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H01694.N4 N62 1993

DRAFT 5/11/93

Town Of Newfields

Subdivision Regulations

Prepared for the Town of Newfields by the
Rockingham Planning Comission

This report was funded in part by a grant from the Office of State Planning, New Hampshire Coastal Program, as authorized by the National Oceanic and Atmoshperic Administration (NOAA), Award Number NA170Z0311-01.

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LAND SUBDIVISION CONTROL REGULATIONS

SECTION 1 AUTHORITY

~~Pursuant to the authority vested in the Newfields Planning Board by the voters of the Town of Newfields and in accordance with the provisions of Chapter 36, Sections 19-29, N.H. Revised Statutes ANNOTATED 1955, as amended, the Newfields Planning Board adopts the following regulations governing the subdivision of land in the Town of Newfields, New Hampshire.~~

Pursuant to the authority vested in the Newfields Planning Board by the voters of the Town of Newfields at the Annual Town Meeting of March ___,_____, and to the authority granted to the Planning Board under Chapter 674:35-39 of the Revised Statutes Annotated of New Hampshire of 1993, as amended, the Planning Board hereby adopts the following regulations governing the subdivision of land in the Town of Newfields.

These regulations shall be known, and may be cited as, the "Town of Newfields Land Subdivision Regulations," hereinafter referred to as "Subdivision Regulations." The current set of Regulations revise and replace the Newfields Land Subdivision Regulations of _____, as amended, and take effect upon adoption by the Board and filing with the Newfields Town Clerk in accordance with RSA 675:6. A copy shall also be filed with the New Hampshire Office of State Planning in accordance with RSA 675:9.

~~Adopted Public Hearing December 17, 1974.~~

SECTION 2 - PURPOSE AND INTENT

The purpose of these regulations is to provide for Planning Board review and approval or disapproval of all subdivision, consolidation, lot line adjustment, and easement plans (and subsequent revisions thereto). It is the intent of the Newfields Planning Board to provide for the orderly present and future development of the Town of Newfields, therein promoting the public health, safety, convenience and welfare of the residents. The Newfields Planning Board specifically adopts the provisions of New Hampshire Revised Statutes Annotated, Chapter 674:36, and it is the stated purpose of these regulations to provide against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire department or other public services, or necessitate an excessive expenditure of public funds for the supply of such services. It is the intent of the Newfields Planning Board to promote the utilization of sound development standards.

SECTION 3 - CONFLICTING PROVISIONS AND VALIDITY

Whenever the regulations made under the authority hereof differ from those prescribed by any statute, ordinance, or other regulations, that provision which imposes the greater restriction or the highest standard shall govern.

If any section, clause, provision, portion or phrase of these regulations shall be held to be invalid or unconstitutional by any court of competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of these regulations.

SECTION 4 - JURISDICTION

The provisions of these regulations shall apply to all land within the boundaries of the Town of Newfields.

4.1 Subdivisions. Any person proposing to subdivide land in the Town of Newfields must apply to the Planning Board for approval of such subdivision.

A subdivision application must be made and approved before any offer to sell, rent or lease a proposed subdivision or part thereof before any construction, land clearing or building development is begun, before any permit for the erection of any building may be granted, and before a subdivision plat may be filed with the County Registry of Deeds.

4.2 Permits. No building permit may be issued for the construction or alteration of any building or structure within the purview of these Regulations until a copy of an approved subdivision plat has been presented by the applicant to the Building Inspector.

SECTION 5 DEFINITIONS

~~A. Abutter means the owner of record of a parcel of land which is contiguous, at any point, to the parcel being subdivided.~~

5.1 Abutter means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. 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 land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condiminium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined by RSA 356-B:3, XXIII.

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

5.3 Approval, Conditional means an expression by the Board that the preliminary plat appears to satisfy all requirements established herein for the preliminary plat submission phase. Conditional Approval does not constitute, nor should it be construed as, approval, either implied or granted, of the final plat, nor does it bind the Board to approval of the final plat or any portion thereof.

5.4 Board means the Planning Board of the Town of Newfields.

5.5 *Completed Application - A final site plan review plat and application form submitted with all information, materials, and fees required by the Board, as stated within these regulations.*

5.6 *Developer - Any individual proposing development of land within the Town of Newfields.*

5.7 *Development - Any construction or grading activities on real estate for other than agricultural and silvicultural (tree care and harvesting) practices.*

5.8 *Disturbed Area - An area where the natural vegetation has been removed exposing the underlying soil.*

5.9 *Engineer means the duly designated engineer of the Town of Newfields or, if there is no such official, the planning consultant or official assigned by the Newfields Planning Board.*

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

5.11 *Highly Erodible Soils - Any soil with an erodibility class of high or very high, in any horizon, as found in the table entitled Erodibility (K) Values Of B And C Horizons For Soils Of New Hampshire of the "Erosion and Sediment Control Design Handbook For Developing Areas Of New Hampshire". (Copy available at Planning Board office)*

5.12 *Final Plat means the final map, drawing or chart on which the subdivider's plan of subdivision is presented to the Board for approval, and which, if approved, will be submitted to the Register of Deeds of Rockingham County for recording.Plats must be drawn in ink on mylar for recording purposes. A margin of at least one inch shall be provided outside ruled border lines on three sides and of at least two inches along the left side for binding. Only the following sizes are currently accepted at Registry for recording: 8 1/2" x 11"; 11" x 17"; 17" x 22"; 22" x 34".*

5.13 *Lot Line Adjustment - The minor change of boundary lines between two abutting parcels that does not result in the creation of any new building lots. Requirements for completing a lot line adjustment through the Newfields Planning Board are found in Addendum B of the Town's Subdivision Regulations.*

5.14 *PLANNING BOARD AGENT - The planning consultant, official, recording agent, or other person(s) assigned by the Board to perform plan review and other such duties.*

5.15 *Preliminary Plat means a plat prepared as required in Section V and submitted to the Board prior to preparing the Final Plat.*

5.16 *Project Area - The area within the subdivision or site plan boundaries.*

5.17 *Road Agent - Town representative appointed by the Board of Selectmen to issue driveway permits, inspect the construction of new roads and act on*

the Towns behalf in other matters dealing with roads in Town.

5.18 Sediment - Solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.

5.19 Stream - A stream that flows for sufficient times of the year to develop and maintain defined channels but may not flow during dry portions of the year. Includes but is not limited to all perennial and intermittent streams located on U. S. Geological Survey Maps.

5.20 Street means and includes any accepted street, avenue, boulevard, road, alley, highway or other accepted way exclusive of driveways serving not more than two adjacent lots. Streets also include the entire right-of-way.

~~Subdivider means the owner of record of land to be subdivided, or the agent of any such owner.~~

5.21 Subdivider - An individual, firm, association, syndicate, partnership, corporation, trust, or any other legal entity or agent therefore that undertakes the subdivision of land in the Town of Newfields.

5.22 Subdivision - The division of a 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, the creation of one or more new streets or the extension of existing streets. 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. In addition, the grant of an easement in gross to a public utility for the purpose of placing and maintaining overhead and 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 construed as a subdivision, and shall not be deemed to create any new division of land for any other purpose.

~~J. Subdivision means 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 or of the building development. It includes re-subdivision 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.~~

5.23 Subdivision Minor means the subdivision of land into three or fewer lots with no potential for re-subdivision, or fourth subdivision and requiring no new roads, utilities or other municipal improvements.

SECTION 6 GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND

The subdivider shall observe the following general requirements and principles of land subdivision.

6.1 Compliance with Regulations. No subdivision of land shall be made, and no land in any subdivision shall be sold or offered for sale or lease, 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, and other required permits have been obtained from appropriate State, Federal and local agencies. The subdivider shall familiarize himself with all State and Town regulations relative to health, buildings, roads and other pertinent data, so that he is aware of the obligations and standards expected. The subdivider may avail himself of the informal assistance of the Board before preparation of applications or plans.

6.2 Character of Land for Subdivision. All land to be subdivided shall be, in the judgement of the Board, of such character that it can be used for building purposes without danger to public health or safety, or tot he environment. Land subject to periodic flooding, poor drainage or other hazardous conditions, shall not ordinarily be subdivided. Land with inadequate capacity for sanitary sewage disposal shall not be subdivided, unless connected to public sewers. Plats for the subdivision of land shall conform with all regulations of the Board, the *Newfields* Zoning Ordinance, the *Newfields* Sanitary Code and other applicable by-laws, ordinances and regulations at both state and local levels.

6.3 Land on Private Rights of Way. Land without frontage on an existing or proposed street shall not be subdivided, nor shall any subdivision of land result in the creation of a lot or parcel without frontage on a public street.

6.4 The proposed subdivision shall conform to the zoning ordinance of the Town of Newfields. Where strict conformity to the Subdivision Regulations would cause undue hardship or injustice to the owner of the land, a subdivision plan substantially in conformity with regulations may be approved by the Board provided that the spirit of the Regulations and public convenience and welfare will not be adversely affected. *(See Section 8.2.16 below regarding procedure for the granting of a waiver from the Town of Newfields subdivision regulations.)*

6.5 In all subdivisions, due regard shall be shown for all natural features such as large trees, water courses, historical spots, and similar community assets which, if preserved, will add attractiveness and value to the property.

6.6 Reserve strips of land which, in the opinion of the Planning Board, show an intent on the part of the subdivider to control access to land dedicated or to be dedicated to public use shall not be permitted.

6.7 There shall be adequate width and area on every lot after the erection of a residence to permit the parking within the lot of at least ~~one~~

(two?) car*(s)* for each family dwelling unit.

6.8 Scattered and Premature Subdivision. As provided in RSA 674:36.

The Planning Board may decline to approve a subdivision which it finds to be "scattered and/or premature" and which would, if approved, involve danger or injury to health, safety, or property by reason of the lack of water supply, drainage, sewerage, transportation, schools, or other public services and/or which would require excessive expenditure(s) of public funds for the supply of such services.

It is intended that this regulation shall promote balanced, responsible and desirable growth and to control the timing of development by avoiding haphazard, scattered and uncoordinated development. The evaluation which follows recognizes that development may be deemed "scattered and/or premature" if it involves or could involve the lack of, or would require an excessive expenditure of public funds to provide services, or would result in a cumulative neighborhood environment with respect to any or all of the following:

Distance to the nearest elementary school and effect on school bus transportation;

Potential fire protection problems owing to location and/or other special conditions relating to the development;

Potential police protection problems owing to location and/or other special conditions;

Potential snowplowing and other road maintenance problems owing to location;

Potential problems relating to collection of trash owing to location or other special conditions;

Inadequacy of access streets or roads and/or sidewalks;

Potential problems relating to on-site water supplies and/or sewerage disposal systems;

Inadequacy of water supply for fire protection purposes;

Potential drainage impact problems;

Conditions otherwise requiring excessive expenditure public funds; and

Other potential problems within the meaning and purpose of this Section.

If it is determined by the Planning Board that the proposed subdivision is, using the above criteria, scattered or premature unless special off-site improvements are made, including with respect to adversely impacted services, the Planning Board may require the developer to make such

improvements or to address such adverse impacts on facilities or services as conditions to the approval of the subdivision. These may consist of but not be limited to the following:

Improve any access street, existing or to be constructed to appropriate street and road standards, whether or not the Town does or will own these;

Build or reconstruct sidewalks if these be deemed necessary to the public safety;

Construct static water supplies with dry hydrants for fire protection purposes;

Provide such traffic control facilities as are deemed necessary for the public safety.

The Planning Board will consider all impacts of the proposed subdivision on facilities and services and may, if it deems necessary, apportion to the developer those costs which can be properly assessed against the development as are found to be required because of the development.

If it is determined by the Planning Board that the proposed subdivision, using the above criteria, is scattered and/or premature and that the off-site improvements cannot be made to cure the adverse conditions, the Planning Board may decline to approve such subdivision until at such time as these adverse conditions are determined by the Planning Board to be curable.

6.9 Areas set aside for parks and playgrounds to be dedicated or to be reserved for the common use of all property owners by covenant in the deed, whether or not required by the Board, shall be of reasonable size and character for neighborhood playgrounds or other recreational uses.

