

LAND SUBDIVISION CONTROL REGULATIONS

Sandown, New Hampshire

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LAND SUBDIVISION CONTROL REGULATIONS

TOWN OF SANDOWN, NEW HAMPSHIRE

PREAMBLE

In order to provide against such scattered and 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 or other public services, or necessitate excessive expenditure of Town funds for the supply of such services and to provide for the harmonious development of the municipality and its environs, the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets, the following regulations are hereby enacted.

Section 1 Authority

Under the authority vested in the Sandown Planning Board by the voters of the Town of Sandown, New Hampshire on March 14, 1961, in accordance with State law then in effect, and in accordance with current State laws including, but not limited to, Chapters 673, 674, 675 and 676 RSA of the State of New Hampshire, the Sandown Planning Board adopted the following regulations governing the subdivision of land in the Town of Sandown, New Hampshire. (Amended April 21, 1998)

Section 2 Validity

If any section, clause, provision, portion or phase 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 3 Purpose

The purpose of this regulation 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). This regulation is to assure that standards will be attained, so as to provide for and protect the public health, safety and general well being.

Section 4 Effective Date

This regulation, and amendments thereto, shall become effective upon its passage, when upon completion of a duly noticed public hearing, the document is certified by a majority of the Planning Board and copies are filed with the Town Clerk in accordance with RSA 675:6. The Chairman or the Secretary shall transmit a copy of the amended regulations so authorized to the New Hampshire Office of State Planning.

Section 5 General Standards

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

- 5.1 The safe and attractive development of the tract and to guard against such conditions as would involve danger or injury to health, safety, and the diminution in value of surrounding properties;
- 5.2 Traffic circulation and access including adequacy of entrances and exits, traffic flow, sight distances, access to state highways, turning lanes, and traffic signalization;
- 5.3 Pedestrian and bicycle safety and access;

- 5.4 Off-street parking;
- 5.5 Emergency vehicle access, including fire lanes;
- 5.6 Storm water drainage and ground water recharge;
- 5.7 Water supply, waste water and septage disposal, and solid waste disposal;
- 5.8 Adequate fire safety, prevention and control;
- 5.9 The harmonious and aesthetically pleasing development of the municipality and its environs;
- 5.10 Suitably located and coordinated travel ways 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;
- 5.11 Conformance with all existing regulations and ordinances;
- 5.12 Demonstration that the proposal is generally consistent with the Town's Master Plan;
- 5.13 The minimization of encroachment on neighboring land uses;
- 5.14 Adequate green areas, open space, conservation easements, slope and drainage easements in accordance with RSA 674:36, II(d) particularly on land subdivisions of 20 acres or more; (Amended January 15, 2002)
- 5.15 If applicable, the use of shared access to two or more proposed subdivisions, all of which, for the purpose of this section, shall be considered a single parcel of land, even though acquired by more than one owner;
- 5.16 Facilities to meet the recreational needs of the residents of the subdivision. (Adopted September 1988) Said facilities shall focus on lifetime recreational activities such as walking trails, tennis court(s), all purpose field (softball, soccer), exercise trails, etc. (Amended July 17, 2001) Proposed recreational equipment for said facilities shall be of commercial grade and standards and shall be installed according to manufacturer's instructions and recommendations; (Amended September 25, 2001)
- 5.17 Proportionate share of off-site infrastructure improvements created by the increased residents of the subdivision such as, but not limited to school space, town and state roads leading to the subdivision, library, fire and police facilities, and waste disposal facilities. (Amended November 1992)

Section 6 Conflicting Provisions

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.

Section 7 Definitions

- 7.1 Abutter:
Abutter means any person, whose property adjoins, or is directly across a street or stream from a land under consideration by the Planning Board. In 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 and any amendments thereto.

- 7.2 Applicant:
Applicant shall mean the owner of record of the land to be subdivided, including any subsequent owner of record making any subdivision of such land or any part thereof, or the duly authorized agent of any such owner.
- 7.3 Board:
Board shall mean the Planning Board of the Town of Sandown, New Hampshire.
- 7.4 Completed Application:
A completed application includes the application form with all information completed as requested on the form, all attachments, drawings, approvals and other paperwork as requested in the form or elsewhere in these regulations, all fees and administrative expenses as indicated in these regulations, and a statement that the applicant or his or her agent alleges that all requirements for the applied for approval have been met. For submission requirements, see Section 16, "Subdivision Application Checklist," which must be completed and submitted with the completed application form. (Amended September 25, 2001)
- 7.5 Plat:
Plat shall mean the final drawing or drawings upon which the applicant's subdivision plan is demonstrated, prepared, or required under Section 11 herein, and which, if approved, will be submitted to the Registry of Deeds of Rockingham County for recording.
- 7.6 Lot Line Adjustment:
A Lot Line Adjustment shall mean the exchange of abutting land among two or more owners which does not increase the number of owners or the number of lots. A lot line adjustment may not create a non-conforming lot where a lot was previously conforming, and a lot line change may not increase the non-conformity of an already non-conforming lot. (See Section 19 for application).
- 7.7 Parcel:
Parcel shall mean a tract of land which is not buildable due to area, frontage, soil type or other feature. (Amended April 21, 1998)
- 7.8 Re-subdivision:
Re-subdivision shall be the term used to describe a case where, in an approved subdivision, an applicant desires to make one or more lot line changes of such magnitude that the Board has reason to believe that one or more of the newly created lots might not be in conformance with the requirements for a buildable lot under the Sandown Zoning Ordinance of these Land Subdivision Control Regulations. Once the Board has determined that an application constitutes a re-subdivision, the procedure shall be the same as for a subdivision.
- 7.9 Street:
Street, for the purposes of this regulation, shall mean a strip of land of proper width, lying between two well defined lines dividing said strip from public or private property on either side of the same, and providing adequate means for the safe passage of pedestrians and vehicles over the same. Street shall mean a State road, Town road, proposed Town road, or proposed private road to be built and shall not be construed to include driveways. (Amended November, 1986) (Amended April 21, 1998)
- 7.10 Subdivision:
Subdivision means the division of the lot, tract or parcel (which may include one or more tracts, lots or parcels) of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, for sale, rent, lease, condominium conveyance (that which creates more dwelling units or bedrooms) or 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 for the purposes of these regulations (RSA 672:14). In certain cases where two or more tracts, lots, or parcels are to be combined into one lot, or a lesser amount of lots in such a way that a non-conforming lot might be produced, subdivision shall be the term used to describe this application.

