TOWN OF LYNDEBOROUGH

PLANNING BOARD MINUTES

June 20, 2019

Approved

7:30 PM Call to Order & Roll Call

Member Present: Chairman Tom Chrisenton, Bob Rogers, Bret Mader, Alternate Julie Zebuhr and Selectmen's Representative Mark Chamberlain

Public Present: Building Inspector/Code Enforcement Officer Leo Trudeau

New Business:

Subdivision Regulations Workshop

The Board reviewed the Subdivision Regulations (*Recodified January 27, 2000 and Revised June 2003*). Section 100 through Section 500 were discussed. Notes were written in Mark Chamberlain's copy which will be reproduced for all Board members after the meeting.
(See attached)

200.00 Definitions
Buffer: add at the end …or roads, "or to maintain water quality and wildlife habitat".

Completed Applications: *The application form and all supporting documents containing the information the Board needs to make an informed decision, including the payments of all fees and administrative expenses are indicated in these regulations*.

It was discussed the procedure has been to not accept an application in the Town Office without payment. Earlier in the week an application was received for a five-lot subdivision in which the Chairperson said it was premature to collect payment because it has not been heard yet. This will be discussed further.

Bob Rogers felt that a fee should be accepted upon a completed application.

Licensed Engineer: Correct RSA to 310:A**2**-37.

Performance Guaranty: Change "accepted" to "required".

Mr. Chrisenton read the Soil Erosion and Sediment Control Plan:
There is a section on this at the end of the document. The Board will discussed this later.

Wetland: There was a debate about referencing a manual that is no longer used as well as developing maps such as Site Specific Surveys or HISS maps. Mark Chamberlain felt that it's more work for applicants because HISS is just for town purposes while DES requires Site

Specific. It was discussed to go with Site Specific in which the site is visited in order to produce a map.

300.00 PROCEDURE

This is an important part of the regulations.

310 Pre-Application Review *Prior to the submission of a completed application, the applicant is encouraged to come to the Board for a pre-application review. The pre-application review provides an opportunity for the applicant and the Board to discuss the concept of the proposal in context with the Town's master plan and regulations. The purpose of the review is to ensure complete knowledge of applicable rules and regulations, to save time in the preparation of plans, to ensure that an adequate plan is submitted and to acquaint the Board with the intentions of the applicant. All discussions during the pre-application review phase by both the applicant and the Board are non-binding. Though the pre-application review phase is optional, the Board strongly recommends that the applicants for major subdivisions participate in this process. There are two optional phases to pre-application review; conceptual consultation and design review.*

Tom Chrisenton used an example of an application received earlier in the week where the applicant incorrectly filled out the check-list which is the part the Board's responsibility.

310.01 Conceptual Consultation *The applicant may request a meeting with the Board to discuss a proposal in conceptual form and in general terms. Conceptual consultations must be conducted at a public meeting of the Board but do not require formal notifications of abutters. The conceptual consultation is informal and will adhere to the following.*

a. *All requests for conceptual consultations shall be made in writing and received no less than fifteen (15) days prior to the meeting at which the applicant wishes to appear.*

*Mr. Chamberlain wanted to know how item **a.** jives with setting the agenda at the previous meeting when there is a "no less than 15 days prior to meeting" regulation.*

b. *The applicant may (suggest changing to **SHALL**) bring in a site location map or a base map of the site that provides minimal detail of the proposal.*

c. *The Board and the applicant may discuss the basic concept of the proposal, review the proposal with regard to the master plan and the zoning ordinance, explain the applicable local regulations and provide guidance relative to other state and local requirements.*

310.02 Design Review *The applicant may request a design review with the Board or it's designee prior to the submission of a completed application. This phase involves a non-binding review of specific design and engineering details of the proposal. Formal notification of abutters and the general public is required for design reviews. Request for design reviews will adhere to the following:*

a. *All requests for design review must be submitted no less than thirty (30) days prior to a regular meeting of the Board with the application form, the appropriate fees and the following information.*

1. *A list of abutters and their addresses obtained from the Town records not more than five (5) days before submission and the name and address of every engineer, architect, land surveyor, soil scientist, (**add Wetland Scientist**) and other professional whose professional seal appears on any plant submitted to the Board.*
2. *Three sets of mailing labels pre-addressed with names and addresses for all persons who are to receive notice of the application.*
3. *Six copies of the proposal at a horizontal scale of not more than 1 inch equals 100 feet (1"=100') showing.*
   a. *Topography for the entire parcel with contours not to exceed five (5) feet*
   b. *Soil boundaries certified by a soil scientist ~~or engineer~~.*
   c. *The location of wetlands, lakes or ponds and rivers or streams.*
   d. *The location of any existing easements on the property; and*
   e. *The proposed layout for roads and lot configurations within the subdivision*
4. *Test pit information and a site walk must be completed.*

b. *No subdivision will be formally accepted by the Board during this phase.*

It was suggested to add "Soil Scientist" and remove "Engineer".

There was a discussion of the importance of a soil scientist checking the soils especially on smaller lots. The Town can hire a specialist at the applicant's expense and/or have the Town's Consulting Soil Scientist expert check their results.

Mr. Chrisenton spoke to the regulations that require adequate markings that are shown on the landscape, and stay on the landscape, until after the case is finalized which allows any professional who visits the lot to know where they are in relation to the map.

320.00 Completed Application

A completed application provides ample information to allow the Board to make an informed decision. A completed application sufficient to invoke the jurisdiction of the Board shall include all of the information required in Section 500.00 Plat Submission Requirements, Section 700.00 Design Standards, the Subdivision Plan Review Checklist, and any additional studies requested by the Board and adhere to the following procedures. All checklist items must be accepted or waived prior to acceptance of the application.

This section was read out loud and discussed.

All the above items have to be completed before the application can be accepted.

Leo Trudeau mentioned it could possibly be two separate requests to be on the agenda to talk about the conceptual and the pre-application before a formal application is looked at. Mark Chamberlain suggested looking at the checklist. It was discussed to revise the forms and add a section that specifies when the application was submitted, accepted, notifications sent, approved, meeting dates and so forth. This helps because once an application is accepted there is a timeline to adhere to; 65 days to review the application unless the Selectmen extend the timeframe 90 days.

320.01 <u>Submission of a Completed Application</u>. A Subdivision Review Application must be completed and filed with the Board's Secretary at least thirty (30) days prior to the regularly scheduled public meeting at which the application shall be considered. All of the information required for a completed application by Section 500.00 Plat Submission requirements, the

Subdivision Plan Review Checklist and any additional studies requested by the Board must accompany the application.