6.10 In areas not currently served by public sewer systems it shall be the responsibility of the subdivider or his agent to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of an individual sewage disposal system. Such information shall consist of the report of the Engineer regarding percolation and pit test. The subdivider or his agent shall be required to provide the necessary equipment and labor for the making of these tests.

6.11 Open Space. In ~~the~~ subdivisions of five or more lots the Board may require that the plat show one or more sites of character, size, shape and location suitable to be used as a neighborhood open space or park of an area not to exceed 15% of the total area of the subdivision. This open space may be offered for dedication to the town or remain privately owned, provided that sufficient legal restrictions, are recorded in the deeds deemed by town counsel to be sufficient to assure its permanent use as open space.

6.12 Performance Bond. Except in the case of a subdivision in which each lot is on an existing, improved and accepted street, no final plat filed with

the Board shall be approved until the subdivider shall have completed all improvements in accord with these and all other State and Town regulations and ordinances or until the subdivider has filed with the Board, security in an amount equal to the estimated cost as prepared by the Board's Engineer to complete the construction of the streets, public improvements, drainage structures, and other utilities, together with maps, plans, and supporting data, accompanied by either: **Amended March, 1988**

6.12.1 A surety bond, issued by a surety company authorized to do business in New Hampshire, to be filed with the governing body in form and amount satisfactory to it; or

6.12.2 Cash, or savings bank book properly endorsed to the Town, in an amount to be determined by the governing body, and to be deposited with it.

6.12.3 A letter of credit in an amount and form approved by the Board after consultation with Town Counsel. **Adopted March, 1988**

In the case of electric lines or other utilities to be installed by a public utility corporation or a municipal department, a statement shall be received in writing from such public utility, corporation or municipal department that the work will be done within a reasonable time and without expense to the Town and that the utilities will be placed underground, if this has been agreed.

Each approval of a plat shall contain a time limit within which streets and public improvements shall be completed, not to exceed 3 years, unless extended with the owner's consent by the Board.

Upon completion of improvements and approval by the Town agent, surety covering maintenance of roads and improvements for a period of 2 years from completion may be required in an amount based on the cost of such improvements, as approved by the governing body.

The performance guaranty shall not be released until the governing body has certified completion of the public utilities and improvements in substantial accordance with the requirements, and deeds covering the land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights-to-drain onto or across private property are submitted in a form satisfactory to ~~the~~ Town Counsel. All recording fees shall be borne by the subdivider.

6.13 Minor Subdivisions. ~~For a minor subdivision, the Board may waive the filing of a preliminary plat.~~ Submission documents for minor subdivisions shall be as required for final plats. All State and local approvals shall be obtained as required elsewhere herein, prior to final

approval by the Board.

6.14 *The arrangement of streets in the subdivision shall provide for the continuation of the principal streets in adjoining subdivision or for their proper projection when adjoining property is not subdivided.*

6.15 *Permanent concrete or granite monuments shall be set as required.*

6.16 *In accordance with NH RSA 674:4,I (g) the applicant shall be required to pay all reasonable costs or fees for special investigative studies and the review of documents, which are particular to the application, in addition to administrative and notification fees as required by the Board.*

6.17 *The Board may make a visual on-site inspection of any proposed subdivision at any stage of the proposal, after prior arrangements are made with the applicant or land owner. Inspection is to be at such time when the site is free of snow cover, unless the Board is otherwise satisfied that such inspection is not required.*

6.18 *If a plan is withdrawn prior to hearing notification for the plan, no further action is required by the Board, and it will be considered terminated. One copy of any such plan(s) shall be retained for Board files.*

6.19 *Approval of the plan by the Board shall not constitute an acceptance by the Town of any proposed street, highway, park or other public open space.*

6.20 *In accordance with state law any developments which are likely to have impacts beyond the boundaries of the Town of Newfields shall be processed by the Newfields Planning Board according to the procedures established in RSA 36:54-58.*

6.21 *In the case where an owner of contiguous land which is located in more than one municipality applies to the Newfields Planning Board for subdivision the proceedings will be done in conformance with the standards outlined in RSA 674:53, Land Affected by Municipal Boundaries.*

6.22 *Pursuant to RSA 674:36, III the Board may require special improvements on or off-site, which it deems reasonably necessary or desirable for the conditions or circumstances relative to the particular subdivision. Any such special requirements shall be stated in writing in the minutes of the Board with the reasons therefore. The Planning Board may require, either that the applicant contruct the improvements in whole or in part, or reimburse the municipality or any other party who, at the direction of the municipality, undertakes such improvements. The applicants responsibility for such improvements is limited to that portion of the cost of the improvements which bears a rational nexus to the needs created by, and special benefits conferred upon, the subdivision, taking into consideration the municipality's ability to pay for such improvements.*

SECTION 7 PROCEDURE

~~A. Application. Whenever any subdivision is proposed to be made and before any contract for the sale of, or offer to sell, such subdivision or any part thereof shall have been negotiated, and before any application for a permit for the erection of a structure thereon shall be made, the owner thereof or his agent, shall apply in writing to the Board for approval of such subdivision.~~

~~Pursuant to RSA 676:4 I (g) reasonable fees may be imposed by the Planning Board to cover its administrative expenses and the costs of special investigative studies, review of documents and other matters which may be required by particular applications. **Adopted 1/19/87**~~

~~B. Preliminary Plat. Application for Conditional Approval for a Preliminary Plat shall be submitted to the secretary of the Board by the subdivider or his authorized agent on a form to be supplied by the Board. The application fee is identified as $105.00 or $35.00 per lot, whichever is greater. **Adopted 2/4/87** Such application shall be submitted not less than 15 days prior to a regular meeting of the Board, or his agents and may hear and confer with other parties whose interest may be affected by, the proposed plat. After such discussion the Board shall communicate in writing to the developer the specific changes, if any, which it will require in the preliminary plat, and the amount of construction or improvements it may require as a prerequisite to the approval of the final plat. The Board may disapprove of the preliminary plat, in its entirely, but shall state its reason for such disapproval. The Board shall give conditional approval or approval with modifications only to authorize the preparation of the final plat. The Board may hold a public hearing on the preliminary plat, if it is deemed desirable.~~

~~If the applicant intends to submit a final plat for Approval on only a portion of the total land owned or controlled, the preliminary plat submission shall cover the entire area of the tract, and shall indicate the approximate outline and sequence of those portions of the tract for which subsequent plats will be submitted, as well as all contiguous land in which the subdivider and/or his agent have an interest. Conditional Approval of a preliminary plat shall be valid for a period of 9 months from date of such Conditional Approval, unless extended in writing by the Board.~~

~~C. Final Plat. The subdivider after conditional approval, or approval with modifications, given by the Board with respect to the preliminary plat, shall within 9 months thereafter file for approval of the final plat. Submitted material shall be complete as described in Section VI. The Board shall place the matter on its agenda for consideration within 30 days of receipt. The subdivider shall tender offers of session in a form certified as satisfactory by the Town Counsel of all land included in streets, highways or parks not specifically reserved by him, but approval of the plat by the Board shall not constitute an acceptance by the Town of the dedication of any street, highway, part or other public open space.~~

~~D. Public Hearing. No plat shall be approved or disapproved by the Board without affording a hearing thereon. All abutters shall be notified of said hearing by certified or registered mail not less than five days before the date fixed therefor. The applicant shall be notified of said hearing by certified or registered mail, with return receipt requested, stating the time and place of~~

~~such hearing.~~

~~E. Approval. The Board shall within 90 days from the date of submission of the final plat and all material as required in Section VI, approve of disapprove the plat in accordance with Section 23, Chapter 36, N.H. Revised Statutes Annotated 1955. Approval shall be certified by written endorsement of the plat and signed by the Chairman and/or Secretary of the Board. If the Board approves the plat, the Chairman or Secretary of the Board shall transmit a copy of such approval in writing to the Register of Deeds of Rockingham County.~~

~~F. Certificate of Failure to Take Action. The Town Clerk is hereby specified as the municipal officer who shall issue on behalf of the Planning Board a certificate of failure on the part of the Planning Board to take action on approval or disapproval of a plat submitted to it, as provided by Chapter 36, Section 23, N.H. Revised Statutes Annotated 1955.~~

~~G. Acceptance of Streets and Open Space. No street or open space will be accepted by the Town until such time as all improvements have been carried out as shown on the final plat, in accord with the requirements of these regulations, and subject to any conditions established by the Board at the time of final plat approval.~~

~~H. Review and Inspection Fees. Charges incurred because of technical review of documents or professional interpretation of data for either or both the preliminary plat and/or the final plat shall be paid for by the applicant before approval of either the preliminary and/or final plat. The costs incurred by the Town in having the required improvements inspected professionally shall also be borne by the applicant. Prior to endorsement of approval of the final plat, the Board's Engineer shall prepare a cost estimate for the required improvements. This amount shall be used to determine the Performance Bond requirements of Section IV, L herein, and also the amount for inspection fees. Prior to endorsement of the final plat, the applicant shall deposit with the Town Treasurer, a sum equal to two (2) percent of the estimated cost of the required improvements. The amount deposited under this provision shall be used by the Treasurer for the purpose of paying the Board's Engineer to make the required and/or necessary inspections. Refunds of unused money will be made to the applicant, however, overdrafts must be paid prior to release of any Performance Bond filed with the Town. Adopted March 1988~~

7.1 <u>Preapplication Review</u> The Newfields Planning Board may provide for preapplication review of plats in accordance with RSA 676:4, II,a-c, as follows: (These steps are optional however.)

7.1.1 <u>Preliminary Consultation Phase</u>: A preliminary consultation with the Board shall enable a developer to review basic concepts of the proposal, request suggestions which might be of assistance in resolving problems with meeting requirements during final consideration. Such consultation shall not bind either the applicant or the Board and statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken. The Board and the applicant may discuss proposals in conceptual form only and in general terms. Such discussion may occur without giving formal public notice. Such discussions shall

only take place at formal meetings of the board.

7.1.2 It is recommended that the applicant submit the following information for the preliminary consultation with the Board:

7.1.2.1 Correct names and mailings addresses and zip codes of owner(s) of record (and applicant, if different), and a brief discription of the proposal.

7.1.3 <u>Design Review Phase</u>: The Board or its designees may engage in non-binding discussions with the applicant beyond conceptual and general discussions which involve more specific design and engineering details provided, however, that a list of abutters has been previously provided to the Board or its agents and proper notice to said abutters and the general public has been made. Statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any subsequent action taken.

7.1.3.1 When meeting with the Planning Board under the design review phase option, a rough sketch of the site should be provided which shows the following:

1. *Location of lot lines.*
2. *Lot measurements.*
3. *Streets surrounding site.*

7.1.4 The applicant may elect to forego or engage in the preapplication review or either phase thereof and proceed directly to the formal application process.

7.1.4.1 Preapplication review shall be separate and apart from formal consideration as described under, "7.2 Formal Application Process," and the time limits as described under Section 7.4 shall not apply until formal application is submitted, deemed complete by the Planning Board and formally accepted.

7.2 <u>Formal Application Process</u>

Whenever any subdivision is proposed to be made, and before any sale of lot(s) occurs or application for a permit for the erection of a structure thereon shall be made, the owner thereof or his agent (agent to be designated, in writing, to the Board) shall apply, in writing, to the Planning Board of the Town of Newfields for approval of such subdivision.

The applicant shall file the completed application with the Board or its agent at least <u>20 days</u> prior to the meeting at which the application will be accepted. A completed application shall be submitted to and be accepted by the Board at Public Meetings (3rd Thursday of the month). All applications shall contain the information and documents required by Sections 6 and 8 of these regulations, as well as the following:

7.2.1 Five (5) copies of the Plat showing all of the information required in Sections 6 and 8 of these regulations.

7.2.2 A list of names and mailing addresses of the present owners of all of the property abutting the land to be subdivided including those across any road or river.

7.2.3 Certification of the Director of Public Works that he has inspected the proposed road profiles, locations, and grades and finds the plans adequate.

7.3 The Subdivider shall bear the following costs at the time of application:

7.3.1 A fee assigned to each lot to cover the costs incurred by the Board.

7.3.2 A secretarial fee.

7.3.3 Cost of certified mailings for each landowner abutting the proposed subdivision. Notice to abutters shall be made by Planning Board 10 days prior to date of formal submission of application by certified mail, return receipt requested.