7.11 Minor Subdivision:

Minor subdivision means a subdivision which creates not more than three new lots for building or development purposes, or which does not involve the creation of new lots for building or development purposes, and which does not involve the construction of any new public or private street. Lot line adjustments shall generally be considered minor subdivisions. (Adopted October, 2006)

7.12 Major Subdivision:

Major subdivision means any subdivision not meeting the definition of 'minor subdivision' contained in Section 7.11 of these Regulations. (Adopted October, 2006)

Section 8 Procedure

In accordance with state law any proposed subdivisions which are likely to have impacts beyond the boundaries of the Town of Sandown shall be processed by the planning board according to the procedures established in NH RSA 36:4-58, *Review of Developments of Regional Impact*. *The Projects of Regional Impact Checklist* is to be completed and submitted with each application. **(Adopted June, 2010)**

8.1 Sale, or Offer to Sell Property

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 shall comply with all the requirements contained in these regulations.

8.2 Preliminary Conceptual Consultation Phase and Design Review Phase (Amended October, 2006)

8.2.1 Preliminary Conceptual Consultation Phase (Amended October, 2006)

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 only occur without the necessity of giving formal public notice as required under RSA 676:4(l)d, however, such discussions may occur only at formal meetings of the Board.

8.2.2 Design Review Phase

This phase is required for all major subdivision proposals. The Board shall engage in non-binding discussions with the applicant beyond conceptual and general discussions, which will necessarily involve more specific design and engineering details. Design Review by

the Planning Board may occur only after appropriate notice of the same is given pursuant to the requirements of 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. (Amended April 21, 1998) (Amended October, 2006)

8.2.3 Persons wishing to engage in either the Preliminary Conceptual Consultation Phase or the Design Review Phase (Amended September, 1988) (Amended October, 2006) shall submit an application for Preliminary Conceptual Consultation Phase or Design Review Phase review, as applicable, (see Section 17), to the Administrative Assistant to the Planning Board during posted business hours, no later than the last Wednesday of each month for placement on the Planning Board's regular agenda, typically held on the third Tuesday of each month. (Amended November, 1991) (Amended November, 2002) (Amended October, 2006)

8.3 The Application

The owner of any proposed subdivision shall file eight copies (Amended November, 1986) of the plan, as described in Section 11, with the Sandown Planning Board in order to be considered for placement on the agenda of the Planning Board's regularly scheduled monthly meeting (third Tuesday of the month). Completed subdivision applications shall only be received by the Administrative Assistant of the Planning Board on the last Wednesday of the month, from 9 a.m. until 11 a.m. only at the Town Hall. If the application is found to be incomplete, for any reason, a written notice stating the reasons shall be sent to the applicant, placed on file and made available for public inspection within 72 hours after determination of incompleteness is made. (Amended April 21, 1998)

8.4 Notice

The Planning Board shall, in accordance with RSA 674:4, I, notify the abutters, the applicant, holders of conservation, preservation or agricultural preservation restrictions, every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat submitted to the Board, as well as, all owner(s) by certified mail, return receipt requested, of the date of the public meeting at which the completed application will be formally submitted to the Board. (Incomplete applications shall not be put on the agenda). Notice shall be mailed at least 10 days prior to the submission. Notice to the general public shall also be given at the same time by posting in two public places in Town. The notice shall include a general description of the proposal and shall identify the applicant and the location of the proposal. (Amended April 21, 1998)

8.5 Receipt of Application

Completed subdivision applications shall only be received by the Administrative Assistant of the Planning Board on the last Wednesday of the month, from 9 a.m. until 11 a.m. only at the Town Hall. If the application is found to be complete, it will be scheduled for the next regular Planning Board meeting. If the application is found to be incomplete, for any reason, a written notice stating the reasons shall be sent to the applicant, placed on file and made available for public inspection within 72 hours after determination of incompleteness is made. (Amended April 21, 1998)

8.6 Formal Consideration

The Board shall begin formal consideration of the application within 30 days after receipt of the completed application. Application completeness shall be determined by the Planning Board or its agent. Applications must conform to the Sandown Zoning Ordinance as determined by technical reviews in order to be accepted for formal consideration. (Amended September 21, 2001) This time limit shall be subject to extension or waiver as provided below. (Amended April 21, 1998)

8.7 Approval

At a duly noticed public hearing, the Board shall act to approve, conditionally approve or disapprove the application, within 65 days of accepting a completed application for formal consideration. (Amended September 21, 2001) This 65 day time limit shall be subject to extension or waiver as provided below (RSA 676:4, I(c). The Board may grant final subdivision approval on proposed subdivisions of three lots or less at one hearing in accordance with RSA 676:4, III. (Amended April 21, 1998) (Amended September 21, 2001)

8.7.1 Waiver

The applicant 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)).