Site visits must be completed and test pits will be reviewed and accepted by the Planning Board prior to the acceptance of the application.

All major subdivisions must be reviewed by the Board's designated representative prior to acceptance of a completed application by the Planning Board. Minor subdivisions may be returned for review by the designated representative at the Board's discretion. The designated representative will utilize the Town's Land Use Regulations and checklists in conducting the review to determine if the application is complete. The designated representative will report the findings of the review in a written report to the Planning Board who will ultimately determine if the application is complete and ready for acceptance.

320:02 Acceptance of a Completed Application. Within thirty (30) days of receipt of an application or the next regularly scheduled meeting for which notice can be posted, the Board will determine whether or not the application is complete. If the application fails to provide the information required by these regulations or the Subdivision Plan Review Checklist and/or to pay the required fees, the application will be considered incomplete by the Board and the applicant will need to resubmit the application under new notification procedure.

This is when Tom Chrisenton feels the fees should be paid at this time in the process when all the studies are done and all the consulting is acted on and the Board is ready to accept the application.

An application shall only be accepted by the Board at a properly noticed regularly scheduled public meeting as required by RSA 677:4, I (d). Upon a determination that the application is complete, the Board may vote to accept the application. Once accepted, the applicant may present the proposal to the Board and to the general public. The Board will ask questions and discuss the proposal, and then open the floor to questions and comments from abutters and the general public. The date of acceptance recorded in the minutes begins the sixty-five (65) day review period.

Mr. Chrisenton said there is a 90 day extension on this if the Planning Board decided to go to the Selectmen and ask for an additional time period.

Mr. Chrisenton mentioned in the past for minor subdivision and large lots, they have waived some checklist items. The reason the town has not had a lot of major subdivision's is because they do not waive the checklist items.

320.04 Public Notices. Mr. Chamberlain wanted to add "soil scientist" to the list of professional notified.

The Board reviewed the remainder of section 300 with discussions.

320.11 Appeals: It was discussed and decided not to add in the ZBA RSAs for timeline.

330.0 Fees. *A completed application for subdivision will only be accepted if accompanied by the required fees established in the Town of Lyndeborough Application Fee Schedule. Failure to pay the fees constitutes valid grounds for the Board to terminate further consideration of the application and to disapprove the plat without a public hearing.*

Pursuant to RSA 676:4 I (g), the applicant is responsible for paying reasonable fees to cover the cost of special investigative studies, environmental assessments, legal reviews of documents, engineering studies, administrative expenses and other matters which are required for the Board to make an informed decision.

Mr. Chrisenton's opinion is payment should be received up-front for professional services. Mr. Chamberlain agreed but said the cost is unknown at that time so maybe a retainer or bond should be required. He plans to consult with a knowledgeable professional regarding this question. The concern is if an application required a professional service and it is disapproved that there is no mechanism to ensure payment is received after it was disapproved.

An example was provided: There is a 50 acre lot. The owner wants to do a minor subdivision without all the hassles of a major subdivision, and subdivides off three 10-acre lots. Years later, he wants to do another three lot subdivision on the remaining 20 acre parcel that should not be allowed. It would need to be documented that the subdivision actually began, even thought there was a period of time, that the next subdivision was actually part of the original five-lot subdivision. It was discussed that a stipulation can be put on the plat, "No further subdivisions".

Bob Rogers said a person may buy one of those subdivided lots and want to subdivide that piece. It was discussed if that is allowed. The Board was divided on this answer.

Mark Chamberlain told a story in Goffstown where a lot was subdivided into three lots and one person purchased all three lot and wanted to subdivide the larger front piece into three lots because they had sufficient road frontage. The plat stated, "No further subdivision" therefore it was not allowed. What the owner did was to do a lot merger and put the original subdivision back into one parcel then re-subdivided into five lots. That was legal because the parcels were all owned by one person.

Leo Trudeau discussed a deed covenant to memorialize the wishes of the Board because 10-20 years down the road, Boards changes and people are gone, but if there was language in the original subdivision that has to be placed on any subsequent deeds then there will be no further question because it would be on record. Otherwise you may end up with people saying, "Theft by zoning". It was discussed to add the intent of the Board into the language.

It was brought up that there have been subdivisions in town that were approved despite restrictive language on previous parcels.

400.00 GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND

The applicant shall observe the following general requirements and principals for the subdivision of land. The applicant shall disclose all plans for future subdivision of a parcel at the time of application. Any additional subdivision for a lot within five (5) years of the previous subdivision that resulted in four (4) or more total lots shall be considered a major subdivision. Where a subdivision plan would result in an undue hardship on the Town, detract from the spirit of the regulations, or substantially compromise public health, safety and welfare, a subdivision of land will not be approved.

401.00 <u>Compliance with Subdivision Regulations</u>. Mr. Chamberlain read from the second paragraph and questioned the waiver process. "*Where strict conformity to the Subdivision Regulations would result in undue hardship or injustice to the owner of the land, a subdivision*

plans substantially in conformity with the regulations may be approved by the Board provided the spirit of the regulations, and public health, safety and welfare are not adversely affected."

It was discussed the process would be a wavier and suggested rewriting the language to express the applicant has to follow the waiver process. Mr. Chrisenton said the applicant has to request a waiver. Mr. Chamberlain pointed out that the language suggests the Board can approve a waiver and there is no process outlined. This will be reviewed again and determined if it needs to be rewritten.

405.00 Scattered and Premature Subdivisions

The Board shall provide against any scattered or premature subdivisions of land which would be injurious to public health, safety or prosperity because of inadequate water supply, drainage, transportation, schools and school bus transportation, fire protection or other public services, or would necessitate the excessive expenditure of public funds for the supply of such services.

The Board felt they can't hide behind this indefinitely. An example of this is how cisterns might be added to address water concerns or an engineer may say the road is inadequate in which roads may need to improve or driveways combined. Improvements would need to be shown on the plan. This action would be in the conceptual planning.

406.00 Reserve Strips. Change "of" to "on" in this sentence, "…that show an intent ON the part of…"

407.00 Lots. *All lots shown on the plat must conform to the minimum area and dimension requirements of the zoning ordinance. A subdivision plan may be designed for cluster or planned unit developments provided all requirements of these regulations and applicable sections of the zoning ordinance are met. Unconventionally shaped lots created for the sole purpose of meeting minimum lot size or road frontage requirements shall not be permitted*.

Mark Chamberlain felt the Planning Board violated this section on lots and provided an example of Pam Holt's subdivision approved in April 2019. Tom Chrisenton replied these are subdivision regulations and are not laws and there is a waiver process. Mr. Chamberlain said there was not a waiver requested or granted. Mr. Chrisenton said that was ok because they voted to approve it. Mr. Chamberlain reminded the Board of the process which specifies the waivers are voted on prior to acceptance. He said, "This is something that should follow because it's ridiculous what we put in place". Julie Zebuhr and Bret Mader do not recall this action above.

