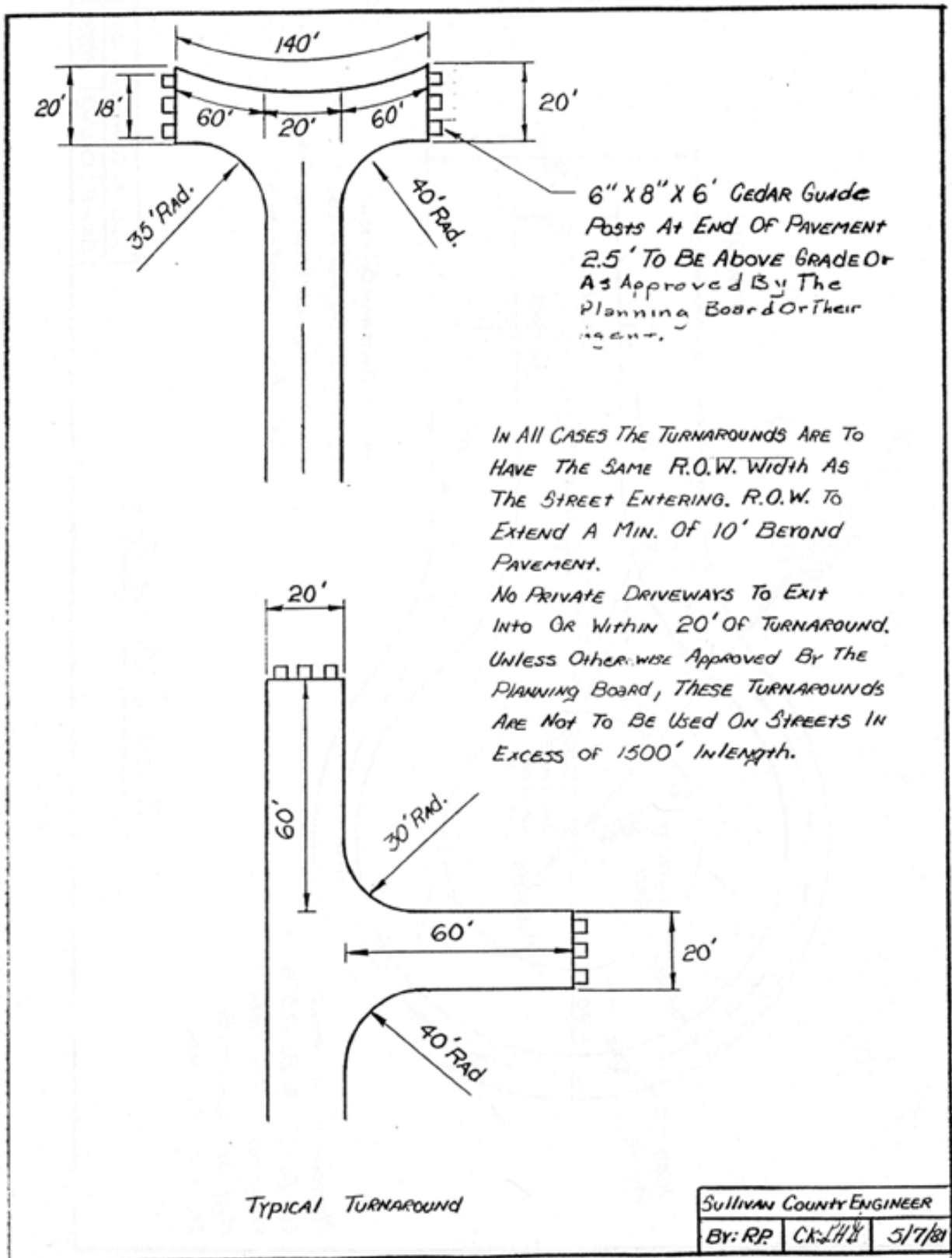
Not To Scale

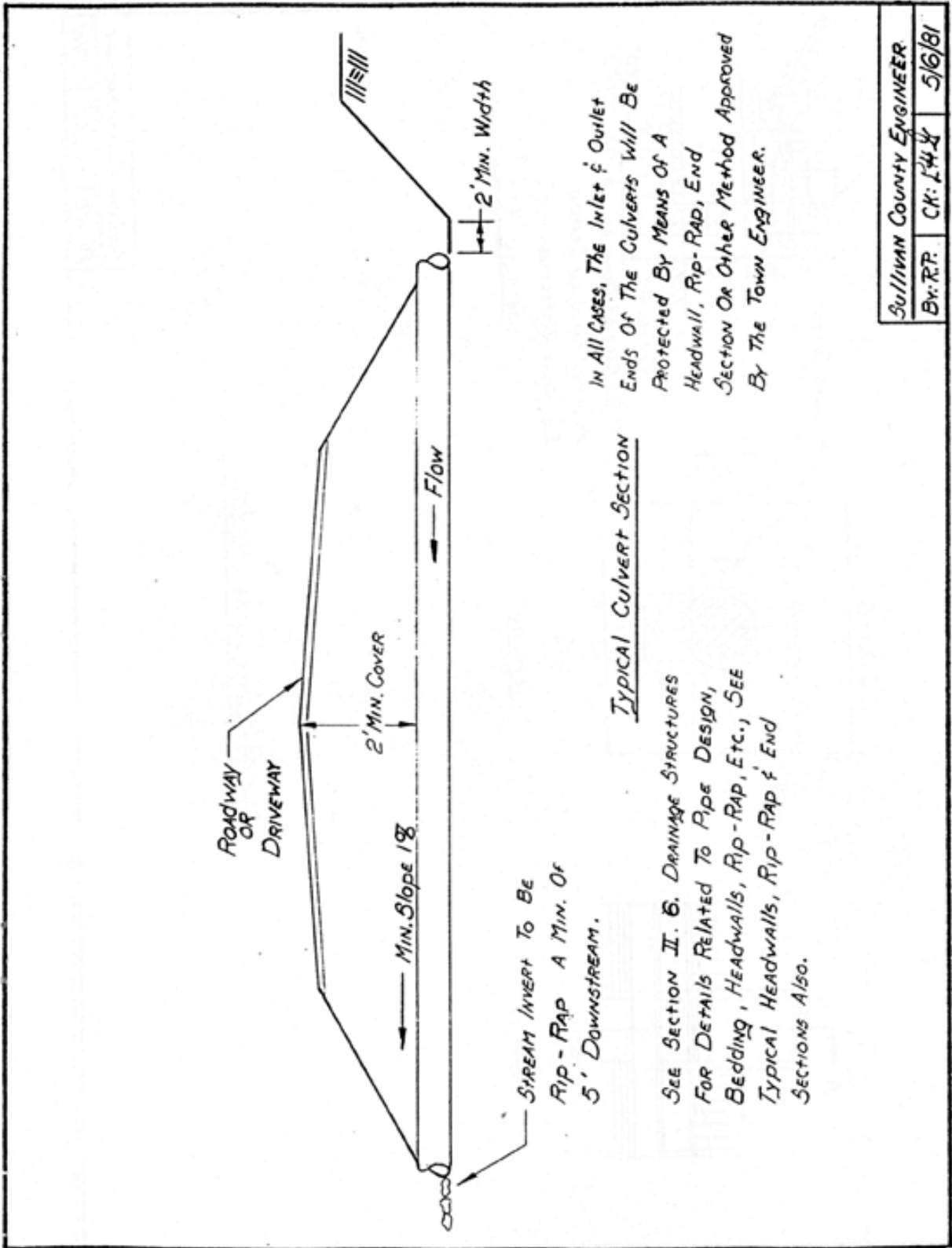
Sullivan County Engineer	