8.7.2 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)).

8.7.3 Conformance to Zoning Ordinance

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

8.7.4 Decision

The Planning Board shall issue a final written decision which either approves, conditionally approves, or disapproves an application. If the application is not approved, the Board shall provide the applicant with written reasons for the disapproval. (RSA 676:3)

Active and substantial development or building shall have commenced on the site by the owner or his successors in interest in accordance with the approved plat within 12 months after the date of approval, or in accordance with the terms of said approval, and where a bond to cover the costs of roads, drains, or sewers is required in connection with such approval, such bond is posted with the Town at the time of commencement of such development. Active and substantial development or building shall mean, at a minimum, the installation of all roads through the base course phase, all surface water drainage systems, all community water supply and septic disposal systems, all underground utilities or any other Board requirements. (Amended April 21, 1998)

8.7.5 The Application (Amended April, 1991) (Amended April 21, 1998)

The owner of any proposed subdivision shall file eight copies (Amended November, 1986) of the plan, as described in Section 11, with the completed application, with the Sandown Planning Board. In order to be considered for placement on the agenda of the Planning Board's regularly scheduled monthly meeting (third Tuesday of the month), applications and plans must be submitted per Section 8.5 above.

No application shall be denied upon expiration of a conditional approval nor extension of conditional approval time without a public compliance hearing with notice per RSA 676:4, I(d). The Planning Board may, at the applicant's request, grant extensions to conditional approval time periods. Approval of the plan by the Board shall not constitute an acceptance by the Town of dedication of any street, highway, park or other public open space. (Amended April 21, 1998)

8.8 Certificate of Failure to Take Action

Upon failure of the Board to approve, conditionally approve or disapprove the application, the applicant may obtain from the Selectmen an order directing the Board to act in accordance with RSA 676:4, I(c). (Adopted September, 1988) (Amended September, 1988) (Amended April 21, 1998)

Section 9 General Requirements For The Subdivision of Land

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

9.1 Arrangement of Streets

The arrangement of streets in the subdivision shall provide for the continuation of streets in adjoining subdivisions, or for their proper projection onto adjoining property.

9.2 Road Width

No street or highway right-of-way shall be less than 50 feet in width. The apportioning of the widths among roadways, sidewalks, and possible grass strips, shall be subject to the approval of the Board.

9.3 Dead-End Streets

Dead-end streets or cul-de-sacs shall not exceed 1000 feet in length measured from intersection with existing road to the end of said street (including the diameter of the cul-de-sac). (Amended November, 1986) All such streets shall be equipped with a turn-around roadway at the closed end in accordance with Appendix B.

9.3.1 Single Access Streets

No single access street shall serve more than 25 units. (Amended October, 1996)(Amended August 17, 2001) **In situations where an applicant proposes to construct one or more secondary points of access in order to fulfill the requirements of this Section, each secondary access shall conform to the same design standards as the street providing principal access to the subdivision or development site in question. (Amended October, 2006)**

9.4 Driveways

The maximum driveway grade, within 50' of an existing or proposed roadway, shall not exceed 3%. Maximum driveway grade at any distance greater than 50' from an existing or proposed road shall not exceed 8%. Proposed driveways shall intersect existing streets where the existing street grade is 6% or less. (Amended April, 1991) A negative 2% slope from an existing or proposed Town or State road shall be provided before driveway slope begins. (Amended November, 1986) (Amended April 21, 1998)

9.5 Intersection of Streets

Streets shall be laid out so as to intersect as nearly as possible at right angles. No street shall intersect any other street at any angle of less than 75 degrees. The maximum roadway grade within 50' of any intersection measured along the center lines of intersecting streets shall not exceed 3%. No structure or planting (grass excepted) shall be permitted within the street right-of-way within 50' of the intersection. (Amended November, 1986) (Amended April 21, 1998)

9.6 Access Control

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

9.7 Street Density

The distance between the center lines of parallel, or near parallel streets, shall not, in general, be less than 480 feet (except within cluster subdivisions).

9.8 Street Configuration

The Planning Board may stipulate, as a condition precedent to the approval of the plat, the extent to which and the manner in which streets shall be graded and improved and the extent to which water, sewer, and other utility mains, piping, connections or other facilities shall be installed. Applicants shall be required to pay for or install improvements to the roadway that fronts along their property, in accordance with Appendix A. (Amended January, 1984; December, 1989; August, 1993; and April 21, 1998)

9.8.1 Underground Utilities

Utilities to support new dwelling units shall be located underground, running parallel to the pavement in the road shoulder area. Said utilities shall include as a minimum, electrical supply, telephone, and cable television. (Amended July 17, 2001)

9.9 Intersections and Property Lines

Intersecting property lines at street intersections shall be joined by a curve of at least a 20 foot radius.

9.10 Highway Monuments and Signs

Permanent highway monuments, as approved by the Planning Board, shall be installed after the subgrade of the street is in place at all intersections of streets, all points of change in direction or curvature of streets, and at any other points the Planning Board may deem necessary to control the line of streets. No street shall be accepted by the Town of Sandown until traffic control devices (signs and pavement markings, etc.), street bounds, (Amended November, 1986) and street name signs of size, type and design meeting the NH State standard (four inch capital white letters on a green background, minimum of 30 inches long) (Amended September, 1988) have been erected by the developer. (Amended April 21, 1998)

9.11 Property Bounds

All monuments adjacent to and in the subdivision shall be shown on the plat. The subdivider shall install the following:

1. Concrete or granite monuments at least four feet in length and four inches in diameter (with suitable drill hole at the center point) at the beginning and end of each curve at each street intersection on the right-of-way line;
2. A minimum of one inch diameter iron pipe monuments at all lot corners in the subdivision to establish the boundary lines of lots up on the ground with reasonable permanence;
3. Additional concrete or granite monuments along street lines and lot lines within the subdivision as required by the Planning Board.