7.3.4 A fee to cover the costs of publication of a legal notice in a paper of general circulation.

7.3.5 In the event that the abutters' hearing is defaulted for any reason, or additional hearings are required.

7.3.6 The subdivider shall bear the following costs to be paid before the subdivision mylar is signed by the Planning Board:

7.3.6.1 A fee to cover the costs of making appropriate changes to the Newfields tax maps.

7.3.6.2 The costs incurred as a result of review by the Town's consultants.

7.3.6.3 The cost of recording the original mylar and securing two copies of said plan at the Rockingham County Registry of Deeds.

7.3.6.4 Any and all costs deemed necessary by the Planning Board in excess of the above shall be paid by the applicant before the final approval.

7.4 <u>90-Day Period and Hearings</u>:

7.4.1 The Planning Board will accept the application as complete and will begin the review process if the application includes:

1) the plan for the proposed subdivision of land incorporating the requirements of Sections 6 and 8 of these

regulations,
2) the list of current abutters,
3) letter of intent,
4) letter of authorization (if required),
5) a copy of the deed, and
6) the money to cover all fees.

The 90-day period called for in RSA 676:4 I(c) shall begin upon acceptance by the Board of a completed application as described in 1-6 of this paragraph. The minutes of the meeting shall indicate which, if any, applications are accepted for review.

Should an application be found incomplete, the Board shall notify the applicant requesting that the necessary documentation be submitted and informing the applicant that no further consideration of the application can be made until the application is complete.

7.4.2 Before making any decision to approve or disapprove the plat, the Board will hold a hearing at which all of the abutters and other interested parties will be allowed to speak. All abutters will be notified of the hearing by certified mail, return receipt requested, at least 10 days before the hearing (in accordance with RSA 676:4,I,(d)). During the public hearing, the Planning Board will take testimony from the applicant, questions by members of the Board and questions from any abutters present and any members of the public present with an interest in the proceedings.

7.4.3 The Planning Board and such other appropriate Town agencies or agents, may choose to arrange an inspection of the proposed site with the applicant. The applicant and/or landowner is requested to attend the inspection.

7.4.4 The Planning Board shall have the authority to finally approve an application which conforms to the Newfields Zoning Ordinance or has received proper variances from the Newfields Zoning Ordinance. It shall be the power of the Zoning Board of Adjustment to authorize, upon appeal, in specific cases, variances or exceptions from the terms of the zoning ordinances (see RSA 674:33 and any amendment thereto).

7.4.5 Within 90 days of formal acceptance of the plan the Planning Board will make a decision on the site plan proposal as follows:

7.4.5.1 ***Approval.*** *At a duly noticed public meeting, the board shall act to approve, conditionally approve, or disapprove, the application. The ninety (90) day time limit shall be subject to extension OR waiver as provided below in Sections 8.5 and 8.6 (RSA 676:4, I(c)).*

7.4.5.2 ***Conditional Approval.*** *The Planning Board may grant conditional approval of a plat or application, which approval shall become final without further public hearing, upon certification to the Board by its*

designee or based upon evidence submitted by the applicant of satisfactory compliance with the conditions imposed. Final approval of a plat or application may occur in the foregoing manner only when the 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; or

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 approvals granted by other boards or agencies, provided said permits and approvals themselves have not required a change to the Plat submitted to the Board or to any other conditions imposed by the Board. All other conditions shall require a hearing, and notice to abutters and the public, except that additional notice shall not be required of an adjourned session of a hearing with proper notice if the date, time and place of the adjourned session were made known at the prior hearing;

7.4.5.3 **Disapproval.** *The Board shall disapprove of an application which does not meet the standards of these regulations, or fails to comply with other Town or State laws, or will have an adverse impact on surrounding areas or the community.*

7.4.6 The Planning Board shall issue a final written decision of their action to approve, conditionally approve, or disapprove the completed application. If the application is conditionally approved, the Board shall list the conditions necessary to be met by the applicant prior to final approval.

7.4.7 In accordance with RSA 676:3, if the application is not approved, the Board shall provide the applicant with written reasons for disapproval. The decision shall be placed on file in the Planning Board's office and shall be made available for public inspection within seventy-two (72) hours after the decision is made and a copy of the decision shall be filed with the Town Clerk.

7.4.8 A conditional approval shall be good for a term of one calendar year from the date granted. [Within sixty (60) days of the expiration of the conditional approval the Planning Board shall

hold a properly noticed public hearing pursuant to RSA 676:4-a to determine the final outcome of the plan.]

7.4.9 The applicant in writing, may waive the requirement for Planning Board action within the time periods specified above and consent to such extension as may be mutually agreeable (RSA 676:4,I(f)); or

7.4.10 The Planning Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve or disapprove an application (RSA 676:4,I(f)).

7.4.11 In accordance with RSA 676:4,I(c)(1), upon failure of the Board to approve, conditionally approve, or disapprove the application, the Selectmen may order the Planning Board to act within 30 days. If the board still fails to act, the Selectmen must approve the plan within 40 days, unless it can state in writing some specific regulation with which the application does not comply. The failure of the Selectmen to act on such order shall, upon petition of the applicant, constitute grounds for the Superior Court to issue an order approving the application, if the Court determines that the proposal complies with existing subdivision regulations and zoning and other ordinances.

7.4.12 Recording and Filing of Plats

No subdivision plat shall be filed or recorded until it has been approved by the Planning Board and all outstanding fees have been paid by the applicant. Approved plans shall be endorsed in writing on the plat with the signatures of at least three members of the Board.

The approved plat will be registered at the Rockingham County Registry of Deeds by the Newfields Planning Board at the fee established by the Planning Board. Two copies of the recorded plat shall be obtained by the Planning Board at the expense of the Subdivider.

~~**SECTION 8 THE PRELIMINARY PLAT**~~

~~Subdividers shall file with the Board three copies of a preliminary layout at a scale of not more than 100 feet to the inch showing or accompanied by the following information:~~

~~A. Proposed subdivision name; name and address of owner of record; subdivider and designer; date, north point and scale.~~

~~B. Names of owners of record of abutting properties, abutting subdivision names, streets, easements, building lines, alleys, parks and public open spaces and similar faces regarding abutting property.~~

~~C. Location of existing and proposed property liens and their approximate~~

~~dimensions, existing easements, buildings, watercourses, ponds or outstanding water, rock ledges and other essential features.~~

~~D. Existing water mains, sewers, culverts, drains and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.~~

~~E. Location, name and widths of existing and proposed streets and highways with their grades and profiles and the elevations of sufficient points on the property to indicate the general topography of the property.~~

~~F. Where the topography is such as to make difficult the inclusion of any facilities mentioned above, within the public area so laid out, the preliminary layout shall show the boundaries of proposed permanent easements over or under private property. Such easements shall be not less than 10 feet in width and shall have satisfactory access to existing or proposed public ways.~~

~~G. Location of all parcels of land proposed to be dedicated to public use and the conditions of such dedication and a copy of such private deed restrictions as are intended to cover part or all of the tract.~~

~~H. Preliminary designs of any bridges or culverts which may be required.~~

~~I. Where the preliminary plat submitted overs only a part of the subdivider's entire holding, a sketch of the prospective future street system of the unsubmitted part shall be furnished and the street system of the submitted part will be considered in the light of adjustments and connections with the street system of the part not submitted.~~

SECTION 8 SPECIFIC REQUIREMENTS OF THE FINAL PLAT

8.1 The final plat submitted for approval and subsequent recording shall be in permanent black ink, on a permanent reproducible polyester film. It shall be submitted in *1 (one)* original and (4) four blue or black line prints. The size of the sheets shall conform to the requirements of the Register of Deeds of Rockingham County for filing *(see definition of plat above)*. ~~A margin of at least one inch shall be provided outside ruled border lines on three sides and of at least two inches along the left side for binding.~~ Adequate space shall be available on the map for the necessary endorsement by the proper authorities. ~~The drawings shall be of a final plat shall be consistent with the approved preliminary plat.~~

8.2 The final plat shall show:

8.2.1 Proposed subdivision name or identifying title, the name and address of owner of record and subdivision and the name and seal of the engineer and/or the land surveyor licensed by the State of NH, the date, scale and North Point.

8.2.2 Final disposition of land into lots, streets, open spaces, drainage courses and any easements running with the land.

8.2.3 The subdivision plat shall be based on a boundary survey with a

maximum error of closure of 1 in 10,000 certified by an engineer or surveyor registered in the State of New Hampshire. Distances shall be to the nearest 100th of a foot and bearings to the nearest 10 seconds. Stations, radii, curve data and paving widths for proposed streets lot dimensions, areas in square feet and acres, consecutive numbering of lots; Street lines, building lines, and pedestrian ways.

8.2.4 Accurate locations of all easements, either on or off the site. A written acknowledgement of the subdivider's responsibility for maintenance, and the assumption by him of liability for injuries and damages that may occur on any land to be dedicated for public use, until such land has been legally accepted by the Town.

8.2.5 Approved names of proposed streets.

8.2.6 Accurate locations of all monuments to be set at street intersections, points of curvature and tangency of curved streets and at angles of lots or as required by the engineer.

8.2.7 Existing and proposed contours at 5 foot intervals.

8.2.8 Existing and proposed plans for telephone, electricity and gas utilities;

8.2.9 Proposed methods of sanitary sewerage and computations therefore,

Soils data showing results and locations of percolation tests and test pits undertaken in accordance with water safety. Pollution Control Commission criteria, unless public sewers are to be used.

8.2.10 Proposed storm drainage accompanied by a drainage analysis map and computations for the entire watershed area; methods of supplying water;

8.2.11 Final road profiles and cross sections;

8.2.12 If the subdivision abuts a state highway, or if a proposed street intersects a state highway, a written statement from the New Hampshire Department of Public Works and Highways approving any proposed driveway or street access with such state highway;

8.2.13 If a subdivision is to be served by a public water supply or by public sewers, a statement from the *appropriate Town* Department involved, attesting to the availability of such service.

8.2.14 If a subdivision requires easements for drainage, a sewerage access or utility connection across non-owned non-public property, executed easements for such purposes approved by town counsel.

8.2.15 *Names of owners of record of properties abutting the proposed subdivision keyed to the plat, abutting subdivision names, streets, easements, building lines, alleys, parks and public open spaces and similar facts regarding abutting properties.*

8.2.16 *Waiver Procedure*

8.16.1 *When a proposed subdivision plat is submitted for approval, the applicant may request in writing to waive specific requirements of these Regulations as they pertain to the site plan. The applicant shall present reasons in writing why the waiver is needed.*

8.16.2 *The Planning Board may grant a waiver in a special case, so that justice may be done and the public interest secured, provided that such waiver will not have the effect of nullifying the intent and purposes of these Regulations; and further provided that the Planning Board shall not approve waivers unless it shall make written findings based upon the evidence presented to it in each specific case. Such waivers will be entertained and acted upon by the Planning Board only at a properly noticed public hearing.*

8.2.17 *Deeds or other proposed documents of conveyance of any land located within the subdivision proposed by the Subdivider for use for recreational or other Town purposes and Town ownership shall be part of the application. These proposed documents of conveyance shall be in a form satisfactory to Town Counsel. The fact that the Subdivider makes such offers and Town Counsel approves the form of the documents does not bind the Town or its agents to accepting the offer. The suitability of lands offered for recreational or conservation uses shall be determined by the Conservation Commission of the Town in the first instance. A letter indicating the Commission's opinion shall accompany the application.*

8.2.18 *New lots displayed on the subdivision plat should be labelled as lots A-Z. For subdivisions with more than twenty-six (26) lots the twenty-seventh (27th) lot should be designated AA, and so forth.*

SECTION 9 ***ADMINISTRATION AND*** **ENFORCEMENT**

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

~~B. As provided in RSA 36:27, 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 Planning Board and recorded or filed in the office of the Board and recorded or filed in the office of the Register of Deeds shall forfeit and pay a penalty of five-hundred dollars for each lot, or parcel so transferred or sold; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties.~~

9.1 *General*

9.1.1 These Regulations shall be administered by the Planning Board with the assistance of the Building Inspector, Town Engineer, planning board agent and such other persons as the Board shall designate. It shall be the duty of the Board of Selectmen to enforce the Subdivision Regulations. The Selectmen in enforcing these Regulations shall act upon complaints from the public or information from the Planning Board, Building Inspector, Town Engineer, planning board agent] or others, and shall, whenever practicable, take such action as is necessary.