408.0 Driveways

Mark Chamberlain suggested putting together sight line proposals for any new subdivision in order to see the sight line and where the driveway is shown on the plan is where the driveways need to go. He provided an example of a recent subdivision for Chris Brown where the driveway has very poor sight line. It was brought to their attention the lengthy discussion by the Board about the driveway location of Mr. Brown's subdivision prior to Planning Board approval.

It was discussed that the Road Agent shall review any plans prior to approving a driveway. Another example was the driveway on Center Road was to come off Rose Farm Road according the approved plat but was a driveway was granted to come off Center Road. 95 Crooked S Road is another example of two driveways that went in during construction but neither was in the approved location. Who is checking where these driveways actually go? This process seems to be rushed. It was discussed that a copy of the driveway permit should immediately go to the Code Enforcement Officer.

Mr. Chrisenton brought up the point that a subdivision with multiple driveway accesses needs to have the driveways installed at least from the town road before the lots can be sold. The driveways need to be approved and accepted before the lots can be sold to protect the town road. The Board was in agreement. Another option is to tie this function into the Building Permit and the driveway entrance has to meet the specifications stated on the plan in the notes before a building permit will be issued. The Building Inspector was in agreement. It was further discussed that maybe the Driveway Permit has a check box for the Building Inspector to sign-off on the driveway.

Mr. Chrisenton said there should be something in the regulations that address shared driveways for two lots to minimize road cuts but he is not seeing it in this section. He will look it up.

409.01 Test Pits
It was discussed that the applicant should not do test pits prior to the application process. The test pits need to be scheduled at a Board meeting. They will verify this is in the regulations.

Mr. Chamberlain asked "how" and "who" demonstrates the septic system is in good working order and what is the standard. Should this be a septic designer that should submit a new design but how to verify existing systems. Mr. Trudeau mentioned that some septic records are not available. This section will be a work in progress. It was noted that Leo Trudeau was a licensed septic installer.

Item #5: *No test pits or site visits will be conducted November 15 through March 15 as any other times when the land is covered by snow.* Mr. Chamberlain had a note wondering if this is too restrictive.

Item #6: It was noted that Tom Chrisenton is a soil scientist.

409.02 Wells
Leo Trudeau asked if the well radius is allowed to go into a public road and felt that it puts the town in liability. Bob Rogers gave an example of a 50 foot wide lot that was granted ZBA approval in which the well radius goes into the road and abutter's property. The property owner had to sign a waiver.

There was a discussion on passing state septic and adding "wells".

410.00 Soils Information. It was discussed to add "wetlands".

411.00 Additional Studies. *The Board may require the applicant to conduct and submit additional studies needed to assist the Board in making an educated and informed decision on the proposal including, but not limited to, traffic, fiscal impact, recreation, public service and environmental impact analyses. All major subdivisions will require fire protection analysis by the Lyndeborough Fire Chief, or by a fire protection designee.*

This is important for all major subdivisions especially if a water supply is needed and if so a cistern might be required.

413.00 Easements. It was noted that if Town Counsel does a review that the applicant should pay for the costs of the review.

413.05 Temporary. *Temporary easements shall be provided for the purpose of operating and maintaining temporary roadway facilities, such as temporary cul-de-sacs or turn around, access roads, etc.*

An example is a temporary cul-de-sac where part of the road is built and they intend to go further. This allows the fire department a place to turn around but when the road is completed that cul-de-sac should go away. The purpose of this is a method of where the Town has control over the cul-de-sac.

414.00 Legal Documents: add "and/or" in place of …restrictive covenants, or other documents…

It was discussed to have detailed engineering designs for roads and that it is written in the notes and constructed according to the designs especially for sediment and design and water.

500.00 PLAT SUBMISSION REQUIREMENTS

The Board was questioning where Appendix A was under 510.00, Plat Standards. It is not on the website.

b. Remove "(s)" after district(s)
d. Add "wetland scientists"
r. Add "basis of bearings". The reason is to know where the north direction is.

520.00 *Abutting Property Information*

Discussed the information required for abutters on maps. Names, address and lot numbers should be included.

Mark Chamberlain would like to see the deed references for the abutter information. This can be added to item b.

Discussed removing "street" but the language will stay. There is one street in town, "Peek-a-boo Street" which is on Mr. Chrisenton's property and runs up to the Forester's Lounge. Bob Rogers said there used to be a School Street in Lyndeborough.

530.00 *Subdivision Information*

This section covers a lot of items that need to be on the plans.
C. Remove the extra periods at the end of the sentence.
P. It was suggested to move this section of 540.00.
k. Add NH Storm Water Manual. Latest edition as amended.
x. Use ""Driveway permits" in place of curb cuts.
y. 2. Change WSPCD Site Specific Permit to "Alteration of Terrain Permit".

550.00 *Final Plat*

Mr. Chamberlain questioned why five copies and what happens to the Mylar copy.

Next Agenda, July 18, 2019:

-Subdivision Regulations Workshop, continued at Section 600.00
-Leroy Hutchinson re: lot consolidation for Tax Map 232, Lots 23 and 24. This does not require a public hearing but it requires a Planning Board signature and to be registered at HCRD.
- Election of New Officers

VOTE: Bob Rogers moved, Mark Chamberlain seconded to amend the Draft of the July 2019 agenda to include Detached Accessory Dwelling Units under New Business. Motion passed 5-0.

-Add to the agenda, detached accessory dwellings discussion regarding state changes.

Request for Information:

None

Minutes:

Correct the spelling of Scataquog

VOTE: Bob Rogers moved, Mark Chamberlain seconded to accept the May 16, 2019 minutes as amended. Motion passed 5-0.

Correspondence:

An email from Bob Bell regarding the buffer with Granite State Concrete was not addressed and should be on the next agenda. This was on a previous agenda.

Driveway Permits issued the Road Agent

155E Renewal Permits & Intent to Cut signed by the Selectmen

Other Business Not on Agenda:

Julie Zebuhr reviewed the publication "Convene Magazine" and reported back that it is not a publication the Board needs. The secretary will cancel the subscription. *(Completed 6-24-19).*

Adjournment:

VOTE: Bob Rogers moved, Julie Zebuhr seconded to adjourn at 9:11 p.m. Motion passed 5-0.