By: R.P.	CR: L.H.G. 5/5/81



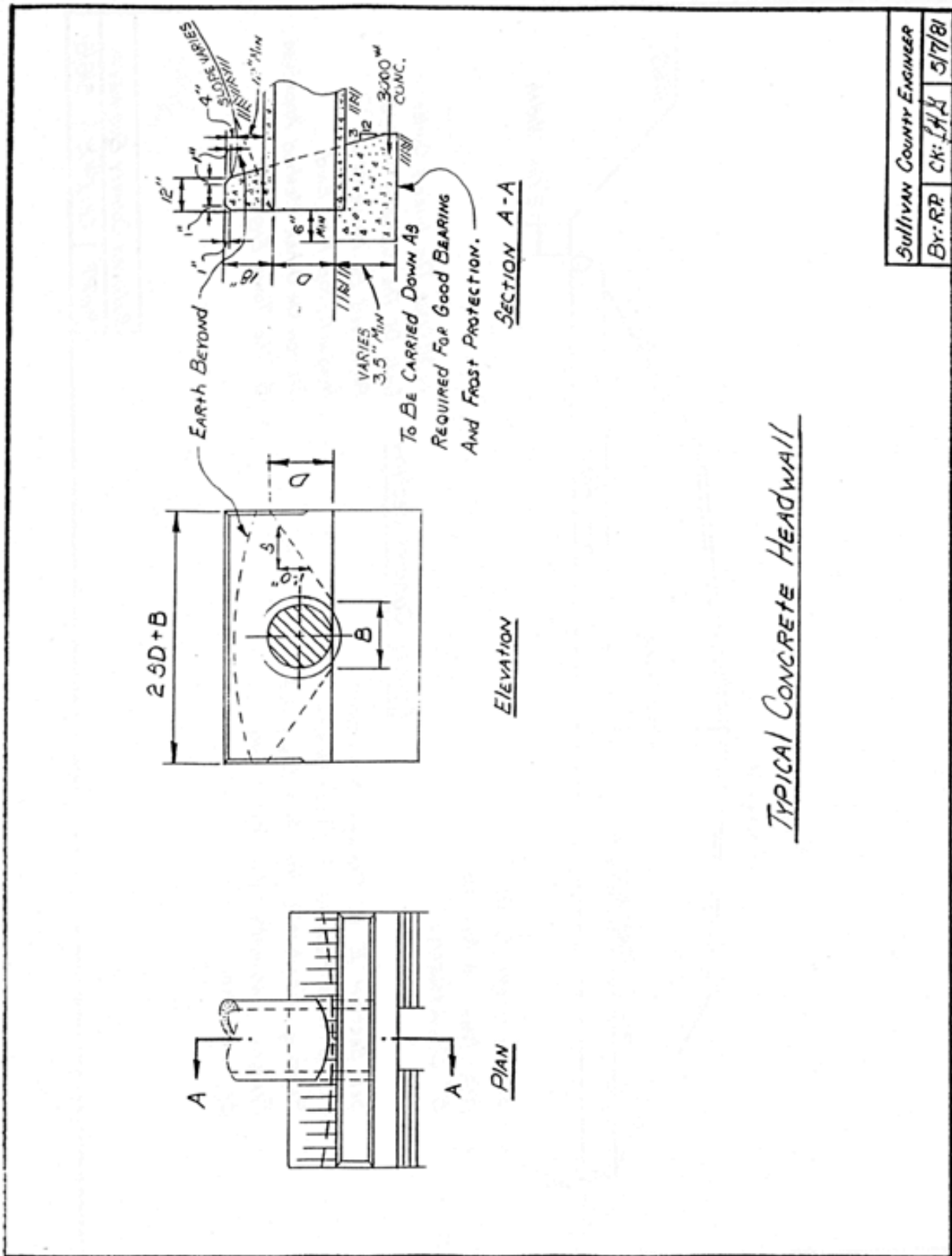
SULLIVAN COUNTY ENGINEER
 BY: R.P. CK: JH 5/17/81