9.1.2 Agents designated by the Board of Selectmen, Building Inspector, Town Road Agent, Town Engineer shall be charged with the responsibility of inspecting improvements and development of subdivisions on site for compliance with the Subdivision Regulations.

9.2 *Appeals*

9.2.1 Any person aggrieved by any decision of the Planning Board concerning a plat or subdivision may appeal said decision to the Superior Court, as provided by RSA 677:15.

9.3 *Amendments*

The Planning Board may from time to time amend these regulations. Amendments to the Subdivision Regulations shall include the following steps:

9.3.1 The Board shall hold at least one (1) public hearing on the proposed regulations and/or amendments.

9.3.2 Notice for time, place and date of any hearing to amend shall be given at least ten (10) calendar days before hearing, not including day of posting or day of hearing. Notice of hearing shall be published in a paper of general circulation in Town and posted in two (2) public places. Notice shall include an adequate statement describing the proposal and the place where a full text of proposal is on file for public inspection. Posting shall include a copy of the full text.

9.3.3 The Planning Board may adopt the amendments upon completion of the

public hearing by an affirmative vote of a majority of its members.

9.3.4 Regulations and/or amendments adopted shall be legal and have full force and effect when copies are certified by a majority of the Planning Board members and filed with the Town Clerk and the Board of Selectmen. A copy of the regulations and/or amendments shall be forwarded to the Office of State Planning.

9.4 Penalties for Transferring Lots in Unapproved Subdivisions.

9.4.1 Any owner, or agent of the owner, of any land located within Newfields, who transfers or sells any land before a plat of said subdivision has been approved by the Planning Board and filed with the appropriate recording official under RSA 674:35 II, shall forfeit and pay a civil penalty of $500.00 for each parcel or lot so transferred or sold; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. The Town of Newfields may enjoin a transfer or sale which violates the provisions of this Section and may recover the penalty imposed by civil action. (RSA 676:16)

9.5 Fines and Penalties

9.5.1 Any violation of these regulations shall be punishable as per RSA 676:17, 17-a, and 17-b, as the Board of Selectmen shall elect.

The Planning Board shall also have the authority to seek injunctive relief pursuant to RSA 676:15.

TABLE 1
ROADWAY DESIGN CRITERIA

	Minor Street	Major Street
Design Speed	30 mph	40 mph
Right of Way Width	50 feet	50 feet
Pavement Width	20 feet	20 feet
Minimum Centerline Radius	400 feet	600 feet
Minimum Curb Radius	30 feet	40 feet
Minimum Profile Grade	1%	1%
Maximum Profile Grade	8%	5%
Maximum Profile Grade on Horizontal Curves	5%	5%
Minimum Stopping Sight Distance	200 feet	325 feet
Minimum Corner Intersection Sight Distance *	310 feet	415 feet
Depth of Gravel Base	18 inches	18 inches
Depth of Bituminous Concrete Binder	2 1/2 inches	2 1/2 inches
Depth of Bituminous Concrete Top	1 1/2 inches	1 1/2 inches

***Measured at a point on the centerline of the proposed street 40 feet off the edge of pavement of the intersected street.**

TABLE 2
DRAINAGE DESIGN CRITERIA

	Storm Drain	Subdrain	Culvert
Pipe			
Material	RCP	CMP	RCP
Minimum Diameter	12"	8"	12"
Minimum Slope	.5%	-	.5%
Maximum Velocity (For Design Flow)	12 fps	-	12 fps
Minimum Cover	30"	30"	30"
Design Storm	25 yrs	-	100 yrs
Runoff Coefficient	0.40	-	0.40

Abbreviations:

RCP ....Reinforced Concrete Pipe
CMP ....Corrugated Metal Pipe

FIGURE 1

TYPICAL ROAD SECTION

(TO BE PROVIDED BY TOWN CONSULTING ENGINEER)

NEWFIELDS PLANNING BOARD APPLICATION

Please fill out this application to appear before the Newfields Planning Board.

Application for: Site Plan Review _____
Subdivision _____
Minor Lot Line Adjustment _____

Type of Hearing: Preliminary Consultation _____
Design Review Public Hearing _____
Final Public Hearing _____

Name of Applicant: _____

Mailing Address: _____

Location of Property: _____

Owner of Record: _____

Map #_____ Lot #_____

Site Plan Review:

Type of business proposed: _____

Is there a site plan on file? Yes_____ No_____

Give brief description of proposal: _____

_____

_____

_____

_____

Subdivision:

Number of lots to be created: _____

Public sewer service available? Yes_____ No_____

Is a new roadway part of the application? Yes_____ No_____

This form should be accompanied by a separate list of names and addresses of abutters (including owner), mylar and five (5) copies of required plans, and a check payable to the Town of Newfields for the appropriate fee (see regulations for details). Check with Planning Board or Building Inspector for application submission deadline.

_____ _____

Signature of applicant or agent Date

PLANNING BOARD USE ONLY

Date Received: _____ Time Received: _____a.m./p.m.

Public Hearing/Consultation Scheduled For: _____

NEWFIELDS SUBDIVISION PLAN CHECKLIST

Applicant: _____

A subdivision plan shall contain the following information, where applicable, to be considered complete:

____ Mylar in permanent ink

____ 4 paper copies

____ Abutters' names and addresses on separate page, with names keyed to plan

____ North arrow indicating magnetic or true north

____ Scale (1" = 50' required)

____ Date

____ Subdivision name or identifying title and plan number

____ Surveyor name, address and stamp

____ Engineer name, address and stamp

____ Current owner's name and address

____ Option holder's name and address

____ Location (Locus) map

____ Tax Map and parcel number

____ Zoning District(s) and lines

____ Variances, special exceptions, and date(s) given

____ Abutting streets

____ Existing and proposed easements and right of ways

____ Location of property lines including entire undivided lot

____ Location of existing buildings

____ Location of existing and proposed street lighting

____ Location of existing driveways and parking

____ Location of natural and historic features

____ Location of floodplains and wetlands, including wetlands buffer

____ Location of water courses, standing water, or fire ponds

____ Location of ledges

____ Area and dimensions of each lot and total parcel

____ Location of existing and proposed streets

____ Road profiles

____ Topographical Map (5 ft. intervals)

____ U.S.G.S. bench marks

____ Monuments and iron pins

____ Storm Water Drainage Control Plan:

- ____ location of mains, culverts and drains
- ____ storage and disposal
- ____ volume and frequency of runoff

____ Location of existing and proposed sewer lines

____ Location of existing and proposed fire hydrants

____ Tree line

____ Sanitary System

____ Test pits and logs

____ Location of leach field

____ Endorsement block for Planning Board approval

____ Location of existing and proposed gas, telephone, electric, water and cable television lines (include size of line where appropriate)

____ Waiver requests in writing

Other Items Required As Applicable:

____ N.H. Water Supply & Pollution Control Commission subdivision approval

____ N.H. Wetlands Board "Dredge & Fill" permit

____ N.H. Department of Transportation driveway access permit

____ Traffic impact analysis

____ Erosion and sediment control plan

____ Other state or federal permits as required

Reviewed By: _____ **Date:** _____

This checklist is intended to be only a guide. Refer to Subdivision Regulations for complete requirements.

Draft 6/24/93

Town of Newfields

Site Plan Review Regulations

Prepared for the Town of Newfields by the
Rockingham Planning Comission

This report was funded in part by a grant from the Office of State Planning, New Hampshire Coastal Program, as authorized by the National Oceanic and Atmoshperic Administration (NOAA), Award Number NA170Z0311-01.

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TOWN OF NEWFIELDS

SITE PLAN REVIEW REGULATIONS

SECTION 1 - AUTHORITY AND TITLE

Pursuant to the authority vested in the Planning Board by the voters of the Town of Newfields at the Town Meeting on March 8, 1966 and in accordance with RSA 674:43 the Planning Board has been empowered to review and approve or disapprove site plans for the development or change or expansion of use of tracts for non-residential uses, or for multi-family dwelling units whether or not such development includes the subdivision or resubdivision of the site.

These regulations shall be known, and may be cited as, the "Town of Newfields Site Plan Review Regulations," hereinafter referred to as "Site Plan Review Regulations." The current set of Regulations revise and replace the Newfields Site Plan Review Regulations of --------, as amended, and take effect upon adoption by the Board and filing with the Newfields Town Clerk in accordance with RSA 675:6. A copy shall also be filed with the NH Office of State Planning in accordance with RSA 675:9.

SECTION 2 - PURPOSE AND INTENT

The purpose of the Site Review Procedure as detailed in RSA 674:44 is to protect the public health, safety, and welfare; to promote balanced growth; to ensure sound site utilization; to avoid development which may result in adverse environmental impacts; to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; and to guide the character of development.

The Site Review Procedure in no way relieves the developer, his/her agent, or individual from compliance with the Zoning Ordinance, Subdivision Regulations, or any other ordinance which pertains to the proposed development. No site plan will be finally approved until it complies in all respects to any and all pertinent ordinances and regulations of the Town of Newfields.

SECTION 3 - CONFLICTING PROVISIONS AND VALIDITY

Whenever the regulations made under the authority hereof differ from those prescribed by any statute, ordinance, or other regulations, that provision which imposes the greater restriction or the highest standard shall govern.

If any section, clause, provision, portion or phrase of these regulations shall be held to be invalid or unconstitutional by any court of competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of these regulations.

SECTION 4 - JURISDICTION

4.1 The provisions of these regulations shall apply to all land within the boundaries of the Town of Newfields.

4.1.1 Any person proposing site development in the Town of Newfields must apply to the Planning Board for approval of such activity.

4.1.2 A site plan review application must be made and approved:

Before a change or expansion of non-residential use;

before any construction, land clearing or building development is begun;

before any permit for the erection of any building may be granted, and;

before a site plan plat may be filed with the County Registry of Deeds.

4.1.3 Site plans for all multi-family dwellings and non-residential development shall be submitted to the Planning Board for review. A full site plan review will not be required for any expansion or change of use of any existing non-residential or multi-family use under the following circumstances:

4.1.3.1 A new site plan need not be submitted for Planning Board approval if for the proposed development of the site;

a. there is an approved site plan for the property on file in the Planning Board office; and

d. all other requirements of site plan review are met; and

e. all site activity must presently conform to the existing recorded site plan; and

b. does not constitute a change of use;

c. does not result in expansion greater than seven percent of the original structure's size; (in no instance shall the increase constitute greater than 1500 square feet of new construction).

4.1.3.2 This site plan review exemption may be utilized two times on any non-residential parcel, and only after the applicant has had an informal consultation with the Planning Board at which the determination is made that a site plan is not required. After the second time any further expansion must be approved by the Planning Board within the scope of formal site plan review procedures.

4.2 No building permit may be issued for the construction or alteration of any building or structure within the purview of these Regulations (except as described in 4.1.3.1 and 4.1.3.2 above) until a copy of an approved site plan plat has been presented by the applicant to the Building Inspector.

~~Site plans for all non-residential development shall be submitted to the Planning Board for review.~~

~~A. Authority. Pursuant to the authority vested in the Town of Newfields Planning Board voted on at the March 8, 1966 Town Meeting in accordance with the provisions of the New Hampshire Revised Statutes Annotated, Chapters 672-677, as amended, the Town of Newfields Planning Board adopts the following regulations governing the review of non-residential site plans, whether or not such development includes a subdivision or re-subdivision of the site. These regulations shall be entitled, "Site Plan Review Regulations."~~

~~B. Purpose. The purpose of the Site Review Procedure is to protect the public health, safety, and welfare; to promote balanced growth; to prevent premature and uncoordinated development of land without the adequate provision of public services and facilities; to ensure sound site utilization; to avoid development which may result in negative environmental impacts; and to guide the character of development.~~

~~The Site Review Procedure in no way relieves the developer, his/her agent, or individual from compliance with the Zoning Ordinance, Subdivision Regulations, or any other ordinance which pertains to the proposed development. No site plan will be approved until it complies in all respects to any and all pertinent ordinances and regulations.~~

~~C. Procedure. Site plan review shall be conducted in accord with the procedural requirements contained in Section III, "Procedures," of the Newfields Subdivision Regulations, including the notice to abutters and the hearing.~~

~~D. Standards. Sites for non-residential development shall be reviewed so as to minimize traffic congestion, traffic hazards, unsightliness, annoyance to other nearby land uses, erosion and other effects detrimental to the abutters, the neighborhood, and the environment of the Town.~~

SECTION 5 - DEFINITIONS

Abutter - For the Town of Newfields an abutter shall be any property owner whose property is located in New Hampshire and within two hundred (200) feet of any property line, including across a street or stream, of a land under consideration by the local land use board. 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 land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

BOARD - The Planning Board of the Town of Newfields.