Respectfully Submitted,

Kathleen Humphreys
Planning Board Secretary

See below for: Subdivision Control Regulations for the Town of Lyndeborough, NH Recodified January 27, 2000. Revised June 2003. "*MC Review Set 2018*"

6-20-19
workshop #1

SUBDIVISION CONTROL REGULATIONS FOR THE TOWN OF LYNDEBOROUGH, NH

RECODIFIED January 27, 2000

Revised June 2003

MC review set
2019

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100.00 AUTHORITY AND PURPOSE

Pursuant to the authority vested in the Lyndeborough Planning Board by the voters of the Town of Lyndeborough in 1954 and in accordance with the provisions of RSA 674:35 of the New Hampshire Revised Statutes Annotated, as amended, the Lyndeborough Planning Board adopts the following regulations governing the subdivision of land in the Town of Lyndeborough, New Hampshire.

These regulations are designed to accomplish the purposes set forth in RSA 674:36; to protect the health, safety, convenience, economic and general welfare of Lyndeborough citizens; and to assure a high standard of subdivision design and construction.

200.00 DEFINITIONS

The definitions for any terms used in these regulations not defined below shall be the same as those contained in the Town of Lyndeborough Zoning Ordinance.

Abutter: Any person whose property adjoins or is directly across the street or stream from the land under consideration by the Board; and affected municipalities and the regional planning commission(s) in the event of developments having regional impact. If an abutting property is under condominium or other collective form of ownership, the officers of the collective or association as defined in RSA 356-B:3, XXIII, shall receive the formal notification. For purposes of receiving testimony only, and not for the purpose of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration.

Agent: Any person designated in writing by the owner to be the representative of the owner in any matter before the Board.

Applicant. The owner of record of the land to be subdivided or his duly authorized agent.

Approval. Recognition by the Board, certified by written endorsement on the plat, that the final plat meets the requirements of these regulations and in the judgment of the Board satisfies all criteria of good planning and design.

Board. The Planning Board for the Town of Lyndeborough.

Buffer. An area within a property or site, generally adjacent to and parallel with the property lines or natural feature such as a wetland or stream, either consisting of natural, existing vegetation or created by the use of trees, shrubs, fences and/or berms, designed to limit continuously the view of and/or sound from the site to adjacent sites, properties or roads, or to maintain water quality and wildlife habitat.

Certified Soil Scientist. A person who by reason of special knowledge and experience is qualified to practice soil science and who has been duly certified by the board of natural scientists under RSA 310-A:75-97.

Completed Application: The application form and all supporting documents containing the information the Board needs to make an informed decision, including the payment of all fees and administrative expenses as indicated in these regulations.

Condominium: A building or group of buildings in which units are owned individually, and the structure, common areas and facilities are owned by all the owners on a proportional, undivided basis. Condominiums shall be considered a subdivision under the requirements of RSA 356-B and reviewed accordingly.

Consulting Engineer: The duly designated engineer acting as agent for the Town of Lyndeborough.

County Conservation District: The Hillsborough County Conservation District (hereafter HCCD).

Cul-de-sac: A minor dead-end street intersecting another street at one end and terminated at the other by a vehicular turn-around.

Developer. The individual, partnership or corporation which will be responsible for the construction of any improvements and subsequent sale of lots and/or dwelling units.

Development: A planning or construction project involving substantial property improvement and, usually, a change of land use character within the site.

Driveway: A paved or unpaved area used for ingress or egress of vehicles, and allowing access from a street to a building or other structure or facility.

Easement: A grant of one or more property rights by the owner for limited use of private land for a public or quasi-public purpose and within which the owner of the property shall not erect any permanent structures.

Engineer: Shall mean the Town (Consulting) Engineer duly designated on behalf of the Town of Lyndeborough, New Hampshire.

Erosion: The detachment and movement of soil or rock fragments by water, wind, ice or gravity.

Flood Plain: Shall mean those areas containing soils formed in thick alluvial deposits and delineated by the National Cooperative Soil Survey; and other Flood plains so delineated in governmental flood plain studies.

Frontage: All the property abutting on one side of the right-of-way of a public street, measured along the right-of-way of a public street between the lot lines as extended to intersect said right-of-way of said street.

Grading: Any excavating, grubbing, filling or stockpiling of earth materials or any combination thereof, including land in its excavated or filled condition.

Licensed Engineer: An engineer who is licensed by the State of New Hampshire under RSA 310:A~~3~~2-27.

Licensed Land Surveyor: A land surveyor who is licensed by the State of New Hampshire under RSA 310-A53-74.

Lot Consolidation: The elimination of an existing boundary line between two parcels under single ownership.

Lot Line Adjustment: The relocation of an existing boundary line that will not create a new buildable lot.

Lot or Parcel: A single area of land defined by metes and bounds or boundary lines as shown in a recorded deed or on a recorded plan.

Lot of Record: Land designated as a separate and distinct parcel in a legally recorded deed filed in the Hillsborough County Registry of Deeds.

Master Plan: Overall plan for the development of the Town as adopted by the Planning Board and which may be amended from time to time by the Planning Board.

Monument: Stone bounds meeting town specifications.

Natural Soils: Soils which have not been modified by dredging, filling or other earth moving methods.

Performance Guaranty: Any security such as a bond that may be ~~accepted~~ required by the municipality as a guarantee that the improvements required as part of an approved application for development shall be satisfactorily completed.

Road Agent: The duly designated Road Agent for the Town of Lyndeborough.

Roadway: The finished road surface designed and prepared for vehicular traffic including shoulders.

Soil Erosion and Sediment Control Plan: A plan that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited, to a map and a narrative.

Street: A way for vehicular traffic, whether designated as a street, avenue, boulevard, road, lane, alley, highway, freeway, pedestrian way, or however otherwise designated.

a. Major Street: One that is used primarily for through traffic, local/regional.
b. Secondary Street: One connecting residential and other service streets to through traffic facilities.
c. Minor Street: One that is used exclusively for access to abutting properties.

Subdivision: The division of a lot, tract or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision.

Subdivision, Major: The subdivision of land into four or more lots.

Subdivision, Minor: The subdivision of land into three or fewer lots, with no potential for resubdivision, and requiring no new road, utilities or other municipal improvements (certain review procedures may be simplified for minor subdivisions).

* Wetland: Areas delineated as poorly or very poorly drained soils by the U.S. Department of Agriculture, Soil Conservation Service, in the Soil Survey of Hillsborough County New Hampshire, Western Part, dated October 1985, and the Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1, Environmental Laboratory, Department of the Army, 1987 in conjunction with the Field Indicators for Identifying Hydric Soils in New England, New England Interstate Water Pollution Control Commission, May 1995.