TYPICAL CUL-DE-SAC-DETAIL



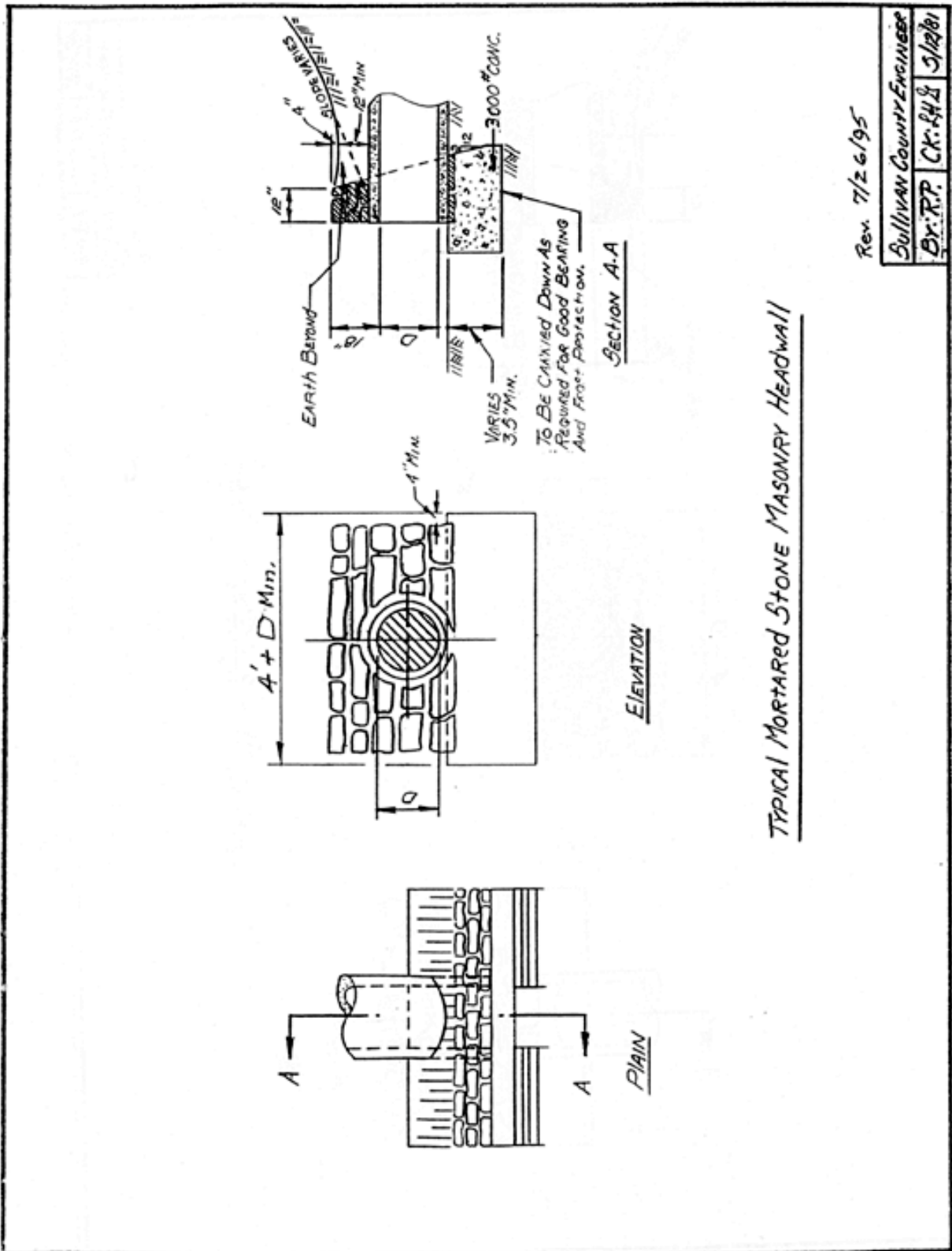


5 Typical Culvert Section



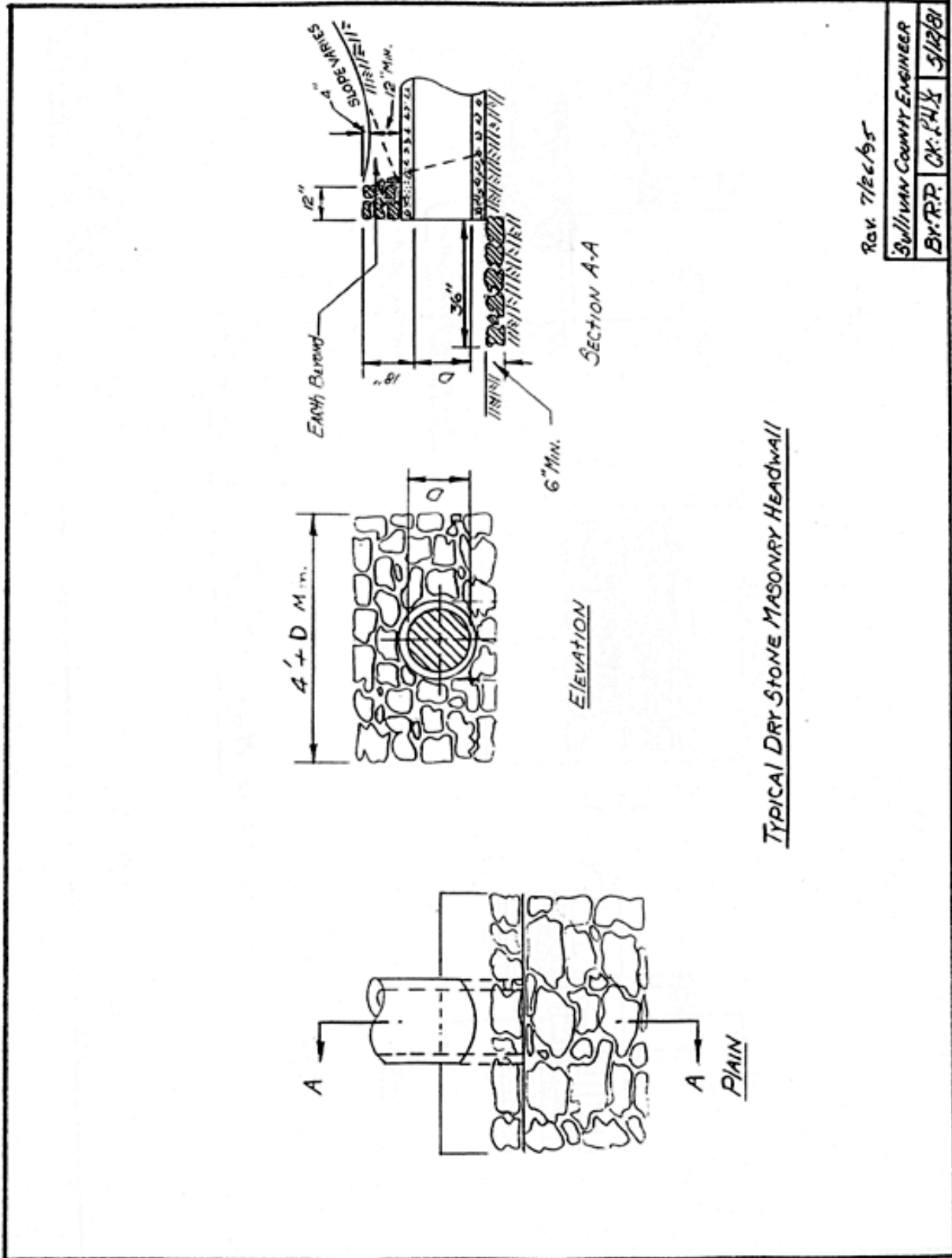
SULLIVAN COUNTY ENGINEER
 BY: R.P. CK: J.H. 5/7/81

TYPICAL CONCRETE HEADWALL



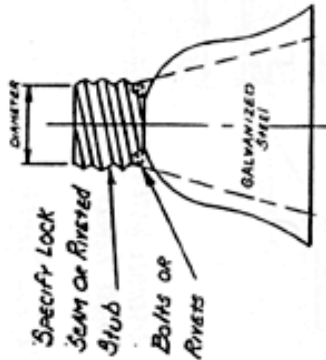
TYPICAL MORTARED STONE MASONRY HEADWALL

Rev. 7/26/95
 SULLIVAN COUNTY ENGINEER
 By: R.P. CK: L.H.S. J/2/81

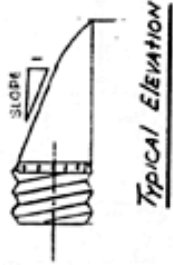


TYPICAL DRY STONE MASONRY HEADWALL

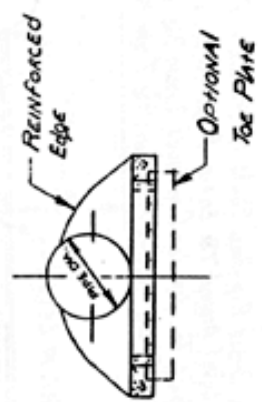
Rev. 7/26/95
 SULLIVAN COUNTY ENGINEER
 BY: RRP CK: FHX 9/12/91