Each monument shall be set two to six inches above the finished grade of the surrounding property. Where appropriate, one inch deep drill holes may be set in an existing stone wall or in ledge, in lieu of the required monument. To insure the installation of monuments required by the subdivision plan, a surety, per Section 9.18, shall be required at a minimum of \$100 per monument. All monumentation shall be in place before any surety is released. (Adopted December, 1989) (Amended April 21, 1998)

9.12 Street Preparation

9.12.1 Clearing and Construction

No person required to submit a subdivision plan to the Planning Board pursuant to 8.1 and/or to the Water Supply and Pollution Control Division of the Department of Environmental Services (WSPCD) pursuant to RSA 48:5-A:32, shall commence the construction of roads within the lot, tract, or parcel proposed to be subdivided, by clearing the land thereof natural vegetation, any artificial fill thereon, or otherwise altering the land, nor shall he do other act or acts which will alter the natural state of the land or environment, unless the subdivision plan relating thereto has been submitted to and approved by the Planning Board in accordance with these Subdivision Regulations and by WSPCD. Nothing in this requirement shall be construed to prevent the taking of test borings, the digging of test pits, or construed to prevent the taking of test borings, the digging of test pits, or any other preliminary testing and inspection necessary to comply with the requirements of the WSPCD or the Town of Sandown relative to information necessary for review and approval of subdivision plans. (Adopted November, 1991) (Amended April 21, 1998)

9.12.2 Construction Requirements

The entire area of each street shall be cleared of all stumps, brush, roots, boulders, and like material, as well as, all trees within 10 feet of the roadbed. All boulders and ledge shall be broken off to a depth of not less than 12 inches below the subgrade. All streets shall be graded with bank-run gravel, and may include materials up to six (6) inches in diameter, to a width of not less than 36 feet, and to a depth of at least twelve (12) inches. On the base shall be laid not less than six (6) inches of 2" processed gravel, to a width of not less than 30 feet, plus appropriately sloped shoulders. All new streets shall be asphalted using "bituminous concrete" material to a minimum depth of 3 inches applied in two lifts; 2" binder-1 inch wearing and the minimum width of asphalted streets shall be 24 feet. Reference appendage "A". (Amended May, 1985) (Amended April 21, 1998)

9.13 Maximum Grade of Streets

Grades of all streets shall conform in general to the terrain and shall not exceed 6% for all streets, except as provided in Section 9.13.1. (Amended April 21, 1998)

9.13.1 Waiver of the Maximum Street Grade

Where, in the opinion of the Board, and where it has been demonstrated to the satisfaction of the Board by the subdivider, that adherence to the maximum grade specified above will cause streets to be constructed in what the Board considers to be excessive cuts or fills, a waiver from the above specified maximum grade may be granted provided:

- A. That the maximum allowable grade be 8%;
- B. That no other such grade greater than 6% occur within 500 feet, measured along the centerline of the road from point of vertical intersection;
- C. That the subdivider obtains written permission of the Board for the design of a street greater than 6%.

9.13.2 Easements

Slope easements shall be provided to the Town for the maintenance of side slopes beyond limits of platted right-of-way. (Amended April 21, 1998)

- A. All construction not covered by specifications as set forth by the Town of Sandown shall be done in accordance with the "State of New Hampshire Department of Public Works

and Highways Standard Specifications for Road and Bridge Construction,” approved and adopted November 1, 1960, and as amended from time to time. Materials, line, and grade shall be shown on the approved plans and in accordance with the Town of Sandown standards details and cross section which are part of these regulations (See Section 14).

- B. The owner, contractor, or subdivider is responsible for all engineering work and all references to measurement and payment therein, are for the convenience of the owners and subdividers in dealing with their own contractors, and shall not refer to the Town of Sandown. These specifications and the Town of Sandown “Cross Section and Details” are a minimum for residential subdividers and may be changed in the case of streets which will receive heavy truck traffic.

9.14 Hazards

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

9.15 Common Land, Parks and Playgrounds

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 shall be of reasonable size and character for neighborhood playgrounds, schools, or parks.

9.16 Names of Streets

Streets which join, or are in alignment with streets of abutting or neighboring properties, shall bear the same name. Names of new streets shall not duplicate or bear phonetic resemblance to the names of existing streets within the Town of Sandown. All street names shall be approved by the Board, Fire Chief or 911 Emergency Coordinator. Street numbering (meaning house numbers), shall be shown on the plans, including the tax map sketch. Approval from the Building Inspector is required for all street numbering. (Amended November, 1986) (Amended April 21, 1998)(Amended July 20, 2004)

9.17 Sewage Disposal System Information

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 and backup (Amended November, 1986) system (septic tank and drain field). The subdivider or his agent shall be required to provide the necessary equipment and labor for the making of these tests. The Board, at its discretion, may require individual construction approval. (Amended April, 1987) (Amended April 21, 1998)

9.18 Drainage

All residential areas shall be designed to accommodate the 10-year design storm. Retention/detention shall be required where deemed necessary by the Planning Board to minimize potential negative impacts to down gradient areas. All such detention/retention facilities shall be designed for the 25-year design storm. Each application shall include design calculations prepared and sealed by a Licensed Professional Engineer and performed in accordance with a methodology acceptable to the Planning Board. Stormwater treatment prior to discharge to wetlands or waterways shall be provided in accordance with the requirements of NH RSA 485:a-17. All treatment provisions shall be designed for the 10-year design storm. (Amended April 21, 1998)