300.00 PROCEDURE

310.00 Preapplication Review

Prior to the submission of a completed application, the applicant is encouraged to come to the Board for a preapplication review. The preapplication review provides an opportunity for the applicant and the Board to discuss the concept of the proposal in the context of the Town's master plan and regulations. The purpose of the review is to ensure complete knowledge of applicable rules and regulations, to save time in the preparation of plans, to ensure that an adequate plan is submitted and to acquaint the board with the intentions of the applicant. All discussions during the preapplication review phase by both the applicant and the Board are non-binding. Though the preapplication review phase is optional, the Board strongly recommends that applicants for major subdivisions participate in this process. There are two optional phases to preapplication review, conceptual consultation and design review.

Capo
no Capo

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How does this ~~[illegible]~~ jive with setting agenda @ previous mtg?

a. All requests for conceptual consultations shall be made in writing and received no less than fifteen (15) days prior to the meeting at which the applicant wishes to appear.

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2. three sets of mailing labels pre-addressed with names and addresses for all persons who are to receive notice of the application.
3. six copies of the proposal at a horizontal scale of not more than 1 inch equals 100 feet (1"=100') showing:
   a) topography for the entire parcel with contours not to exceed five (5) feet;
   b) soil boundaries certified by a soil scientist ~~or engineer~~;
   c) the location of wetlands, lakes or ponds and rivers or streams;
   d) the location of any existing easements on the property; and
   e) the proposed layout for roads and lot configurations within the subdivision.
4. Test pit information and a site walk must be completed.

b. No subdivision will be formally accepted by the Board during this phase.

320.00 Completed Application.

A completed application provides ample information to allow the Board to make an informed decision. A completed application sufficient to invoke the jurisdiction of the Board shall include all of the information required in Section 500.00 Plat Submission Requirements, Section 700.00 Design Standards, the Subdivision Plan Review Checklist, and any additional studies requested by the Board and adhere to the following procedures. All checklist items must be accepted or waived prior to acceptance of the application.

320.01 Submission of a Completed Application. A Subdivision Review Application must be completed and filed with the Board's Secretary at least thirty (30) days prior to the regularly scheduled public meeting at which the application shall be considered. All of the information required for a completed application by Section 500.00 Plat Submission Requirements, the Subdivision Plan Review Checklist and any additional studies requested by the Board must accompany the application.

Site visits must be completed and test pits will be reviewed and accepted by the Planning Board prior to the acceptance of the application.

All major subdivisions must be reviewed by the Board's designated representative prior to acceptance of a completed application by the Planning Board. Minor subdivisions may be returned for review by the ... on. The designated representative will utilize ... s in conducting the review to determine if the ... entative will report the findings of the revie ... who will ultimately determine if the applicatio ...

320.08 phone calls or video chats allowed?

320.02 Acceptance of a Complete ... of an application or at the next regularly scl ... ed, the Board will determine whether or n ... fails to provide the information required by ... Checklist and/or to pay the required fees, tl ... the Board and the applicant will need to re ... procedure.

Between 320.08 → 02. discuss again when payment is due. 02 states if not complete it has to start again w/ notification process. Why not wait payment until after so how do we pay for notices & Abutter letters?

An application shall only be accepted by the Board at a properly noticed regularly scheduled public meeting as required by RSA 676:4, I (d). Upon a determination that the application is complete, the Board may vote to accept the application. Once accepted, the applicant may present the proposal to the Board and the general public. The Board will ask questions and discuss the proposal, and then open the floor to questions and comments from abutters and the general public. The date of acceptance recorded in the minutes begins the sixty-five (65) day review period.

320.03 Waivers. The applicant may request that the Board waive any of the requirements contained in Section 500.00 Plat Submission Requirements, the Subdivision Plan Review Checklist and any other standards contained in this regulation. All requests for waivers shall be submitted in writing and include the justification for granting the waiver. Requests for waivers should be discussed with the Board's designated representative prior to the submission of the application. The designated representative will advise the Board on the request for a waiver. All waivers shall be accepted or denied prior to the acceptance of the application. The Board shall vote to grant or deny the applicant's request for a waiver from a specific section of these regulations and the decision shall be recorded in the minutes of the meeting. In the case where a number of waivers have been requested, the Board may grant each individual waiver in separate motions or deal with the entire request in one motion.

320.04 Public Notice. A public hearing shall be held for all completed applications prior to the approval of a subdivision. The secretary will notify the applicant and/or his agent, all abutters and every engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat of the submission of an application and/or the date of the public hearing on a proposal by certified mail at least ten (10) days prior to the meeting. Public notice shall be posted in two (2) public places and printed in a newspaper of general circulation in the Town at least ten (10) days prior to the meeting. If the notice for the public hearing was included in the notice of application submission or any prior notice, additional notice of the public hearing is not required. Notice of an adjourned session of a hearing is not required provided that the date, time and place of the adjourned session is announced at the prior meeting.

wetland
[illegible]

320.06 Minor Subdivisions. Minor subdivisions, lot-line adjustments and lot consolidations shall follow the same application procedures as other subdivisions; however, they may receive expedited review by the Board where deemed appropriate. Minor subdivisions which do not create lots that are further subdividable may be accepted and approved in one meeting provided the application has been properly noticed and the required information has been provided to the Board to make an informed decision. Applications for lot consolidations must include a notarized, written statement by the owner that the lots being consolidated are not subject to separate mortgages or other encumbrances.

320.07 Action on a Completed Application. The Board shall act to approve, conditionally approve or disapprove a completed application within sixty-five (65) days of its acceptance. The Board may apply to the Selectmen for an extension of the review period not to exceed ninety (90) days. In addition, the applicant may waive the requirement for Board action within the specified time limit and consent to a mutually agreed upon extension.

If the Board has not taken action on a completed application within sixty-five (65) days of its acceptance and has not obtained an extension, the applicant may obtain an order from the Board of Selectmen directing the Board to act on the application within thirty (30) days. If the Board fails to act on the order, the Selectmen shall have forty (40) days to certify that the plat is approved unless noncompliance with some specific provision of the subdivision regulations, zoning ordinance or other ordinance is identified in writing. Failure of the Selectmen to issue

an order to the Board or act to certify approval of the plat shall constitute grounds for the applicant to petition the superior court as provided in RSA 676:4, I(c).

320.08 Approval. Approval of the subdivision plat shall be by affirmative vote of the majority of the Board present at the meeting. The plat is certified by the signatures of the Board Chairman and Secretary and the date of approval on the plat. The Board will transmit the signed and dated mylar copy of the plat to the Hillsborough County Register of Deeds (HCRD) along with the recording fees paid by the applicant. The approved plat will not be recorded until all fees have been paid by the applicant. The sale or transfer of land within the subdivision shall not take place until the approved plat is recorded at the HCRD.