TYPICAL PLAN

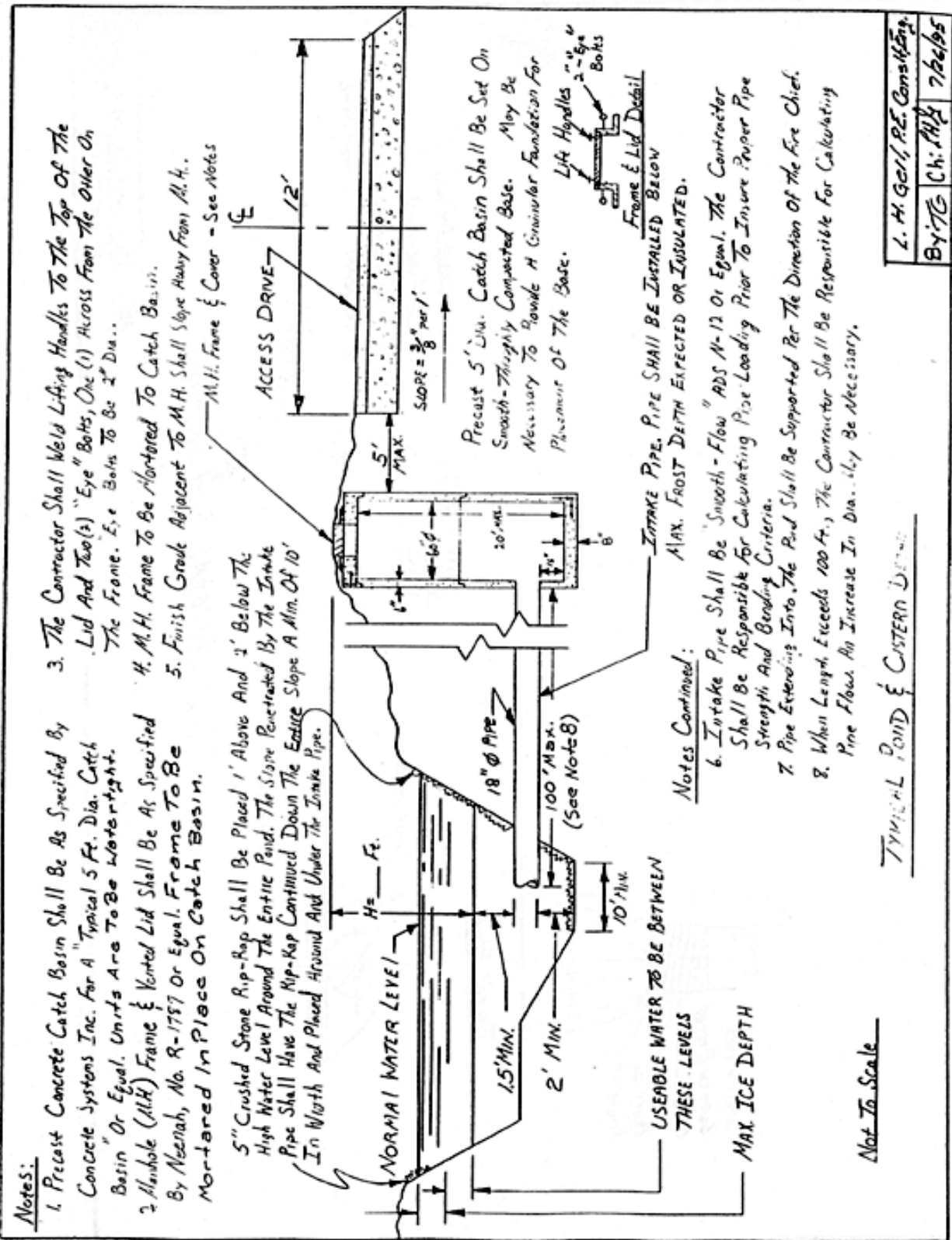


TYPICAL CROSS SECTION,
PIPE OR PIPE-ARCH,
WITH #3 CONNECTION
TO LOCK SEAM OR RIVETED STUB



TYPICAL METAL END SECTION

SULLIVAN COUNTY ENGINEER
By: R.P. CK: L.H. 5/18/20



- Notes:**
1. Precast Concrete Catch Basin Shall Be As Specified By Concrete Systems Inc. For A "Typical 5 Ft. Dia. Catch Basin" Or Equal. Units Are To Be Watertight.
 2. Manhole (M.H.) Frame & Vented Lid Shall Be As Specified By Neenah, No. R-1757 Or Equal. Frame To Be Mortared In Place On Catch Basin.
 3. The Contractor Shall Weld Lifting Handles To The Top Of The Lid And Two(s) "Eye" Bolts, One (1) Across From The Other On The Frame. Eye Bolts To Be 2" Dia.
 4. M.H. Frame To Be Mortared To Catch Basin.
 5. Finish Grade Adjacent To M.H. Shall Slope Away From M.H. M.H. Frame & Cover - See Notes

5" Crushed Stone Rip-Rap Shall Be Placed 1' Above And 2' Below The High Water Level Around The Entire Pond. The Stone Penetrated By The Intake Pipe Shall Have The Rip-Rap Continued Down The Entire Slope A Min. Of 10' In Width And Placed Around And Under The Intake Pipe.

Precast 5" Dia. Catch Basin Shall Be Set On Smooth-Thighly Compacted Base. May Be Necessary To Provide A Circular Foundation For Placement Of The Base.