- 9.18.1 All pipe culverts within an existing or proposed street shall have a minimum of 3'0" of soil cover. (Amended April 21, 1998)
- 9.18.2 All pipe culverts shall be equipped with either a concrete or mortar rubble masonry headwall, flared end section or drainage structure at both ends. (Amended April 21, 1998)
- 9.18.3 In order to avoid erosion at the discharge points of all pipe culverts, erosion stone or rip rap, of a size and dimension acceptable to the Planning Board, shall be provided and in accordance with the Erosion and Sediment Control Design Handbook for Developing Areas of New Hampshire (1992) as amended. (Amended April 21, 1998)
- 9.18.4 Acceptable pipe culvert materials are:
- A. Reinforced concrete pipe; or
 - B. High density polyethylene pipe; (Amended April 21, 1998)
 - C. 9.18.5 Culverts.
- 9.18.5 On all streets and driveways, culverts must extend at least 2' beyond the edge of the property sloped shoulder toward the drainage ditches. (Amended November, 1986) (Amended April 21, 1998)

9.19 Road Frontage Improvement

The entire frontage along the lot(s) being subdivided shall be improved to the typical roadway cross section shown in Appendix A. (Amended November, 1982)

9.20 Bonding

Before approval of any subdivision containing any new proposed streets and/or road shoulder improvements, the subdivider shall enter into a written agreement with and acceptable to the Planning Board, Board of Selectmen and Town Counsel, which agreement shall provide for the form and amount of the surety bond covering, and the length of time until, completion of such streets. In accordance with RSA 674:36, III and any amendments thereto, all construction shall be bonded at the discretion of the Planning Board, including, but not limited to, culverts, ditching, and pavement at driveway connections. (Reference Appendix G) (Amended April, 1987) (Amended April 21, 1998)

Additionally, for out-of-state banks, the following sentences shall be an integral part of the irrevocable letter of credit. "(Bank) hereby consents to the jurisdiction of the New Hampshire Court System for adjudication of any dispute arising from this letter of credit, and agrees that such litigation shall be maintained in the Rockingham County Superior Court. The parties agree that this letter of credit shall be interpreted under New Hampshire law." (Amended December, 1998)

The applicant shall be required to submit three copies of the "Street Improvement Guarantee Summary Sheet" prior to the Planning Board's acceptance of the bond amount (Reference Appendix H) (Amended April, 1991)

9.21 Seeding

In accordance with USDA Soil Conservation Service recommendations, seeding shall be done during the following periods, whenever possible:

1. Second week in August thru second week in September; or
2. April through June. (Adopted December, 1989)

9.22 Waiver Clause Amended 05/05/09

Pursuant to NH RSA 674:35 and 674:35, the Planning Board shall have the authority to waive any part of these subdivision regulations provided that such action would not:

1. Violate the spirit of the ordinance;
2. Cause detriment to surrounding property values; and
3. Adversely affect the public convenience and welfare.

When, in the judgment of the Planning Board, special circumstances exist where strict conformity with any specific requirements of these regulations would cause extraordinary and unnecessary hardships, the Board may waive certain portions of the regulations so that substantial justice may be achieved and the public interest secured, provided that such waivers shall not have the effect of nullifying the intent and purpose of the Zoning Ordinance, Master Plan, or Official Zoning Map.

In granting waivers, the Planning Board may require such conditions as will, in the board's judgment, secure substantially the objectives of the standards or requirements of these regulations.

The Planning Board shall make findings based upon the evidence presented in writing (on the form provided with the application) that in each specific case:

1. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out. Strict conformity would pose an unnecessary hardship to the applicant.
2. The waiver will not, in any manner, be contrary to any of the Town of Sandown Regulations

A petition for any such waiver shall be submitted in writing by the applicant at the time when the application is filed for consideration by the Planning Board. The waiver request form must be completed in detail and include the grounds for the waiver and all of the facts relied upon by the petitioner.

9.23 Subdivision Recreation Facilities

A recreation park for the subdivision shall contain at least three of the following recreation facilities:

- A. An equipped play area;
- B. Multipurpose court(s) (e.g. tennis and/or basketball);
- C. Multipurpose field(s) (e.g. soccer, baseball, softball);
- D. Picnic area;
- E. Passive recreation area (e.g. conservation land, water access);
- F. Paved recreation trail (with or without exercise stations, depending on length).

In addition, adequate parking shall be provided. (Added November 27, 2001)

9.23.1 Subdivision Recreation Facilities for Elderly Housing

- A. A recreational or multi-purpose building designed to accommodate the recreational and avocation needs of the elderly. Building size shall be a function of project density and size;
- B. Applicant shall also satisfy Section 9.23 above.

9.24 Reserved (Amended October, 2006)

9.25 Special Flood Hazard Areas (May, 2002)

Requirements for subdivision having land designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP).

The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

The responsible person shall require that all subdivision proposals and other proposed new development greater than 50 lots or 5 acres, whichever is the lesser, including within such proposals Base Flood Elevation (BFE) data.

Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow determination that:

- (i) All such proposals are consistent with the need to minimize flood damage;
- (ii) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
- (iii) Adequate drainage is provided so as to reduce exposure to flood hazards.