COMPLETED APPLICATION - A final site plan review plat and application form submitted with all information, materials, and fees required by the Board, as stated within these regulations.

Critical Areas - Disturbed areas of any size within 50 feet of a stream, waterbody, or poorly or very poorly drained soils; disturbed areas exceeding 2,000 square feet in highly erodible soils; or, disturbed areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent.

Developer - Any individual proposing development of land within the Town of Newfields.

Development - Any construction or grading activities on real estate for other than agricultural and silvicultural (tree care and harvesting) practices.

DIRECTOR OF PUBLIC WORKS - The duly designated official of the Town of Newfields or if there is no such official, the planning consultant or official assigned by the Newfields Planning Board. This Town agent shall be responsible for estimating road bond prices as well as carrying out all inspections of road construction attendant to any subdivisions or site plan reviews presented to the Planning Board.

Disturbed Area - An area where the natural vegetation has been removed exposing the underlying soil.

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

Highly Erodible Soils - Any soil with an erodibility class of high or very high, in any horizon, as found in the table entitled Erodibility (K) Values Of B And C Horizons For Soils Of New Hampshire of the "Erosion and Sediment Control Design Handbook For Developing Areas Of New Hampshire". (Copy available at Planning Board office)

Lot Line Adjustment - The minor change of boundary lines between two abutting parcels that does not result in the creation of any new building lots. Requirements for completing a lot line adjustment through the Newfields Planning Board are found in Addendum B of the Town's Subdivision Regulations.

PLANNING BOARD AGENT - The planning consultant, official, recording agent, or other person(s) assigned by the Board to perform plan review and other such duties.

PLAT - The final map, drawing or chart on which the developer's plan of site development is presented to the Newfields Planning Board for approval, and which, if approved, will be submitted to the Register of Deeds of Rockingham County for recording. Plats must be drawn in ink on mylar for recording purposes. A margin of at least one inch shall be provided outside ruled border lines on three sides and of at least two inches along the left side for binding. Only the following sizes are currently accepted at Registry for recording: 8 1/2" x 11"; 11" x 17"; 17" x 22"; 22" x 34".

Project Area - The area within the subdivision or site plan boundaries.

Recording Agent - The agent chosen by the Town to record the approved final plan with the Rockingham County Registry of Deeds. This person shall affix their signature to the plan on a line provided on the endorsement block.

Road Agent - Town representative appointed by the Board of Selectmen to issue driveway permits, inspect the construction of new roads and act on the Towns behalf in other matters dealing with roads in Town.

Sediment - Solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.

Stream - A stream that flows for sufficient times of the year to develop and maintain defined channels but may not flow during dry portions of the year. Includes but is not limited to all perennial and intermittent streams located on U. S. Geological Survey Maps.

STREET - A State highway, highway, boulevard, avenue, lane or road which is lawfully existing in the Town for vehicular travel. Streets shall also include the entire right-of-way.

SUBDIVIDER - An individual, firm, association, syndicate, partnership, corporation, trust, or any other legal entity or agent therefore that undertakes the subdivision of land in the Town of Newfields.

SUBDIVISION - The division of a 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, the creation of one or more new streets or the extension of existing streets. 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. In addition, the grant of an easement in gross to a public utility for the purpose of placing and maintaining overhead and 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 construed as a subdivision, and shall not be deemed to create any new division of land for any other purpose.

TOWN ENGINEER - The duly designated registered professional engineer or consulting firm of the Town of Newfields.

SECTION 6 - GENERAL STANDARDS AND PRINCIPLES FOR SITE PLAN REVIEW

In review of any site plans conducted under these regulations, the Planning Board will require that adequate provisions be made by the owner or his agent for:

6.1 Appropriate buffers that shall be maintained or installed to screen the use from neighboring properties. Landscape treatment shall consist of natural vegetation or features, or ground cover, shrubs, trees as appropriate, or fencing;

6.2 Sufficient off-street parking for the anticipated use;

6.3 Sufficient off-street loading space, including off-street areas for maneuvering the anticipated trucks or other vehicles;

6.4 Access, parking and loading areas constructed so as to minimize dust, erosion and run-off conditions that would have a detrimental effect on abutting or neighboring properties. The Planning Board may require oiling or paving if appropriate or necessary;

6.5 Grading, paving and storm drainage systems, so that development will not result in erosion/sedimentation of streams, or damage to abutting properties and roads;

6.6 Light glare and odors so that same will not be discernible off the premises except for indirect lighting of permitted signs or security lighting. Lighting shall not glare on abutting properties or on public highways or streets;

6.7 Access to public streets that will meet the standards of the New Hampshire Department of public works and Highways and/or the specifications for the construction of roads in Newfields as detailed in Appendix A of the Town of Newfields Subdivision Regulations;

6.8 To insure that water supply and sewage disposal facilities are sized to adequately meet the needs of the proposed use under the regulations of New Hampshire Water Supply & Pollution Control Division, the Town of Newfields Zoning ordinance and the Town of Newfields subdivision regulations;

6.9 Pedestrian and bicycle safety and access;

6.10 Storm water drainage and ground water recharge;

6.11 Adequate fire safety, prevention, and control;

6.12 Suitably located and coordinated travelways of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access to buildings for fire fighting apparatus and other emergency equipment;

6.13 Conformance with all existing regulations and ordinances;

6.14 Demonstration that the proposal is generally consistent with the Town's Master Plan;

6.15 The minimization of encroachment on neighboring land uses;

6.16 Adequate green areas, open space, conservation easements, slope and drainage easements as may be necessary or applicable;

6.17 Sidewalks, when required, shall be installed and constructed in accordance with the specifications of the Town of Newfields.

6.18 The public health, safety and welfare will be otherwise protected.

In addition to the general standards for site plan review listed above the applicant shall observe the following general principles governing site development:

6.19 Land of such character that it cannot be safely used for building purposes because of exceptional danger to health or peril from fire, flood, impermeable soil or other menace shall not be platted for building, nor for such other uses as may increase danger to health, life or property or aggravate the flood or sewage hazard, until appropriate measures have been taken by the owner or his agent to eliminate such hazards.

6.20 All public or private utilities, sewerage and drainage facilities, curbs and sidewalks, when required, shall be installed and constructed in accordance with the specifications spelled out in the Town of Newfields Subdivision Regulations.

6.21 A detailed plan indicating how the site will be served by electric, telephone and any other public utility must be provided. If the utility company(s) require an easement to provide service, no final approval shall be granted by the Newfields Planning Board until such easements are secured.

6.22 Pursuant to RSA 674:44,IV, the Board may require special improvements on or off-site which it deems reasonably necessary or desirable for the conditions or circumstances relative to the particular site plan review. Any such special requirements shall be stated in writing in the minutes of the Board with the reasons therefor. The Planning Board may require, either that the applicant construct the improvements in whole or in part, or reimburse the municipality or any other party who, at the direction of the municipality, undertakes such improvements. The applicant's responsibility for such improvements is limited to that portion of the cost of the improvements which bears a rational nexus to the needs created by, and special benefits conferred upon, the site, taking into consideration the municipality's ability to pay for such improvements.

6.23 The development of the site shall not change the topography of the land to be developed by the removal of trees, shrubs, soil and rocks, except that which is necessary for the building of the structures and driveways.

SECTION 7 - GENERAL INFORMATION REGARDING THE BRENTWOOD SITE PLAN REVIEW PROCESS

7.1 It is recommended that the applicant read the Town of Newfields Zoning Ordinance, Building Code, and Subdivision Regulations.

7.2 The applicant shall make application using appropriate forms provided by the Planning Board and shall conform to the application procedures and any other applicable regulations adopted by the Town.

7.3 The applicant shall be required to pay all reasonable costs or fees for special investigative studies and the review of documents, which are particular to the application, in addition to administrative and notification fees as required by the Board, in accordance with RSA 676:4,I(g).

7.4 The Board or its representative may make a visual on-site inspection of the land at any stage of the proposal. Inspection is to be at such time when the site is free of snow cover, unless the Board is otherwise satisfied that such inspection is not required.

7.5 If a plan is withdrawn prior to hearing notification for the plan, no further action is required by the Board, and it will be considered terminated. One copy of any such plan(s) shall be retained for Board files.

7.6 Approval of the plan by the Board shall not constitute an acceptance by the Town of the dedication of any proposed street, highway, park or other public open space.

7.7 Only the Town of Newfields Planning Board has the authority to waive any Site Plan Review Regulations. The procedure for granting of waivers is found at Section 10.3 below.

7.8 In accordance with state law any developments which are likely to have impacts beyond the boundaries of the Town of Newfields shall be processed by the Newfields Planning Board according to the procedures established in RSA 36: 54-58.

7.9 In the case where an owner of contiguous land which is located in more than one municipality applies to the Newfields Planning Board for site plan the proceedings will be done in conformance with the standards outlined in RSA 674:53, Land Affected by Municipal Boundaries.
~~In order to attain these goals, the Planning Board shall determine that:~~

~~1. Appropriate buffers are maintained or installed to screen the use from neighboring properties. Landscape treatment shall consist of natural vegetation or features, or ground cover, shrubs, or trees as appropriate.~~

~~2. Sufficient off-street parking is provided for the anticipated use.~~

~~3. Sufficient off-street loading space is provided, including off-street areas for maneuvering the anticipated trucks or other vehicles.~~

~~4. Access, parking and loading areas are constructed so as to minimize dust, erosion and run-off conditions that would have a detrimental effect on~~

~~abutting or neighboring properties. The Planning Board may require oiling or paving if appropriate or necessary.~~

~~5. Grading, paving and storm drainage systems, will not result in erosion/sedimentation of streams, or damage to abutting properties and roads.~~

~~6. Light, glare, odors, noise and vibration will not be discernable off the premises except for indirect lighting on permitted signs or security lighting. Such lighting shall not glare on abutting properties or public highways or streets.~~

~~7. Access to public streets will meet the standards of the New Hampshire Department of Public Works and Highways and/or the Town of Newfields, as adopted and annotated.~~

~~8. Water supply and sewage and disposal facilities are sized to adequately meet the needs of the proposed use under the regulations of New Hampshire Water Supply and Pollution Control Commission and/or the Town of Newfields Subdivision Regulations.~~

SECTION 8 - PROCEDURES FOR SITE PLAN REVIEW

8.1 Preapplication Review Phase The Newfields Planning Board may provide for preapplication review of site plan plats in accordance with RSA 676:4,II, a-c, as follows: (These steps are optional however.)

8.1.1 Preliminary Conceptual Consultation Phase. This is an optional phase directed at review of the basic concept of the proposal and suggestions which might be of assistance in resolving problems with meeting requirements during final consideration. Such consultation shall not bind either the applicant or the board and statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken. The board and the applicant may discuss proposals in conceptual form only and in general terms such as desirability of types of development and proposals under the master plan. Such discussion may occur without the necessity of giving formal public notice as required under RSA 676:4,I(d), however such discussions may occur only at formal meetings of the board.

8.1.1.1 It is recommended that the applicant submit the following information for the preliminary consultation with the Board:

- Correct names and mailings addresses and zip codes of owner(s) of record (and applicant, if different), and a brief description of the proposal.

8.1.2 Design Review Phase. This is an optional phase intended for nonbinding discussions with the applicant, beyond conceptual and general discussions, which involve more specific design and engineering details; provided, however, that the design review phase may proceed only after

identification of and notice to abutters and the general public as required by RSA 676:4,I(d). Statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken.