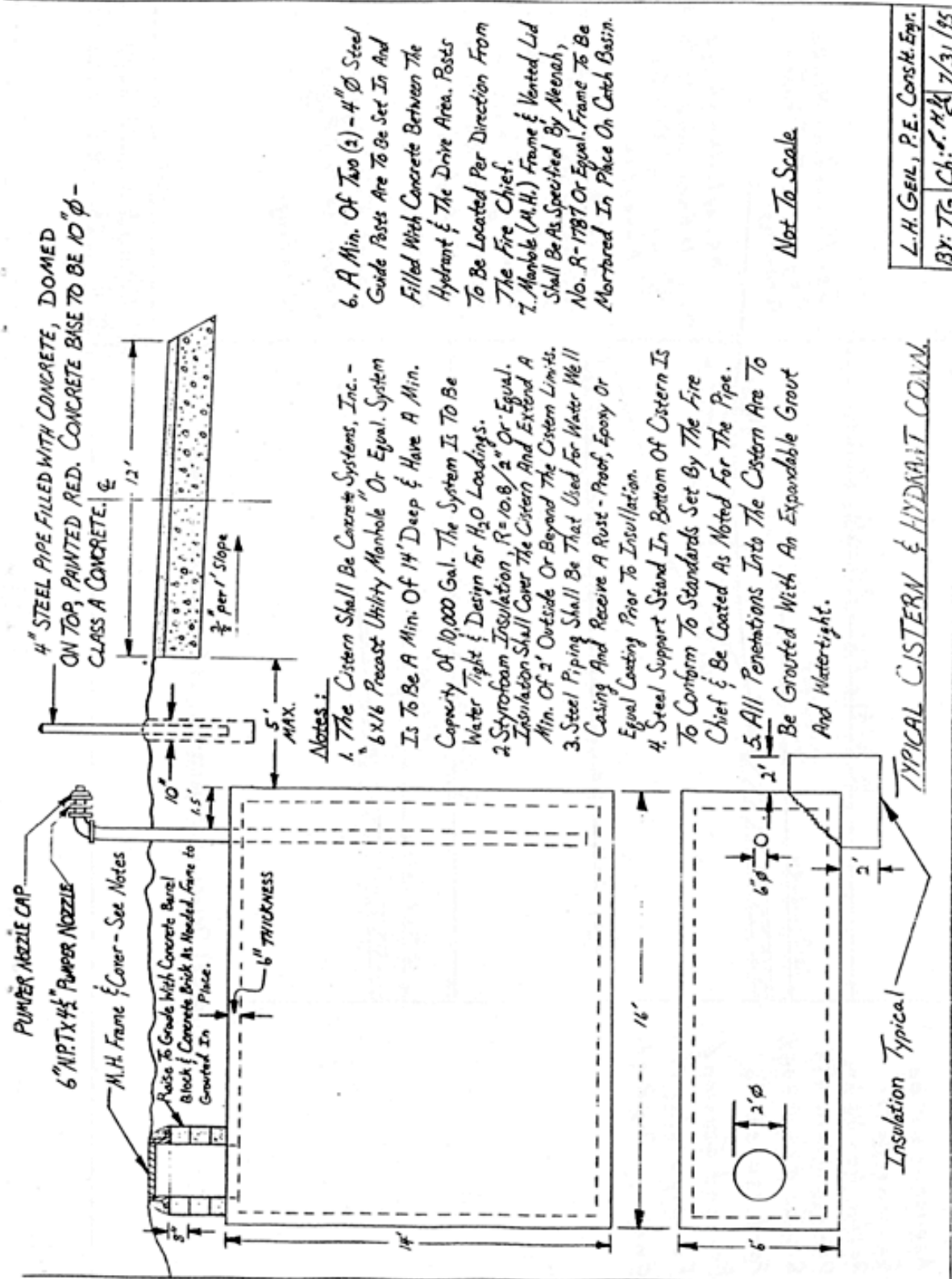
Intake Pipe, Pipe Shall Be Installed Below Max. Frost Depth Expected Or Insulated.