9.26 School Impact Fee Assessment (Adopted April, 2003)

Fees for school facilities impact shall be based upon the type of dwelling to be constructed per the following chart:

School Impact Fee Schedule Per Dwelling Unit

Units in Structure/Building Type	Sandown School Impact Fee 2002 Update
Single Detached	\$4,511
Single Attached (Townhouse)	\$2,940
Duplex/2-Unit	\$3,422
Three-Four Unit	\$2,842
Five + Unit	\$1,619
Manufactured Housing	\$3,105

Section 10 Erosion and Sediment Control Regulations (Adopted November, 1986)

10.1 Definitions

10.1.1 "Certification" means a signed, written approval by the Planning Board that a soil erosion and sediment control plan complies with the applicable requirements of the regulations.

10.1.2 "Planning Board" means the Planning Board of the Town of Sandown.

- 10.1.3 "County Conservation District" means the Rockingham County Conservation District (hereafter RCCD).
- 10.1.4 "Development" means any construction or grading activities to improved or unimproved real estate.
- 10.1.5 "Disturbed Areas" means an area where the ground cover is destroyed or removed leaving the land subject to accelerated erosion.
- 10.1.6 "Erosion" means the detachment and movement of soil or rock fragments by water, wind, ice or gravity.
- 10.1.7 "Grading" means any excavation, grubbing, filling (including hydraulic fill) or stockpiling of earth materials or any combination thereof, including the land in its excavated or filled condition.
- 10.1.8 "Inspection" means the periodic review of sediment and erosion control measures shown on the certified plan.
- 10.1.9 "Sediment" means solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.
- 10.1.10 "Soil" means any unconsolidated mineral or organic material of any origin.
- 10.1.11 "Soil and Erosion and Sediment Control Plan" means a scheme that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.

10.2 General

For the purpose of controlling soil erosion and sedimentation resulting from site construction and development, no subdivision or site plan shall be approved without plans for erosion and sediment control, unless otherwise stipulated by the Planning Board as provided below.

10.3 Where Required

The developer shall submit a soil erosion and sediment control plan for the entire tract of land unless it is a determination by the Planning Board that such a plan is unnecessary due to the size or character of the development, or to the natural conditions of the site. In no case shall a proposed development which involves the construction of a street or road, or results in the disturbance (stripping of vegetation) or more than 50,000 square feet of contiguous area be approved without such a plan. (Amended April 21, 1998)

10.4 Activities Requiring an Erosion and Sediment Control Plan

A soil erosion and sediment control plan shall be provided for all site plan and for subdivisions, except those defined as "minor subdivisions" per RSA 676:4, III. Additionally, applicants may request the Planning Board to waive this requirement upon recommendation of the RCCD. (Planning Board acts upon applicants request for waiver upon RCCD recommendation).

10.5 Exemptions

A single family dwelling that is not a part of a subdivision of land shall be exempt from these soil erosion and sediment control regulations.

10.6 Erosion and Sediment Control Plan

10.6.1 A soil erosion and sediment control plan shall contain proper provisions to adequately control erosion and sedimentation and reduce the likelihood of storm water runoff from the proposed site on the best available technology. Such principles, methods and practices necessary for certification found in the Erosion and Sediment Control Design Handbook for Developing Areas of New Hampshire (1992), as amended. Alternative principles, methods and practices may be used with prior approval from the Planning Board. (Amended April 21, 1998)

10.6.2 Said plan shall contain, but not be limited to:

1. A narrative describing:
 - A. The development;
 - B. The schedule for grading and construction activities including:
 1. State and completion dates;
 2. Sequence of grading and construction activities;
 3. Sequence for installation and/or application of soil erosion and sediment control measures; and
 4. Sequence for final stabilization of the project site.
 - C. The design criteria for proposed soil erosion and sediment control measures and storm water management facilities;
 - D. The construction details for proposed soil erosion and sediment control measures and storm water management facilities;
 - E. The installation and/or application procedures for proposed soil erosion and sediment control measures and storm water management facilities;
 - F. The operation and maintenance program for proposed soil erosion and sediment control measures and storm water management facilities.

10.6.3 A Site Plan Map At A Sufficient Scale To Show:

- A. The location of the proposed development and adjacent properties;
- B. The existing and proposed final topography including soil types, wetlands, watercourses and water bodies;
- C. The existing structures on the project site, if any;
- D. The proposed area alterations including clearing, excavated, filled or graded areas and proposed utilities, roads, and, if applicable, new property lines and the general location of proposed structures and driveways;
- E. The location of and design details for all proposed soil erosion and sediment control measures and storm water management facilities;
- F. The sequence of grading and construction activities;
- G. The sequence for installation and/or application of soil erosion and sediment control measures;
- H. The sequence for final stabilization of the development site.

10.7 Minimum Acceptable Standards

10.7.1 Soil Erosion and Sediment Control

Plans for soil erosion and sediment control shall be developed in accordance with these regulations using the planning considerations specified on pages 2-1 to 2-3 of the Erosion and Sediment Control Design Handbook for Developing Areas of New Hampshire (1992), as amended. Soil erosion and sediment control plans shall result in a development that minimizes erosion and sedimentation during construction, is stabilized and protected from erosion when completed and does not cause offsite erosion and/or sedimentation. (Amended April 21, 1998)

10.7.2 Minimum Standards

The minimum standards for individual measures are those in the Erosion and Sediment Control Design Handbook for Developing Areas of New Hampshire (1992), as amended, shall be used in determining peak flow rates and volumes of runoff unless an alternative method is approved by the Planning Board. (Amended April 12, 1998)

10.7.3 General Requirements for the Subdivision of Land

Lots shall be formed to meet reasonable standards of design and procedure for subdivision, in order to further the orderly layout and use of land to ensure proper legal descriptions and monumenting of subdivided land and promote clarity in ownership.