320.09 Conditional Approval. The Board may grant conditional approval of an application if the remaining actions on the application: are administrative in nature; do not involve discretionary judgment by the Board; and/or involve the applicant's possession of permits and approvals granted by other boards or agencies, such as the Wetlands Board, the Department of Transportation or the Water Supply and Pollution Control Division. In these instances, final approval may be granted without further public hearing. A public hearing will be required to demonstrate compliance with the terms of all other conditions pursuant to RSA 676:4, I (i). Final approval will be granted when the conditions have been met to the satisfaction of the Board. The plat will not be recorded at the Hillsborough County Registry of Deeds until all of the conditions have been met. If the conditions are not met by the next regular monthly meeting after the date at which the conditional approval was granted, the Board will determine the appropriate action to be taken on the application.

320.10 Disapproval. If an application is not approved, the reasons for the disapproval will be clearly stated in the Board's records and in written notice provided to the applicant within ten working days of the public hearing.

* 320.11 Appeals: Appeals to the Board of Adjustment may be taken by any person aggrieved or by any officer.

677:15, I 676:5, III 28A timeline Do not Add

330.00 *Fees.*

A completed application for subdivision will only be accepted if accompanied by the required fees established in the Town of Lyndeborough Application Fee Schedule. Failure to pay the fees constitutes valid grounds for the Board to terminate further consideration of the application and to disapprove the plat without a public hearing.

Pursuant to RSA 676:4,I(g), the applicant is responsible for paying reasonable fees to cover the cost of special investigative studies, environmental assessments, legal reviews of documents, engineering studies, administrative expenses and other matters which are required for the Board to make an informed decision.

400.00 *GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND*

The applicant shall observe the following general requirements and principles for the subdivision of land. The applicant shall disclose all plans for future subdivision of a parcel at the time of application. Any additional subdivision of a lot within five (5) years of previous subdivision that results in four (4) or more total lots shall be considered a major subdivision. Where a subdivision plan would result in an undue hardship on the Town, detract from the spirit of the regulations, or substantially compromise public health, safety and welfare, a subdivision of land will not be approved.

*

401.00 ***Compliance with Subdivision Regulations:***

No subdivision of land shall occur; no land in any subdivision shall be sold or offered for sale, lease, rental, condominium conveyance or building development; and no street or utility construction shall be started until a final plat, prepared in accordance with the requirements of these regulations, has been approved by the Board, all other required permits have been issued and the plat has been recorded at the Hillsborough County Registry of Deeds.

Waiver Process

Where strict conformity to the Subdivision Regulations would result in undue hardship or injustice to the owner of the land, a subdivision plan substantially in conformity with the regulations may be approved by the Board provided the spirit of the regulations, and public health, safety and welfare are not adversely affected.

402.00 ***Compliance with Federal, State and Local Land Use Regulations.***

The subdivision plan shall comply with all applicable local land use regulations and building codes, state and federal laws or regulations. Any permit required by the proposal at the local, state and/or federal level must be obtained prior to local approval of the subdivision plan by the Board.

403.00 ***Site Analysis.***

The applicant will conduct and present a site analysis to assess the positive and negative development characteristics of the site. These may require the review of the Town's designated authority. The analysis will include, but not be limited to, the following: soils; previous land usage; topography; existing vegetation; threatened and endangered species; wetlands and surface waters; drainage patterns; groundwater resources; existing structures and road networks; existing and proposed easements; open space and visual features; historic features; impact on public services and facilities such as water, schools, fire and police; and surrounding land uses. The layout of the subdivision will be based on the site analysis. To the maximum extent possible, development will be located to preserve the natural features of the site, to avoid environmentally sensitive areas and to minimize negative impacts.

404.00 ***Land Characteristics.***

Land of such character that it cannot, in the judgment of the Board, be safely used for building development purposes because of exceptional danger to health or peril from fire, poor drainage, extreme topography or other hazardous conditions, shall not be platted for residential, commercial or industrial subdivision, nor for such other uses as may increase the danger to life or property.

405.00 ***Scattered and Premature Subdivision.***

The Board shall provide against any scattered or premature subdivision of land which would be injurious to public health, safety or prosperity because of inadequate water supply, drainage, transportation, schools and school bus transportation, fire protection or other public services, or would necessitate the excessive expenditure of public funds for the supply of such services.

406.00 ***Reserve Strips.***

Reserve strips of land that show an intent ~~of~~ on the part of the subdivider to control access to land dedicated or to be dedicated to public use shall not be permitted.

407.00 ***Lots.***

All lots shown on the plat must conform to the minimum area and dimension requirements of the zoning ordinance. A subdivision plan may be designed for cluster or planned unit

d. The area of all proposed lots denoting wetland area, dry area and total area (in acres).

e. Existing and proposed topography for the entire parcel with contour intervals not to exceed five (5) feet. ?

f. Soil types, locations of soil boundaries and accompanying information as mapped in accordance with the *Site Specific Soil Mapping Standards for New Hampshire and Vermont*, latest edition as amended.

g. The location of existing and proposed water bodies, watercourses, wetlands, rock/ledge outcrops, large trees, tree lines, natural drainage ways or other significant natural features. Any areas proposed for dredge and fill shall be noted on the plat.

h. The locations of existing and proposed stump disposal areas.

i. Any easements, buildings, utility lines or other features existing on the parcel.

j. The location of existing and proposed water and drainage systems accompanied by plans for the proposed system indicating interconnections, profiles and elevations; drainage plans will be based on a twenty-five (25) year storm.

k. Erosion and sediment control plans based on a twenty-five (25) year storm event in accordance with the standards in the ~~*Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing in New Hampshire* prepared by the Rockingham County Conservation District for~~ New Hampshire Stormwater Manual, latest edition, as amended. New Hampshire Department of Environmental Services (NH DES) ~~or the latest version available from NH DES.~~

l. The locations of proposed water supply wells, protective well radii and any proposed well radii easements.

m. The locations of the 4,000 square foot septic reserve area, test pits and test pit information for each lot, and lot identification points. ?

n. The locations and specifications for fire protection on the site.

o. The locations, names and widths of existing and proposed streets and highways showing grades, radii, cross sections at one hundred (100) foot stations, culvert locations, bridge designs and connecting stubs in conformance with the Lyndeborough Street and Road Standards.

p. Stakes set on the center line of the road with finished grades marked on them at least every one hundred (100) feet for the entire length of the roadway. move to 540.00

q. Proposed driveway locations and driveway permits.

r. The locations and dimensions of any proposed easements.