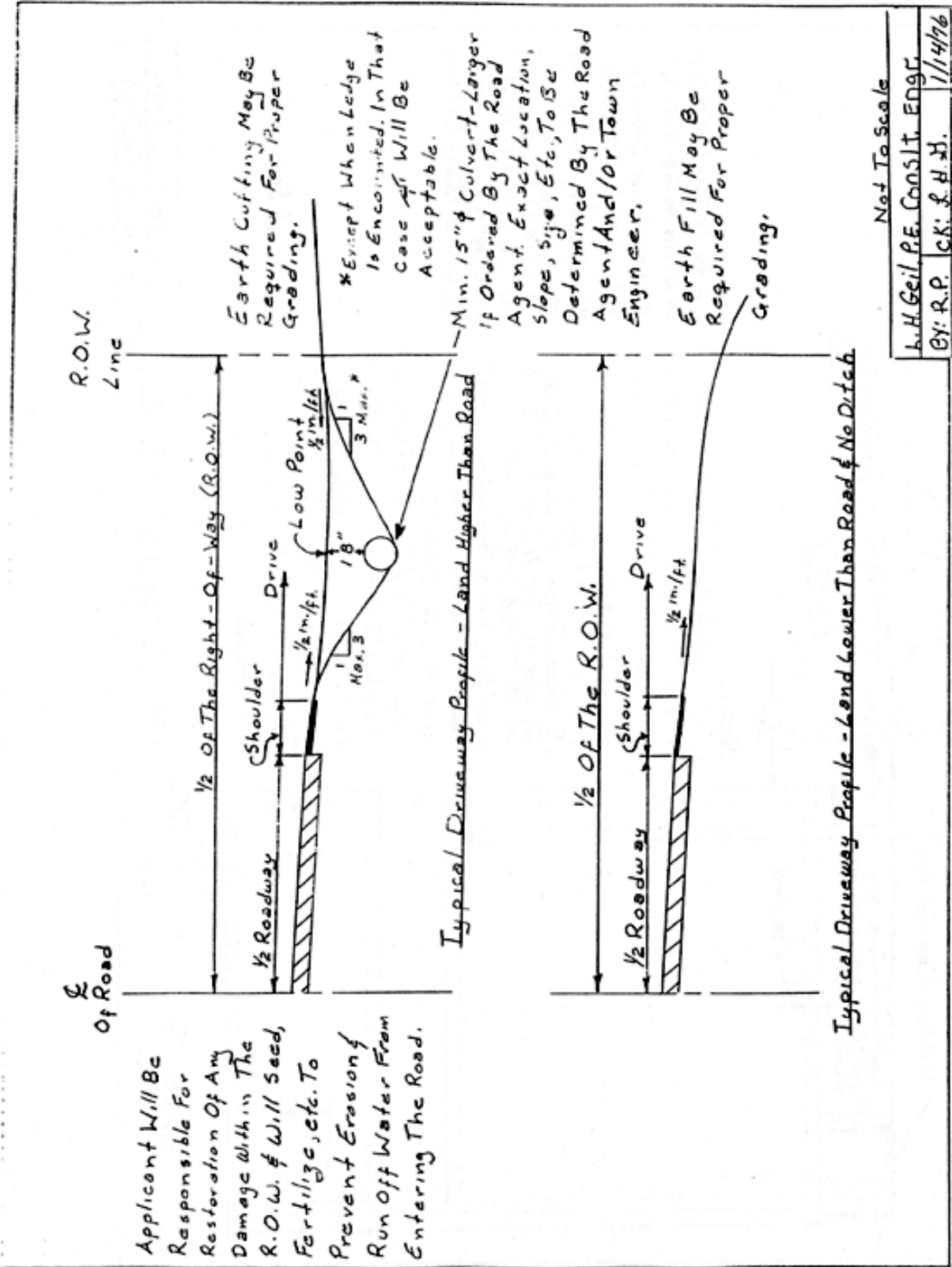
- Notes Continued:**
6. Intake Pipe Shall Be "Smooth-Flow" ADS M-12 Or Equal. The Contractor Shall Be Responsible For Calculating Pipe Loading Prior To Insure Proper Pipe Strength And Bending Criteria.
 7. Pipe Extending Into The Pond Shall Be Supported Per The Direction Of The Fire Chief.
 8. When Length Exceeds 100 Ft., The Contractor Shall Be Responsible For Calculating Pipe Flow An Increase In Dia... May Be Necessary.