Subdivision design should reflect the basic elements of sound development to preserve the character of the land and lots that are practicable and easily identifiable by property owners and Town officials. To the maximum extent possible, all newly created lots shall be rectangular in nature. At no point shall any lot be narrower than 75 feet. (Adopted October, 2002)

10.8 Conditions Relating to Soil Erosion and Sediment Control

10.8.1 The estimated costs of measures required to control soil erosion and sedimentation, as specified in the approved plan, may be covered in a performance bond or other assurance acceptable to the Planning Board.

10.8.2 Site development shall not begin unless the soil erosion and sediment control plan is approved and those control measures and facilities in the plan scheduled for installation prior to site development are installed and functional.

10.8.3 Planned soil erosion and sediment control measures and facilities shall be installed as scheduled according to the approved plan.

10.8.4 All control measures and facilities shall be maintained in effective condition to ensure the compliance of the approved plan.

10.9 Inspection

Inspections shall be made by the Planning Board or its designated agent during development to ensure compliance with the approved plan and that control measures and facilities are properly performed or installed and maintained. The Planning Board may require the permittee to verify through progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the approved plan and are being operated and maintained.

10.10 Phasing of Developments

Whenever the Planning Board has determined that one or more growth monitoring indicators described in Article III, Section 12, of the Zoning Ordinance has exceeded the average of the five towns abutting Sandown, the following limitations on phasing of developments shall be effective after a duly noticed public hearing on Notice of Growth Impact:

10.10.1 For three lots or less being created, no phasing restrictions.

10.10.2 For four to 50 lots being created, the annual lots to be developed will be limited to the total lots created at the time of subdivision approval, divided by five and rounded to the nearest whole number, with a minimum of three lots per year.

10.10.3 If more than one three-lot subdivision is proposed for any mother lot in existence on January 5, 1996, during any five year period, the annual development limitations will be determined by dividing aggregate lots proposed over that five year period, divided by five and rounded to the nearest whole number with a minimum of three lots per year.

10.10.4 For subdivision proposals creating more than 50 lots, the annual development limitation shall be 10 lots per year. (Added April, 1996)

Section 11 The Plat

The plat shall consist of a neatly drawn diagram of the parcel, tract, or area, showing all proposed lots and roads at a scale of not more than 100 feet to the inch. Plans that are difficult to read, contain drafting errors or misrepresent existing or proposed features, shall not be considered for review and a new application and plan(s) must be filed (amended November, 1986). The application shall be accompanied by the "Application for Subdivision of Land" form, and any fees as described in the "Subdivision Procedure and Fee Schedule" and elsewhere in these regulations. The plan for recording will be submitted with eight (amended November, 1986) copies. The size and materials of the original drawing shall conform to the requirements of the Registry of Deeds, of Rockingham County, for filing. 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).

The following information shall be shown and/or provided:

11.1 The plan shall show, in the lower right hand corner, a title block with the following information (See Appendix F);

11.1.1 The proposed subdivision name;

11.1.2 Name, address, and signature of the owner of record;

11.1.3 Name and address of the subdivider (and the designer if other than the subdivider);

11.1.4 A minimum 2" x 6" approval block containing the statement "Approval by the Sandown Planning Board", two lines for the signatures of the Planning Board Chairman and Secretary and blank date line;

11.1.5 Date, north point, scale, revision block, tax map and lot number, page ____ of ____, plan purpose (pre-application review or final), and surveyor's signed seal.

11.2 Locus Plan

A minimum of one sheet comprising the subdivision plat must contain a locus map of the project vicinity which depicts all public and private streets; named streams and ponds; municipal boundaries; and all existing parcels of land situated within 1000 feet of the subject site, as shown on the current Sandown tax maps. Said locus map shall be presented at a scale of no less than one inch equals 400 feet. (Amended October, 2006)

11.3 Information on Abutting Properties

The plan shall show the names of owners of record of abutting properties, abutting subdivision names, streets, easements, building lines, alleys, parks and public places, and similar facts regarding abutting properties. The tax map and lot numbers and name and addresses of all abutting land owners.

11.4 Location of Essential Features

The plan shall show the location of property lines and their dimensions, existing easements, buildings, water courses, ponds or standing water, rock ledges, stone walls (amended November 1986) and other essential features. **The plat shall also depict all existing tree canopy lines defining the limits of wooded areas on the projected site. The plan shall also depict and define the location and species of all specimen trees having a breast diameter of more than 18 inches. In addition, the plat shall depict and define the true location of all jurisdictional wetlands and vernal pools, as delineated and defined by a Certified Wetland Scientist. (Amended October, 2006)**

11.5 Drainage Information

The plan shall show existing culverts, drains, and proposed methods of providing surface drainage, as specified in Section 9.17. In addition, a storm water drainage plan shall be submitted depicting the following:

- 11.5.1 Engineering calculations used to determine drainage requirements based upon a 10-year storm frequency, if the project will significantly alter the existing drainage patterns due to such factors as the amount of new impervious surfaces (such as pavement and building areas) being proposed;
- 11.5.2 The existing and proposed methods of handling storm water run-off so that there will be no increase in the rate of run-off that leaves the boundaries of the site. The Planning Board may permit an increased rate of off-site storm water runoff on the recommendation of the Town Engineer;
- 11.5.3 The direction of flow of run-off through the use of arrows;
- 11.5.4 The location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers;
- 11.5.5 Certification by a licensed professional engineer (RSA 310-A).

The criteria listed in 11.5.1 through 11.5.5 above are minimum requirements stated for these general regulations. The Planning Board, or its designee, will have the latitude to more precisely define the criteria once a specific proposal is submitted.