s. The location of all parcels of land to be dedicated for public use.

t. If the proposed subdivision covers only a portion of the entire tract, a statement concerning the intended future use of the remainder and a sketch of the prospective lots and future street system. The street system for the submitted portion will be considered with regard to adjustments and connections with the street system for the entire parcel.

u. The existing zoning district boundaries as designated on the Town of Lyndeborough zoning map.

v. A statement on any zoning variances granted for the parcel.

w. Any revisions made to any sheets are to be so noted in the revision block.

x. A ~~Curb cut Approval~~ Permit from the NH Department of Transportation for subdivision driveways and/or streets accessing a state highway or state maintained road and from the Road Agent for all Town roads. Driveway

y. Copies of all federal, state and local permits which may be required for the project including:

1) NH Department of Environmental Services (DES) Water Supply and Pollution Control Division (WSPCD) Subdivision Septic Approval permit;
2) NH DES ~~WSPCD Site Specific Permit~~; Alteration of Terrain Permit
3) NH Wetlands Bureau Dredge and Fill Permit; and
4) Army Corps of Engineers Dredge and Fill permit.

z. The proposed use of the subdivision (i.e. single-family, duplex, industrial, commercial).

540.00 *Field Delineation.*

The following aspects of the proposal will be delineated in the field to facilitate ease of identification during site investigations. Additional delineations may be requested by the Planning Board.

a. Wetland areas are to be flagged in the field prior to the submission of the application.
b. The center line of all proposed roads will be staked. rev 530.00 (p)
c. Refer to 720.00.

550.00 *Final Plat.*

The applicant shall submit six (6) paper copies of the complete proposal, one (1) mylar original in permanent black ink and one mylar copy for each page of the final plat to be recorded in conformance with the standards of the Hillsborough County Register of Deeds. All six (6) paper copies and the two (2) mylar ~~copies~~ shall be signed and dated; five (5) paper copies will remain with the Town and one (1) will be for the applicant's records. The mylar original, containing all of the basic information for the subdivision including all applicable permit numbers, will be dated and signed by the Chairman and the Secretary of the Board and recorded at the HCRD. The approval signature block shall provide adequate space for the necessary endorsement by the proper authorities, and read: "Approved by the Lyndeborough Planning Board on _____, Certified by _____, Chairman and by , Secretary or designated member."

why 5? what happen to mylar copy?

Continue to July 2019 meeting

600.00 *PERFORMANCE GUARANTY*

As a condition precedent to the issuance of any permit for construction associated with an approved subdivision and/or any site work, the owner or his agent shall file with the Building Inspector a certificate from the Town's Administrative Assistant indicating that a performance guaranty has been posted for the project. The performance guaranty shall be in an amount sufficient to ensure the satisfactory completion of all necessary improvements noted on the approved subdivision, including but not limited to: road construction or completion; drainage systems; public improvements; erosion and sedimentation control structures; fire safety structures; and other improvements specified on the approved plan. The amount of the guaranty will be based on an estimate of costs provided by the applicant and a review of the estimate by the Board's consulting engineer, the cost of which will be paid by the applicant. The guaranty shall be in the form of a performance bond, cash bond or an irrevocable letter of credit. The guaranty shall be approved for form and surety by the Board of Selectmen. The release of the guaranty shall be conditioned on the satisfactory completion of the roads and other improvements within two (2) years of the date the guaranty was issued. Bonds may be extended beyond the initial two (2) year period at the request of the developer and with consent of the Guarantor, and with approval by the Board. Failure to satisfactorily complete all improvements as shown on the approved plan will result in the Town calling the guaranty and performing the required improvements.

~~of Selectmen~~

700.00 *DESIGN STANDARDS.*

Site improvements shall be designed, installed and constructed in conformance with the standards contained in these regulations and any standards contained in the appendices.

?

development provided all requirements of these regulations and applicable sections of the zoning ordinance are met. Unconventionally shaped lots created for the sole purpose of meeting minimum lot size or road frontage requirements shall not be permitted.

Where extra width has been dedicated for widening of existing streets, lots shall begin at the edge of the new right-of way and all setbacks shall be measured from this line.

408.0 ***Driveways.***

Sightline PGP Compare

Driveway permits must be obtained from Town or state officials and included in the subdivision package. For major subdivisions, the distance between driveways shall be at least twice the distance of the required frontage. No driveway shall be located closer than hundred-fifty (150) feet from a roadway intersection. Minimum required sight distance is ten (10) feet times the speed limit of the road to which the driveway enters measured at a height of three (3) feet. Shared driveways are permitted to serve as access to all legal frontage lots. A shared driveway can serve a maximum of four dwelling units. Site distance shall be documented on plan. Drainage must be constructed in accordance with the Lyndeborough Town Regulations. All driveways entering on a paved road shall install a paved apron for a minimum of twenty-five (25) feet from the edge of the pavement. All private roads entering on a paved road shall install a paved apron for a minimum of fifty (50) feet from the edge of the pavement. Each driveway shall provide an adequate turnaround area to prevent backing onto a public road.

409.00 ***Septic Systems and Water Supply.***

Town approval

Safe disposal of all human and domestic wastes is necessary to protect the health of the individual family and the community. To accomplish this, wastes must be disposed of so that they will not: contaminate drinking water supplies; give rise to a public-health hazard by being available to insects, rodents or other possible carriers that may come into contact with food or drinking water; give rise to a public health hazard by being accessible to children; violate laws or regulations governing water pollution on sewage disposal; pollute or contaminate the waters of any bathing beach or stream used for public or domestic water supply purposes or recreation purposes; and give rise to nuisance due to odor or unsightly appearance.

1. Where a subdivision of land proposes to create a lot that will not meet the NH DES Water Supply and Pollution Control Division *Subdivision and Individual Sewage Disposal System Design Rules, Env-Ws 1000,* or subsequent state regulations, municipal regulations and the requirements listed below shall not be approved by the Board.

2. The use of leach field beds built above natural ground level is discouraged in all subdivisions.

409.01 <u>Test Pits.</u>

How?

1. It shall be the responsibility of the applicant or his agent to provide necessary state approvals for the installation and operation of an individual sewage disposal system. In subdividing parcels with existing dwellings, the applicant must demonstrate to the satisfaction of the Board that the existing septic system is in good working order.

Who?

2. Prior to refilling, all test pits shall be inspected by an official representative of the Town of Lyndeborough, duly designated to inspect test pits for the purposes of these regulations.