8.1.2.1 When meeting with the Planning Board under the design review phase option, a rough sketch of the site should be provided which shows the following:

1. Location of lot lines.
2. Lot measurements.
3. Streets surrounding site.

8.1.3 Persons wishing to engage in either the conceptual consultation, or design review pre-application phases shall request an appointment with the Planning Board by contacting the Planning Board secretary or the circuit rider planner

8.2 Formal Application

8.2.1 Applications for site plan review shall be filed with the Planning Board and shall fulfill all the requirements of these Regulations. An application shall be filled out using forms approved by the Planing Board and available at the Planning Board office. It is required that the applicant meet with the Town's Planning Board Agent before making formal application so that potential problems may be addressed as early as possible in the planning process.

A completed application will be submitted to and accepted for consideration by the Planning Board only at a Public Meeting for which notice has been given to the applicant, abutters and the general public.

8.2.2 Incomplete applications shall not be placed on the Newfields Planning Board agenda.

8.2.3 The Planning Board at any given time may deem an application complete and schedule same for a Public Hearing.

8.2.4 All completed applications scheduled for Planning Board hearings shall be accompanied by the following:

8.2.4.1 A letter of intent, detailing the scope of the proposed development.

8.2.4.2 A letter of authorization if a representative other than the property owner expects to be in charge of the development proceedings before the Board. This letter must be written by the present owner and state that the owner is in agreement with the development plans being proposed before the board.

8.2.4.3 A copy of the deed(s) establishing ownership to be filed with the Planning Board.

8.2.4.4 On a separate form provided by the Planning Board, the correct names and mailing addresses and zip codes of the applicant and owner(s) of record (if different), and all abutters (including those across the street or stream) as indicated in Town records -- to be obtained not more than 5 days before the day of filing.

8.2.5 The applicant shall submit to the Planning Board a complete application for site plan approval, including all supporting exhibits as specified under Sections 8 and 9 of these regulations. At that time, the Planning Board Secretary will submit plans to the town engineer, Planning Board agent, fire department and police department.

8.2.6 <u>Fees</u>

8.2.6.1 An application and secretarial fee.

8.2.6.2 Cost of certified mailings for each landowner within 200 feet of the proposed subdivision. Notice to abutters shall be made by Planning Board 10 days prior to date of formal submission of application by certified mail, return receipt requested.

8.2.6.3 A fee to cover the costs of publication of a legal notice in a paper of general circulation.

8.2.6.4 In the event that the abutters' hearing is defaulted for any reason, or additional hearings are required, all fees except those for the tax map changes shall be repaid by the applicant for the new hearing.

8.2.6.5 The subdivider shall bear the following costs to be paid before the subdivision mylar is signed by the Planning Board:

A. A fee to cover the costs of making appropriate changes to the Newfields tax maps.

B. The costs incurred as a result of review by the Town's consultants.

C. The cost of recording the original mylar and securing two copies of this plan at the Rockingham County Registry of Deeds.

D. Any and all costs deemed necessary by the Director of Public Works and/or the Planning Board in excess of the above shall be paid by the applicant before the final approval.

8.3 Notification

The Planning Board shall notify the applicant and abutters by certified mail, of the date upon which the application will be submitted to the Board for formal consideration. According to RSA 676:4 (d), notice shall be mailed at least ten (10) days prior to date of submission. Notice to the general public shall also be given at the same time by posting in two (2) public places. The notice shall include a general description of the proposal, the applicant's name, and location of the proposal. For any public hearing on the application, the same notice as required for notice of submission of the application shall be given. If notice of public hearing has been included in any prior notice, additional notice is not required, nor shall additional notice be required of an adjourned session of a hearing properly noticed, if the date, time and place of the adjourned session was made known at the prior hearing.

8.4 Acceptance, Formal Consideration and Public Hearing

8.4.1 At the beginning of the public hearing, the Planning Board may formally accept for consideration the application for site plan if all requirements have been met. This marks the beginning of the ninety (90) day review period described in Section 8.4.5 of these Regulations. (RSA 676:4, I(c)).

Should an application be found incomplete, the Board shall notify the applicant requesting that the necessary documentation be submitted and informing the applicant that no further consideration of the application can be made until the application is complete.

8.4.2 During the public hearing, the Planning Board will take testimony from the applicant, questions by members of the Board and questions from any abutters present and any members of the public present with an interest in the proceedings.

8.4.3 The Planning Board and such other appropriate Town agencies or agents, may choose to arrange an inspection of the proposed site with the applicant. The applicant and/or landowner is requested to attend the inspection.

8.4.4 The Planning Board shall not have the authority to finally approve an application which does not conform to the Newfields Zoning Ordinance. It shall be the power of the Zoning Board of Adjustment to authorize, upon appeal, in specific cases, variances or exceptions from the terms of the zoning ordinances (see RSA 674:33 and any amendment thereto).

8.4.5 Within 90 days of formal acceptance of the plan the Planning Board will make a decision on the site plan proposal as follows:

8.4.5.1 Approval. At a duly noticed public meeting, the board shall act to approve, conditionally approve, or

disapprove, the application. The ninety (90) day time limit shall be subject to extension OR waiver as provided below in Sections 8.5 and 8.6 (RSA 676:4, I(c)).

8.4.5.2 Conditional Approval. The Planning Board may grant conditional approval of a plat or application, which approval shall become final without further public hearing, upon certification to the Board by its designee or based upon evidence submitted by the applicant of satisfactory compliance with the conditions imposed. Final approval of a plat or application may occur in the foregoing manner only when the 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; or

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 approvals granted by other boards or agencies, provided said permits and approvals themselves have not required a change to the Plat submitted to the Board or to any other conditions imposed by the Board. All other conditions shall require a hearing, and notice to abutters and the public, except that additional notice shall not be required of an adjourned session of a hearing with proper notice if the date, time and place of the adjourned session were made known at the prior hearing;

8.4.5.3 Disapproval. If the Board finds that the application does not meet the standards of these regulations, or fails to comply with other Town or State laws, or will have an adverse impact on surrounding areas or the community, the Board shall disapprove the application.

8.4.6 The Planning Board shall issue a final written decision of their action to approve, conditionally approve, or disapprove the completed application. If the application is conditionally approved, the Board shall list the conditions necessary to be met by the applicant prior to final approval.

8.4.7 In accordance with RSA 676:3, if the application is not approved, the Board shall provide the applicant with written reasons for disapproval. The decision shall be placed on file in the Planning Board's office and

shall be made available for public inspection within seventy-two (72) hours after the decision is made and a copy of the decision shall be filed with the Town Clerk.

8.4.8 Conditional approval shall be good for a term of one calendar year from the date granted.

8.5 Extension

The Planning Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve or disapprove an application (RSA 676:4,I(f)).

8.6 Certificate of Failure To Take Action

In accordance with RSA 676:4,I(c)(1), upon failure of the Board to approve, conditionally approve, or disapprove the application, the Selectmen may order the Planning Board to act within 30 days. If the board still fails to act, the Selectmen must approve the plan within 40 days, unless it can state in writing some specific regulation with which the application does not comply. The failure of the Selectmen to act on such order shall, upon petition of the applicant, constitute grounds for the Superior Court to issue an order approving the application, if the Court determines that the proposal complies with existing site plan review regulations and zoning and other ordinances.

8.7 Recording and Filing of Plats

No site plan plat shall be filed or recorded until it has been approved by the Planning Board, all outstanding fees have been paid by the applicant and has been endorsed in writing on the plat with the signatures of a majority of the Board.

The approved plat will be registered at the Rockingham County Registry of Deeds by a representative of the Newfields Planning Board at the fee established by the Planning Board. Two copies of the recorded plat shall be obtained by the Planning Board at the expense of the Subdivider.

SECTION 9 - SPECIFIC PLAN REQUIREMENTS

9.1 Format The Plan must be presented to the Planning Board in the following format:

9.1.1 The plan must be drawn in original ink on mylar or other material acceptable for recording purposes at the Rockingham County Registry of Deeds.

9.1.2 Sheet size which conforms to the requirements of the Registry of Deeds of Rockingham County for filing. These sheet sizes are: 8.5" x 11"; 11" x 17"; 17" x 22"; 22" x 34".

9.1.3 Abutters must be indicated on any plan submitted, showing their location in relation to the proposed site plan.

9.1.4 Scale should be not more than 1" = 100' (one inch = 100 feet).

9.1.5 Proposed site plan name or identifying title.

9.1.6 Correct current names of owner(s) of record (and applicant, if different).

9.1.7 Date, north arrow, location (locus map).

9.1.8 Name, license number, signature(s), and seal of the N.H. registered land surveyor, and engineer, if applicable.

9.1.9 Endorsement block for Planning Board approval.

9.1.10 All benchmarks shall be placed in reference to a permanent USGS point location.

9.1.11 Tax map reference including map and parcel number.

9.1.12 The final plan(s) shall include sufficient data acceptable to the Planning Board and the Town Engineer to determine readily the location, bearing and length of the existing and street and lot line, and to reproduce such lines upon the ground. All dimensions shall be shown to hundredths of a foot and bearings to at least half minutes. The error of closure shall not exceed a ratio of 1 to 10,000. The final plan(s) shall show the boundaries of the property and the bounds of any public or private streets and easements abutting or pertaining to the proposed site plan.

9.1.13 Match lines when needed.

9.2 Surveyed Plan Five (5) copies of the surveyed plan shall be submitted upon application and these plans shall include the following information:

9.2.1 Location of property lines and their approximate dimensions and bearings, boundary extensions, existing buildings, existing and proposed easements, alleys, parks, public open spaces, water courses, flood plains, ponds or standing water, wetlands, rock ledges, and other essential features. Abutting parcels names and similar facts regarding abutting property shall be included. Plans of all buildings with their type, size, location, and elevation of first floor slab indicated.

9.2.2 Location, name and widths of existing and proposed streets, roads and rights-of-ways (ROW's) with their grades and profiles and their center lines.

9.2.3 Locations of access to existing town roads, as stated in RSA 236-13, Section 5, and copies of permits for the access.

9.2.4 Existing and proposed water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply, and disposal of sewage and surface drainage. The plan must show all distances from existing water and sewage facilities. The size and location of all public service connections--gas, power, telephone, fire alarm (overhead

or underground).

9.2.5 Where the topography is such as to make difficult the inclusion of any facilities mentioned in Paragraph 9.2.1 above, within the public area so laid out, the plan shall show the boundaries of proposed permanent easements over or under private property. Such easements shall be not less than ten (10) feet in width and shall have satisfactory access to existing or proposed public way(s).

9.2.6 An elevation view of all proposed buildings indicating their height, bulk and surface treatment.

9.2.7 The type and location of solid waste disposal facilities.

9.2.8 The location and type of security lighting proposed.

9.3 Topographic Plan The topographic plan of the proposed site shall be submitted which includes the information described below.

9.3.1 The general topography of the proposed site shall be shown by means of elevations of sufficient points on the property to establish and show contour lines at vertical increments of not more than two (2) feet for the entire area proposed to be subdivided.

9.4 Erosion and Sediment Control Plan

An erosion and sediment control plan, if required, shall be submitted as specified in Section 9.8 - (Erosion Control) of these regulations and all State requirements.

9.5 Septic System Siting Requirements

9.5.1 In no case shall the Planning Board grant final approval of a proposed site plan until all State and Federal approvals, if necessary, have been received: e.g.; New Hampshire Department of Environmental Services (DES) - Water Supply and Pollution Control Division Subdivision Approval; DES Subsurface Disposal; DES Site Specific; DES Wetlands Board - Dredge and Fill Permit; DES Water Supply Approval; and U.S. Army Corps of Engineers 404 Permit.

9.5.2 In areas served by individual on-site sewage disposal systems, it shall be incumbent upon the applicant or his agent to adequately demonstrate that the lots will meet all current state and local septic system disposal standards. No site plan of land will be approved which cannot meet these standards. Town septic system requirements are found in the Town of Newfields Zoning Ordinance in Article VIII, Building Ordinance, Section 8.2.1.2, Sewerage.

9.5.3 The applicant or his agent shall be required to submit all site information, including but not limited to percolation tests, test pits, soil, slope, and minimum distance data as may be required by the Newfields Zoning Ordinance to determine the suitability of the lot(s) for on-site sewage disposal.