Not To Scale

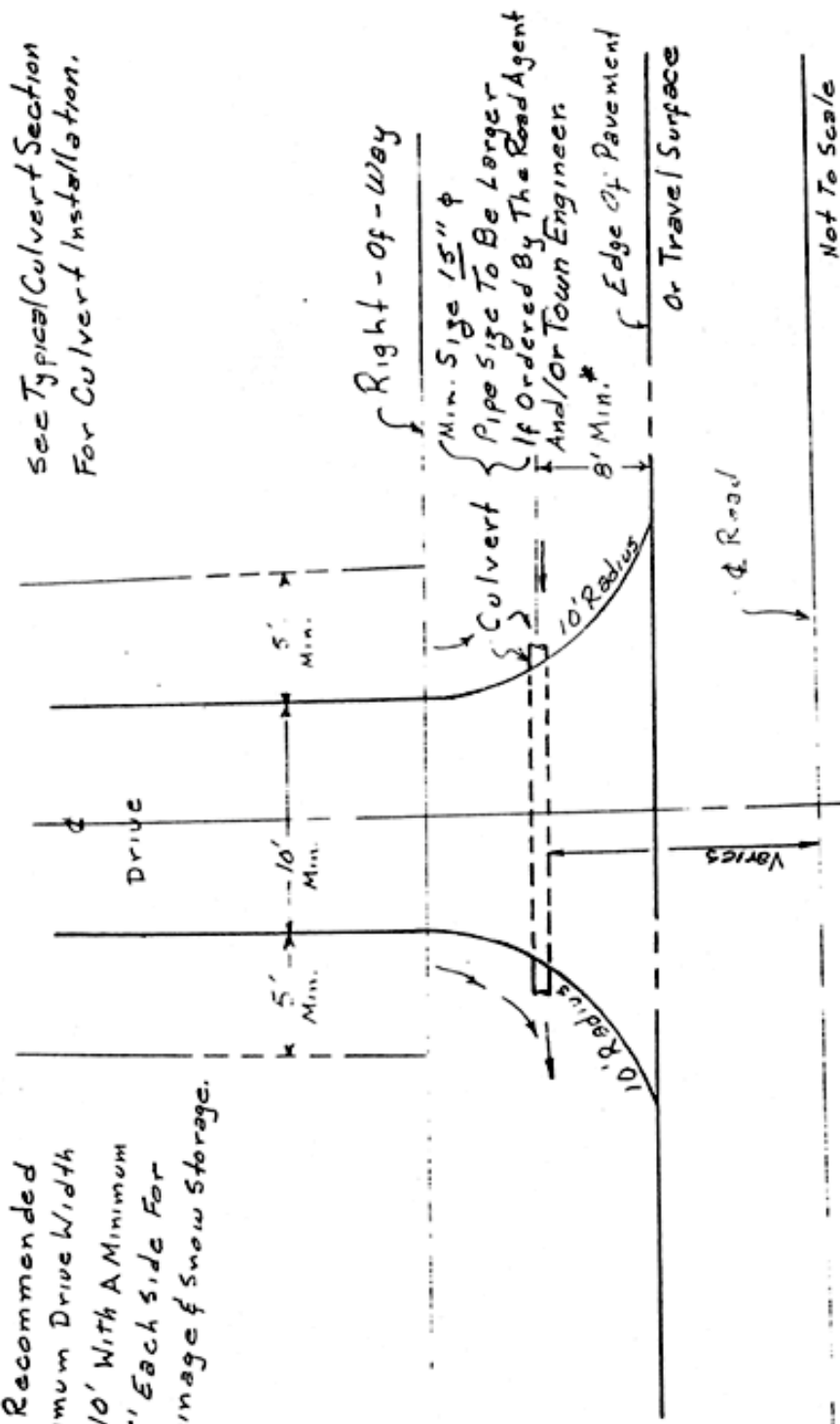
TYPICAL POND & CISTERN DETAIL

L. H. Gerl, P.E. Consulting
 BY: TG CH: AMZ 7/26/95





The Recommended Minimum Drive Width Is 10' With A Minimum Of 5' Each Side For Drainage & Snow Storage.



See Typical Culvert Section For Culvert Installation.

← Direction Of Flow
 * Unless Otherwise Approved By The Planning Board Or Their Agent.

Typical Driveway Approach

L.H. Geil, P.E. CONSULT. ENGINEER
 BY: R.P. CKI: J.H.H. 1/16/76

Procedure for Application Guide

Please see Subdivision Regulations book for details

Step 1.

Applicant may request:

Non-binding Consultation and Review

Note – This is optional but can save time, expense, and changes as applicant moves through the process.

Applicant appears at a regular monthly meeting of the Planning Board for an informal discussion of the proposed concept to talk about subdivision regulations, application forms, maps, and documents. Board determines type of proposal and offers guidance to applicant. This meeting is non-binding for either the applicant or the board. Applicant should call to get on the monthly meeting agenda.

Step 2.

Applicant may request:

A. Preliminary Review - by filling out the Application for Preliminary Subdivision Review (Appendix A) and paying all fees.

Note - this is a non-binding design review made at a formal board meeting with abutter/public notice. An application review and formal hearing will still be required as Step 3. Step 2 will save time and the expense of late design changes for the applicant and is recommended.

1. Applicant must submit the appropriate application and supporting documents to a planning board member no later than 15 days before the next regularly scheduled board meeting.
2. Planning Board notifies abutters/public 10 days prior to the date the application will be discussed.
3. Board and applicant review the proposal and discuss design and engineering details allowing public comment.
4. This meeting may be adjourned to continue on another specified date with no new abutter/public notice given, as long as there is an announcement made at the meeting of the continuation date and time. A notice will be posted at the Town Hall with date and time specified.
5. Board may give written response to the proposal but is not required to.
6. Applicant now moves to Step 3 - Final Application Review and Hearing.
7. Final Application must be made within a year's time from the date of preliminary review or the application is considered abandoned.

OR applicant can skip to:

Step 3.

B. Application Review and Final Hearing – by filling out the Application for Subdivision (Appendix C) and other appropriate Application (Appendix D for major or Appendix E for minor) and paying all fees:

Note - this is a binding application review made at a formal, scheduled board meeting with abutter/public notice, followed by a scheduled formal hearing with abutter/public notice.

Board Review for Completeness:

1. Applicant must submit the appropriate application and supporting documents to a planning board member no later than 15 days before the next regularly scheduled board meeting.
2. Planning Board notifies abutters and public 10 days prior to the date the application will be discussed.
3. Planning Board reviews the application for completeness.

If Application is NOT Complete:

4. Applicant is notified in writing of reasons and is advised of next steps within 144 hours.
5. Applicant makes changes and begins again at review for completeness stage. (See B.1)

If Application is Complete:

4. Board then determines if there is regional impact and must notify affected municipalities and regional planning commission within 14 days of scheduled formal hearing.
5. Board schedules a date for Final Review Hearing, notifies abutters and public 10 days prior to the date the application will be formally presented and discussed.
6. Applicant will receive a signed copy of Receipt of Complete Application (Appendix F).
7. Board holds Final Hearing within 30 days of accepting application as complete.

Final Hearing:

8. Applicant makes formal project presentation to the Board and the abutter/public. The Board reviews the proposal and discusses design and engineering details allowing public comment.
9. After scheduled Final Hearing, Board renders a decision within 65 days; Board can request an extension not to exceed 90 more days. Decision will be to Approve, Conditionally Approve, or Disapprove.

If Approved:

7. Planning Board notifies applicant, in writing, of decision to approve.
8. Planning Board files plan with Registry of Deeds.

If Conditionally Approved:

7. Planning Board notifies applicant of decision to conditionally approve.
8. Board sets conditions and time limits.

If NOT Approved:

7. Planning Board notifies applicant in writing 144 hours after decision of reasons for disapproval.

Failure to Appear Policy

If applicant cannot attend a scheduled hearing, where abutter/public notice has been given, they must inform the Board Chairman no later than 24 hours before the hearing to reschedule. The applicant must pay fees to re-notify the abutters and application will be continued as a courtesy.

If the applicant fails to appear at a scheduled hearing *without* informing the Planning Board Chairperson 24 hours in advance, the application will be deemed to have been withdrawn without prejudice.

The applicant may then resubmit the original application, but must repay all application and abutter notification fees.

A second no show will result in the application being disapproved.