3. The number and location of test pits and percolation tests shall be determined in consultation with the Board. All test pits and percolation tests shall be logged, recorded and located on the plan. At least one test pit must be dug on every lot at the location of the proposed leach field. All test pits shall be dug to a depth of ten (10) feet or refusal if ledge. Information on depth to ledge, clay, or hardpan layers, existing and seasonal high water table shall be provided for each test pit.

4. The schedule for site visits and test pits is the responsibility of the applicant and shall only be done at regularly scheduled Planning Board meetings.

Very restrictive

5. No test pits or site visits will be conducted November 15th through March 15th and any other time when the land is covered by snow.

who ?

6. All major subdivisions shall be reviewed by the Town's designated soil scientist, particularly with regard to test pits.

409.02 Wells.

*

1. Wells must have a seventy-five (75) foot radius in accordance to *NH DES Water Supply and Pollution Control Division Subdivision and Individual Sewage Disposal System Design Rules, ENV-Ws 1000* or subsequent state regulations.

2. The protective well radius must be located entirely within the individual parcel; however it can be located within the setback. *

410.00 ***Soils Information.***

The purpose of this section is to assure that the land indicated on plats submitted to the Planning Board is of such character that it can be used for building purposes without danger to public health. The subdivision or site plan shall provide soil maps and information in accordance with the *Site Specific Soil Maps for New Hampshire and Vermont*, SSSNNE Special Publication No. 3, June 1997, as updated and amended. The maps shall be prepared and stamped by a certified soil scientist. All costs of preparing the soil data shall be borne by the applicant.

Wetlands

411.00 ***Additional Studies.***

The Board may require the applicant to conduct and submit additional studies needed to assist the Board in making an educated and informed decision on the proposal including, but not limited to, traffic, fiscal impact, recreation, public service and environmental impact analyses. All major subdivisions will require a fire protection analysis by the Lyndeborough Fire Chief, or by a fire protection designee.

412.00 ***Visual Quality.***

Need to require these items to be located & shown on plans

In examining and passing upon a proposed subdivision, the Board may make recommendations to the applicant relating to earth movement and retention of natural cover in order to preserve the natural, visual quality of Lyndeborough and its environs. Due regard shall be shown for all natural features, such as large trees, water courses, stone walls, scenic points, historic spots and similar community assets which if preserved will add attractiveness and value to the subdivision.

413.00 Easements.

The language of all easements shall be approved by the Planning Board after review with Board of Selectmen. An application will not be approved by the Board until all easement language has been reviewed and approved by Board of Selectmen, and the approved version shall be provided to the Board for recording at the HCRD. If the Board of Selectmen determines that the proposed easement language requires Town Counsel review, the applicant shall be responsible for the cost of the review.

413.01 Drainage. Proper drainage easements shall be provided for the purpose of maintaining proposed drainage structures, sedimentation/detention ponds or similar runoff control structures such as headwalls, rip-rap slopes, etc. The easements shall also provide for flowage rights across the subdivision property.

413.02 Slopes. Slope easements shall be provided for the purpose of maintaining roadway slopes outside of the road right of way.

413.03 Conservation. Conservation easements, where required, shall be provided for the purpose of preserving natural features and access by public officials.

413.04 Temporary. Temporary easements shall be provided for the purpose of operating and maintaining temporary roadway facilities, such as temporary cul-de-sacs or turn around, access roads, etc.

414.00 Legal Documents.

Legal documents, including but not limited to easements, restrictive covenants, ~~or~~ and/or other documents affecting legal title to the property, shall be submitted to the Board and approved in form and substance by the Board of Selectmen prior to the approval of the subdivision. All legal documents shall be filed in final form with the Board for recording at the HCRD.

415.0 Fire Protection.

All major subdivisions will require an adequate water supply source if recommended in the fire protection analysis.

Note of Clarification: An adequate water source requires a year-round, available water supply.

500.00 PLAT SUBMISSION REQUIREMENTS

The following guidelines are designed to provide the Board with the information necessary to make informed decisions and to establish a uniform format for plat layout.

510.00 Plat Standards.

The applicant shall file six (6) copies of the subdivision plat, any associated information, or additional requested information with the Board. The applicant shall also provide three (3) sets of pre-addressed mailing labels for all abutters to the proposed subdivision. All plats shall conform to the standards established below and contain as a minimum the following:

a. a standard title block, contained in *Appendix A* which includes: the proposed subdivision name, name and address of the owner of record, name of the subdivider and engineer or surveyor, and the date of the first draft located in the lower right corner of the plat;

b. the tax map and lot number(s) of the parcel(s) being subdivided and the zoning district~~s~~ (s) within which it is located;
c. the signature of the owner or his/her designated (in writing) representative;
d the name and business address of every engineer, architect land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board; , wetland scientist
e. the seal and signature of a land surveyor licensed in the state of NH;
f. the seal and signature of a professional engineer licensed in the state of NH (where required for engineering designs);
g. horizontal scale not to exceed one hundred (100) feet to the inch;
h. a bar scale for the plat;
i. sheet size 22 x 34 inches;
j. separate sheets shall be numbered consecutively, showing their relationship to each other;
k. a margin of at least one (1) inch shall be provided outside ruled border lines on three (3) sides and at least two (2) inches along the left side for binding;
l. the purpose of the subdivision;
m. lots will be numbered consecutively starting with one (1);
n. signature block located in the lower right above the title;
o. place for the recording of the HCRD number and date recorded above the signature block;
p. a locus map depicting the site with regard to surrounding development at a scale of the Town's base map;
q. north arrow; basis of bearing;
r. a revision block sectioned off to record the date and the changes of each revision; and
s. a "notes" section for information relative to the plan.

520.00 *Abutting Property Information.*

The following information shall be provided on the plat for all abutting properties:

a. tax map and lot numbers;
b. the names and addresses of owners of record; deed reference add
c. abutting subdivision names;
d. the names, locations and dimensions of existing ~~streets~~ Rail, Streets, easements, setbacks, ~~alleys~~, ~~parks~~ and public open space; No change
e. the location of existing buildings, septic system leach fields, water supply wells and protective well radii within one hundred (100) feet of the property boundaries;
f. the location of property lines; and
g. the location of existing driveways within two hundred (200) feet of the property boundaries.

530.00 *Subdivision Information.*

The applicant shall provide the Board with the following information regarding the parcel to be subdivided.

a. Information on any deed restrictions, covenants or other encumbrances relative to the parcel(s) being subdivided.
b. A boundary survey for the entire parcel including bearings, distances and the location of permanent markers with a maximum error of closure of one (1) part in ten thousand (10,000).
c. The locations, bearings and distances of proposed lot lines, including length of frontage on a public right-of-way, and the location of monuments, pins and drill holes clearly and accurately identified on the plan and in the field.