9.5.4 The location of and pertinent data on sufficient test pits and percolation tests to show that the regulations can be met on the lot(s). Information shall include at least the following: the location of at least two (2) test pits; one (1) percolation test data; the certification of the test pit inspector witnessing the perc tests; and an outline of the four thousand (4,000) square foot areas reserved for leach fields which corresponds to test locations. (Local septic system requirements must be met prior to obtaining approval from the N.H. Water Supply and Pollution Control Division.)

9.6 Legal Documents

Where applicable to a specific site, the following are required in a form approved by Town Counsel:

9.6.1 Agreement to convey to the Town land to be used for streets or other public purposes, with transfer of title.

9.6.2 Easements and rights-of-way over property to remain in private ownership, including drainage easements.

9.6.3 Performance security, as described in Section 9.7.1

9.7 Security

9.7.1 Security shall be in a form and amount, and with surety, and other conditions all satisfactory to the Board to insure for the Town the construction and installation of any required improvements within a period of time not to exceed three (3) years. The time limit of three (3) years for completion from the date of final approval shall be expressed in the security. The security shall remain valid and available until drawn upon by the Town or released in accordance with 9.7.5 below.

Further to the above, the security shall be one of the following:

9.7.1.1 certified check or bank check properly endorsed to the Town of Newfields.

9.7.1.2 irrevocable letter of credit submitted on the standard form approved by the Town. (If other than the Town's approved form, the performance agreement shall be reviewed and approved by the Planning Board and Town Counsel as to proper legal form and enforceability. The cost of this review shall be borne by the applicant.)

9.7.2 The applicant shall file with the Board a detailed estimate of all costs of required street improvements, drainage structures, utilities or other improvements. The Board may have the estimate reviewed by a professional consultant, if deemed necessary. The cost of this review shall be borne by the applicant. The Board, after considering the estimate, and other pertinent information, shall determine the amount of the performance security required.

9.7.3 The Board may further extend the time of three (3) years for completion when the reasons for delay were unforeseeable and beyond the reasonable control of the applicant. Any such extension shall be in writing and signed by a majority of the Board signifying their concurrence and shall only be granted after ensuring the validity and availability of the security for such extension. Any such extension shall be solely at the discretion of the Planning Board.

9.7.4 The performance security shall not be released until the Board has certified after inspection that the required improvements have been completed in accordance with the approved plat. A fee, payable by the applicant, may be charged to cover the cost of professional consultation selected by the Board to assist in determining completion of all required work to the construction standards of the Town.

9.7.5 All security shall be held by the Selectmen of the Town. The Selectmen shall not draw upon or release any security until they are in receipt of a resolution passed by a majority of the Planning Board stating the purpose and amount to be drawn or released. The Selectmen shall enforce such securities by all appropriate legal and equitable remedies.

9.8 Erosion Control

9.8.1 GENERAL

The purpose of this regulation is to control soil erosion and sedimentation resulting from site construction and development. Subdivision and site plans shall include plans for controlling erosion and sedimentation as provided below.

9.8.2 WHERE REQUIRED

The applicant shall submit an erosion and sediment control plan to the Planning Board for any tract of land being developed or subdivided, where one or more of the following conditions are proposed:

9.8.2.1 A cumulative disturbed area exceeding 20,000 square feet.

9.8.2.2 Construction of a street or road.

9.8.2.3 A subdivision of three or more building lots or dwelling units.

9.8.2.4 Disturbed critical areas.

Standard agricultural and silvicultural practices are exempt from this regulation.The Planning Board may waive the requirement for all or part of an erosion and sediment control plan if it determines that a plan is unnecessary because of the size, character, or natural conditions of a site. All requests for waivers and action thereon shall be made in writing.

9.8.3.DESIGN STANDARDS - EROSION AND SEDIMENT CONTROL

The following standards shall be applied in planning for erosion and sediment control:

9.8.3.1. All erosion and sediment control measures in the plan shall meet the design standards and specifications set forth in the "Erosion and Sediment Control Design Handbook for Developing Areas of New Hampshire" as amended and adopted by the Rockingham County Conservation District.

9.8.3.2 Whenever practical, natural vegetation shall be retained, protected or supplemented. The stripping of vegetation will be done in a manner that minimizes soil erosion.

9.8.3.3 Appropriate control measures shall be installed prior to removal of vegetation.

9.8.3.4 The area of disturbance shall be kept to a minimum. Disturbed areas remaining idle for more than thirty (30) days shall be stabilized.

9.8.3.5 Measures shall be taken to control sediment and retain it within the project area. Sediment in runoff water shall be trapped and retained within the project area using approved measures. Very poorly drained soils and waterbodies shall be protected from sediment.

9.8.3.6 Off-site surface water and runoff from undisturbed areas shall be carried non-erosively through the project area, or diverted away from disturbed areas where feasible.

9.8.3.7 Naturally occurring streams, channels, and wetlands shall be used for conveyance of runoff leaving the project area.

9.8.3.8 All temporary erosion and sediment control measures shall be removed after final site stabilization. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized within thirty (30) days.

9.8.4 PLAN REQUIREMENTS - EROSION AND SEDIMENT CONTROL

9.8.4.1 Preliminary Plan Requirements

A preliminary plan is optional. If submitted it shall include the following:

A. Site drawing of existing and proposed conditions:
(a) Locus map showing property boundaries
(b) North arrow, scale, date
(c) Property lines
(d) Easements
(e) Structures, utilities, roads and other paved areas

(f) Topographic contours
(g) Critical areas
(h) Waterways, bodies of water, drainage patterns, and watershed boundaries
(i) Vegetation
(j) Soils information from Soil Conservation Service published data or, where High Intensity Soil Maps are used, a conversion to a soil series map done by a Certified Soil Scientist
(k) Erosion and sediment control measures
(l) Areas of soil disturbance

B. Narrative section including discussion of each measure, its purpose, construction sequence, and installation timing as they apply to the site.

9.8.4.2 Final Plan Requirements

The Planning Board shall require each of the following in the final plan unless specifically waived:

A. Site drawing of existing and proposed conditions:

(a) Locus map showing property boundaries
(b) North arrow, scale, date
(c) Property lines
(d) Structures, roads, utilities, earth stockpiles, equipment storage, and stump disposal
(e) Topographic contours at two-foot intervals
(f) Extent of 100-year flood plain boundaries if published or determined
(g) Soils information from Soil Conservation Service published data or, where High Intensity Soil Maps are used, a conversion to a soil series map done by a Certified Soil Scientist
(h) Easements
(i) Areas of soil disturbance
(j) Areas of cut and fill
(k) Areas of poorly and/or very poorly drained soils including any portion to be disturbed or filled
(l) Location of all structural and vegetative erosion and sedimentation control measures
(m) Identification of all permanent control measures

B. Narrative section including:

(a) Construction schedule
(b) Earth movement schedule
(c) Description of temporary and permanent vegetative measures including seeding specifications
(d) Description of all structural erosion and sedimentation control measures, with detailed drawings of each
(e) Design calculations for all temporary and permanent structural control measures

(f) A proposed schedule for the inspection and maintenance of all measures

(g) Identification of all permanent control measures and responsibility for continued maintenance

(h) Calculations showing volume, peak discharge, and velocity of present and future runoff

9.8.5 RESPONSIBILITY FOR INSTALLATION/CONSTRUCTION

The applicant shall bear final responsibility for the installation, construction, and disposition of all erosion and sediment control measures required by the provisions of this regulation. The Planning Board may require a bond or other security as described in an amount and with surety conditions satisfactory to the Board, section 9.7.1, above. Site development shall not begin before the erosion and sediment control plan is approved. Erosion and sediment control measures shall be installed as scheduled in the approved plan.

9.8.6 MAINTENANCE

The applicant shall maintain all soil erosion and sediment control measures, including devices and plantings as specified in the approved plan, in effective working condition. Responsibility for maintenance by subsequent owners of the property on which permanent measures have been installed shall be included in the deed and shall run with the land. This information shall also be incorporated on the plan. For improvements which require easements on property owned by another the easement must be recorded at the Rockingham County Registry of Deeds. If the owner fails to adequately maintain such measures, the town shall have the authority to perform required maintenance. The cost of such work shall be borne by the owner.

9.8.7 PLAN APPROVAL AND REVIEW

The Planning Board shall indicate its approval of the erosion and sediment control plan, as filed, if it complies with the requirements and objectives of this regulation. If disapproved, a list of plan deficiencies and the procedure for filing a revised plan will be given to the applicant.

Technical review of any erosion and sediment control plan prepared under this regulation shall be reviewed by the Newfields consulting engineering firm at the expense of the applicant.

9.8.8 INSPECTION

Inspection shall be made by an agent of the Planning Board during development to ensure compliance with the approved plan and that control measures are properly installed or performed and maintained. This shall be done at the expense of the developer.

9.8.9 OTHER REQUIRED PERMITS

9.8.9.1 In addition to local approval, the following may be required:

A. RSA 485-A:17 requires a permit from the New Hampshire Water Supply and Pollution Control Division for "... any person proposing to significantly alter the characteristic of the terrain, in such a manner as to impede natural runoff or create an unnatural runoff...". Regulations require this permit for any project involving more than 100,000 contiguous square feet of disturbance or if such activity occurs in or on the border of the surface waters of the state.

9.9 Traffic Impact Analysis

9.9.1 All commercial, industrial or residential development proposed to be located on or having an effect on a town-maintained (Class V) road or street shall be reviewed by the Planning Board to ascertain that adequate provisions have been made by the owner or his/her agent for traffic safety. To facilitate this review, the Planning Board may require the developer to provide the Planning Board with a traffic impact analysis when deemed necessary by the Board due to the size, location or traffic generating characteristics of the development.

Traffic impact analyses shall address each of the following:

9.9.1.1 Traffic circulation and access, including adequacy of adjacent streets and intersections, entrances and exits, traffic flow, sight distances, curb cuts, turning lanes, and existing or recommended traffic signalization and may require accident statistics.

9.9.1.2 Pedestrian safety and access.

9.9.1.3 Off-street parking and loading.

9.9.1.4 Emergency vehicle access.

9.9.1.5 Off site improvements necessitated and to be constructed by the developer.

9.9.2 The Planning Board may retain the services of a consultant qualified in traffic planning to review the traffic impact analysis and to ensure that adequate provisions are made in the development plan to reduce or eliminate those impacts. The Board may further require, pursuant to RSA 676:4(g), that the developer reimburse the Town for reasonable costs of this review. No plan shall be approved until such fees, if applicable, are paid in full.

9.10 Streets and Roads

All public and private streets, roads and driveways, shall be submitted as specified in Table 1 - "Roadway Design Criteria" of these Regulations. The

Planning Board shall require, in those instances necessary, the construction of sidewalks, pedestrian ways and bikeways. Said construction will be done in accordance with State of New Hampshire Department of Transportation publication Standard Specifications for Road and Bridge Construction, 1990.

9.11 Parking

In addition to the standards called out below, parking in the Town of Newfields must comply with the requirements found in the Town of Newfields Zoning Ordinance, Article IV, Supplementary Regulations for Certain Uses, 4.5, Off-Street Parking and Loading Requirements.

9.11.1. Parking Space -- defined as an off-street area for vehicular parking of approximately 9' x 20' long.

For handicapped parking requirements, "The Architectural Barrier Free Design Code for the State of New Hampshire -Section 304" are incorporated by reference herein.

9.12 Signs

For specific sign requirements, please refer to the Town of Newfields Zoning Ordinance - Supplementary Regulations for Certain Uses, 4.6, Sign Regulations.

9.13 Noise Control

For specific sign requirements, please refer to the Town of Newfields Zoning Ordinance - Supplementary Regulations for Certain Uses, 4.7, Noise Control.

9.14 Buffer Zones / Landscaping

9.14.1 Each site plan proposed shall include appropriate buffer areas.

These buffer zones shall not be less than twenty-five (25) feet when separating two commercial lots and shall not be less than fifty (50) feet when separating a commercial lot from a residential lot.

The buffer shall be planted with a screen of shrubbery and trees not less than six (6) feet in height at the time of planting.

The screen shall be at least fifteen (15) feet in width and shall be maintained suitably by the owner.

In order to maintain a dense screen year round, at least fifty (50) percent of the plantings shall consist of evergreens. Existing natural growth may be considered as part of the screen.

No parking shall be located within any part of the buffer zone.

Only an access road where required and approved may encroach upon said buffer.

9.15 Protection of Natural and Historic Features

9.15.1 Each significant natural feature within the site including large or unusual trees, watercourses, natural stone outcroppings, and other scenic features shall be shown on the plan. Planning Board approval shall be obtained before removal of such features.

9.15.2 Each existing building or man-made structure, including stone fences, shall be shown on the plan and reviewed with the Planning Board for historic significance. Such features will not be destroyed or removed without Planning Board approval.

~~E. Submission Requirements. The following items are required for site review:~~

~~1. For the formal application stage, submit a properly filled out application.~~

~~2. Site Plan:~~

~~a. Sheet Size: 24" x 40" maximum~~

~~b. Scale: 1" = 100' (1 inch = 100 feet).~~

~~c. Match lines when needed.~~

~~d. Original plan to show entire property and all facilities. Subsequent additions to be indicated by shading, coloring or heavy outline.~~

~~e. Original or mylar in permanent ink and three (3) paper copies of each plan (blue or black line).~~

~~f. Date, title, scale, north arrow, location map.~~

~~g. Names and addresses of developer, designer/engineer, owner(s) of record, and abutters.~~

~~h. Name, license number and seal of the N.H. licensed Land Surveyor/Engineer.~~

~~i. Topographical plan with contour lines at two (2) foot vertical intervals. Benchmark from USGS datum.~~

~~j. Show all easements and rights-of-way.~~

~~k. Adequate space on the plan for the necessary endorsement by the Planning Board.~~

~~3. Separate list of current names and correct mailing addresses of all abutters of the property, including those across any street or stream.~~

~~4. Abutter(s) notification fee, $5.00 per abutter plus applicant.~~

~~5. Application fee, $50.00~~

~~F. Required Exhibits and Data. The following items are required on the site plan(s):~~

~~1. Sketch of site showing existing natural features including water courses and water bodies, trees and other vegetation, topographic features, any other features which should be considered in the site design process.~~

~~2. Plans of all buildings with their type, size, location (setbacks) and~~

~~elevation of first floor slab indicated (assume permanent on site elevation).~~

~~3. An elevation view of all buildings indicating their height, bulk and surface treatment.~~

~~4. Location of off-street parking and loading spaces with a layout of the parking indicated.~~

~~5. The location, width, curbing and type of access ways and egress ways, plus streets within and around proposed site.~~

~~6. The size and proposed location of water supply and sewage facilities and provide for future expansion of sewage and water facilities, and show all distances from existing water and sewage facilities.~~

~~7. The type and location of solid waste disposal facilities.~~

~~8. The location, elevation and layout of catch basins and other surface drainage features.~~

~~9. Existing and proposed contours and finished grade elevations -- all contours shall be a minimum of two-foot intervals.~~

~~10. The type, extent, and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained.~~

~~11. The location, size and design of proposed signs and other advertising or instructional devices.~~

~~12. The size and location of all public service connections -- gas, power, telephone, fire alarm (overhead or underground) etc.~~

~~13. The location and type of lighting for all outdoor facilities.~~

~~14. Lines of all existing adjoining streets.~~

~~15. Surveyed property lines showing their deflection angles, distances, radii, lengths of arcs, monument locations, and names of all abutters.~~

~~16. If a subdivision, then lines and names of all proposed streets, lanes, ways or easements intended to be dedicated for public use. All Newfields Subdivision Regulations shall apply.~~

~~17. Any other exhibits or data that the Planning Board may require in order to adequately evaluate the proposed development for Site Review.~~

~~G. Traffic Impact Analysis. All proposed commercial, industrial, or residential development shall be reviewed by the Planning Board to ascertain that adequate provisions have been made by the owner or his/her authorized agent for traffic safety. To facilitate this review, the Planning Board may require the developer to provide the Planning Board with a traffic impact analysis when deemed necessary by the Board due to the size, location or traffic generating~~

~~characteristic of the development.~~

~~Traffic impact analyses shall address each of the following:~~

~~1. Traffic circulation and access, including adequacy of adjacent streets and intersections, entrances and exits, traffic flow, sight distances, curb cuts, turning lanes, and existing or recommended traffic signalization.~~

~~2. Pedestrian safety and access.~~

~~3. Off-street parking and loading.~~

~~4. Emergency vehicle access.~~

~~The Planning Board may retain the services of a consultant qualified in traffic planning to review the traffic impact analysis and to ensure that adequate provisions are made in the development plan to reduce or eliminate those impacts. The Board may further require, pursuant to RSA 676:4(g), that the developer reimburse the Town for reasonable costs of this review. No plan shall be approved until such fees, if applicable, are paid in full.~~

~~H. Construction Bond. Before approval of a site plan by the Planning Board, there shall be filed a bond by the developer in an amount sufficient to cover the cost of the preparation of the streets, including internal roadways and access streets abutting the site plus all required improvements including the extension of public water and any future sewer lines, parking areas, and landscaping. This bond shall be approved as to form and sureties by Town Counsel and conditioned on the completion of such improvements within one (1) year of the date of the bond.~~

SECTION 10 - ADMINISTRATION AND ENFORCEMENT

10.1 General

10.1.1 These Regulations shall be administered by the Planning Board with the assistance of the Building Inspector, Town Engineer and such other persons as the Board shall designate. It shall be the duty of the Board of Selectmen to enforce the Site Plan Review Regulations. The Selectmen in enforcing these Regulations shall act upon complaint or information from the Planning Board, Building Inspector, Town Engineer, or otherwise, and shall, whenever practicable, take such action as the Planning Board or such other officer requests.

10.1.2 An agent so designated by the Planning Board may be charged with the responsibility of inspecting the sites for compliance with the Site Plan Review Regulations.

10.2 Appeals

10.2.1 Any person aggrieved by any decision of the Planning Board concerning a site plan review may appeal said decision to the Superior Court, as provided by R.S.A 677:15.

10.3 Waiver Procedure

10.3.1 When a proposed site plan plat is submitted for approval, the applicant may request in writing to waive specific requirements of these Regulations as they pertain to the site plan. The applicant shall present reasons in writing why the waiver is needed.

10.3.2 The Planning Board may grant a waiver in a special case, so that justice may be done and the public interest secured, provided that such waiver will not have the effect of nullifying the intent and purposes of these Regulations; and further provided that the Planning Board shall not approve waivers unless it shall make [written] findings based upon the evidence presented to it in each specific case. Such waivers will be entertained and acted upon by the Planning Board only at a properly noticed public hearing.

10.4 Amendments

The Planning Board may from time to time amend these regulations in accordance with RSA's 675:6 and 675:5. Amendments to the Site Plan Review Regulations shall include the following steps:

10.4.1 The Board shall hold at least one (1) public hearing on the proposed regulations and/or amendments.

10.4.2 Notice for time, place and date of any hearing to amend shall be given at least ten (10) calendar days before hearing, not including day of posting or day of hearing. Notice of hearing shall be published in a paper of general circulation in Town and posted in two (2) public places. Notice shall include an adequate statement describing the proposal and the place where a full text of proposal is on file for public inspection. Posting shall include a copy of the full text.

10.4.3 The Planning Board may adopt the amendments upon completion of the public hearing by an affirmative vote of a majority of its members.

10.4.4 Regulations and/or amendments adopted shall be legal and have full force and effect when copies are certified by a majority of the Planning Board members and filed with the Town Clerk.

10.5 Fines and Penalties

10.5.1 Any violation of these regulations shall be punishable pursuant to RSA 676:17, 17-a, and 17-b, as the Board of Selectmen shall elect.

The Planning Board shall also have the authority to seek injunctive relief pursuant to RSA 676:15.

10.6 Effective Date

These revised regulations are effective as of _____, 1993, on which day they have been filed with the Newfields Town Clerk. In accordance with RSA 675:9 a copy of these regulations and subsequent amendments will be forwarded to the New Hampshire Office of State Planning.

~~**SECTION X. AMENDMENTS**~~

~~**These regulations may be amended or rescinded by the Planning Board but only following public hearing on the proposed change. The Chairman or Secretary of the Planning Board shall transmit a record of any change so authorized to the Register of Deeds of Rockingham County.**~~

TABLE 1
ROADWAY DESIGN CRITERIA

	Minor Street	Major Street
Design Speed	30 mph	40 mph
Right of Way Width	50 feet	50 feet
Pavement Width	20 feet	20 feet
Minimum Centerline Radius	400 feet	600 feet
Minimum Curb Radius	30 feet	40 feet
Minimum Profile Grade	1%	1%
Maximum Profile Grade	8%	5%
Maximum Profile Grade on Horizontal Curves	5%	5%
Minimum Stopping Sight Distance	200 feet	325 feet
Minimum Corner Intersection Sight Distance *	310 feet	415 feet
Depth of Gravel Base	18 inches	18 inches
Depth of Bituminous Concrete Binder	2 1/2 inches	2 1/2 inches
Depth of Bituminous Concrete Top	1 1/2 inches	1 1/2 inches

***Measured at a point on the centerline of the proposed street 40 feet off the edge of pavement of the intersected street.**

TABLE 2
DRAINAGE DESIGN CRITERIA

	Storm Drain	Subdrain	Culvert
Pipe			
Material	RCP	CMP	RCP
Minimum Diameter	12"	8"	12"
Minimum Slope	.5%	-	.5%
Maximum Velocity (For Design Flow)	12 fps	-	12 fps
Minimum Cover	30"	30"	30"
Design Storm	25 yrs	-	100 yrs
Runoff Coefficient	0.40	-	0.40

Abbreviations:

RCP ....Reinforced Concrete Pipe
CMP ....Corrugated Metal Pipe

FIGURE 1

TYPICAL ROAD SECTION

NEWFIELDS SITE PLAN REVIEW PLAN CHECKLIST

Applicant: _____

A site plan shall contain the following information, where applicable, to be considered complete:

____ Mylar in permanent ink

____ 5 paper copies

____ Abutters' names and addresses on separate page, with names keyed to plan

____ North arrow indicating magnetic or true north

____ Scale (1" = 50' required)

____ Date

____ Subdivision name or identifying title and plan number

____ Surveyor name, address and stamp

____ Engineer name, address and stamp

____ Current owner's name and address

____ Option holder's name and address

____ Location (Locus) map

____ Tax Map and parcel number

____ Zoning District(s) and lines

____ Variances, special exceptions, and date(s) given

____ Abutting streets

____ Existing and proposed easements and right of ways

____ Location of property lines including entire undivided lot

____ Location of existing buildings

____ Location of existing and proposed security lighting

____ Location of existing driveways and parking

____ Location of natural and historic features

____ Location of floodplains and wetlands, including identification of wetlands buffer

____ Location of water courses, standing water, or fire ponds

____ Location of ledges

____ Area and dimensions of each lot and total parcel

____ Location of existing and proposed streets

____ Road profiles

____ Topographical Map (2 ft. intervals)

____ U.S.G.S. bench marks

____ Monuments and iron pins

____ Storm Water Drainage Control Plan:

- ____ location of mains, culverts and drains
- ____ storage and disposal
- ____ volume and frequency of runoff

____ Location of existing and proposed sewer lines

____ Location of existing and proposed fire hydrants

____ Tree line

NOAA COASTAL SERVICES CTR LIBRARY
3 6668 14111778 0

____ Sanitary System

____ Test pits and logs

____ Location of leach field

____ Elevation views of proposed buildings indicating height, bulk and surface treatment

____ Endorsement block for Planning Board approval

____ Location of existing and proposed gas, telephone, electric, water and cable television lines (include size of line where appropriate)

____ Waiver requests in writing

Other Items Required As Applicable:

____ N.H. DES Alteration of Terrain Permit

____ N.H. Wetlands Board "Dredge & Fill" permit

____ N.H. Department of Transportation driveway access permit

____ Traffic impact analysis

____ Erosion and sediment control plan

____ Other state or federal permits as required

Reviewed By: _____ **Date:** _____

This checklist is intended to be only a guide. Refer to Site Plan Review Regulations for complete requirements.