11.6 Location of Streets, Highways and Driveways

The Plan shall show the location, names, and widths of existing and proposed streets and highways. In addition, driveway locations and widths shall be shown (Amended April, 1987).

11.7 Easements

Where the topography is such as to make difficult the inclusion of any utility or facility within the street boundaries, the plan shall provide for necessary easements over lots within the proposed subdivision. Such easements shall have satisfactory access to existing or proposed streets.

11.8 Setbacks

The location of all building and septic setback lines as stipulated in the Sandown Zoning Ordinance.

11.9 Common and Dedicated Land

Location of all parcels of land proposed to be dedicated to public use must be shown, along with any conditions of such dedication and three copies of any private deed restrictions to cover part or all of the proposed subdivision.

11.10 Underground Utilities

Underground utilities should not be constructed to run directly under the pavement of and parallel to centerline of proposed roads, but rather under the shoulder area of proposed roads or outside the road right-of-way. (Amended September 21, 2001)

11.11 Future Development

Where the plan submitted covers only part of the subdivider's entire holding (or where such proposed subdivision abuts another existing or approved subdivision), a sketch of the prospective future street system of the un-submitted part and/or the abutting subdivision 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 and/or the abutting subdivisions.

11.12 Contour Map

A copy of the contour map as submitted to the State of New Hampshire Water Pollution Control Commission shall accompany the plan. This topographical plan shall show contour lines at two (2) foot intervals, benchmark from United States Geological Survey datum. In addition, proposed contours shall be shown (2 foot intervals) (Amended November, 1986). The contour map shall be shown on an overlay on the proposed plan.

11.13 Soils Map

The plat shall show on overlay of a high intensity soil map, showing soil type and slope (by 5 digit nomenclature), to be drawn by a soil scientist certified by the New Hampshire Board of Natural Scientists (Amended April, 1991). In addition, the original soils map drawn by the soils scientist shall be submitted (Amended April, 1987). Three copies of soil calculations supporting lot sizing shall accompany the plan. If the lot lines are changed, the new calculations shall be provided (Amended November, 1986). The plan shall show edges of wet areas and brooks.

11.14 Road Access

The plan shall show the locations of access to existing Town and State roads, and three copies of permission for the latter.

11.14.1 State Highway Access Permit

Where applicable, the application shall include the highway entrance plan as submitted to NHDOT District VI and a copy of the state highway access permit.

11.15 State Subdivision Approval

The application shall be accompanied by a copy of NHDES WSPCD subdivision approval number, or copy of subdivision approval application. (Amended September, 1988)

11.16 Test Pit Logs

All test pits shall be shown on the plan. All test pit logs, both acceptable and unacceptable, shall be submitted with date of test (Adopted November, 1986). All test pits dug shall be observed and logged by a Sandown Planning Board member or its agent. The cost of said witnessing shall be borne by the applicant (Amended April, 1987). In order to arrange for witness of test pits, applicant shall complete a "Request for RCCD Witness of Test Pits" (Section 21), and submit it to the Planning Board with appropriate escrow payment.

11.17 Boundaries

Street lines, building lines, pedestrian ways, lot lines, reservations, easements, boundaries, and areas to be dedicated to public use, shall be shown. The location and type of monuments required by the Planning Board shall be shown. The plan shall show all street and lot lines with dimensions to the nearest 0.01 feet, and bearings to the nearest one half minute of acre. In the case of irregular boundaries, such as brooks, the bearings and distances of the tie lines or long chords shall be shown. The tax map number and area of each lot shall be shown on the plat.

11.18 Error of Closure

The plan shall show certification by the surveyor that the field work undertaken in the preparation of the final plan has an error of closure no greater than 1 part in 10,000.

11.19 Tax Map Scale Plan

A plan at the scale conforming to the Sandown Tax Map, showing the lots to be subdivided, shall be included on the plat. Copies of this plan shall be submitted on a separate 8 1/2" x 11" or 11" x 17" piece of paper. One copy, plus one for each abutter is required. Eleven, reduced size (8 1/2" x 11" or 11" x 17") full sets shall be submitted. (Amended July 20, 2004)

11.20 Street Plan and Profile

Street plans and profiles shall be submitted with the Final Subdivision Plan on 22" x 34" sheets at a scale of 1" = 50' horizontally and 1" = 10' vertically. The plan shall include the following:

- 11.20.1 North point, date, scale, subdivision name, street name, the beginning and ending station of the street, street number, the name and signed seal of the engineer, surveyor and revision block;
- 11.20.2 All right-of-way lines with bearings, radii and distances along the roadway sides of the right-of-way and along right-of-way projection of intersecting streets;
- 11.20.3 Proposed centerline and stationing, stations of angle points, points of curvature, points of tangency, and other control points shall be indicated to the nearest 0.01 foot;
- 11.20.4 Proposed edges of pavement;
- 11.20.5 Required street monumentation;
- 11.20.6 Match lines with adjoining sheet references and stations;

- 11.20.7 Abutting lot and their map and lot numbers;
- 11.20.8 All slope and drainage easements;
- 11.20.9 The location, size, type and class, and length of all required drainage;
- 11.20.10 The location, pipe size, and type of proposed water systems, public or private;
- 11.20.11 The location, type, and elevations of all head walls and all cross-country structures;
- 11.20.12 The profile of the existing ground at the proposed centerline and existing ground elevation at 50' intervals;
- 11.20.13 The length of vertical curves and the grades of the roadway;
- 11.20.14 The location, size and invert elevations of all proposed drainage;
- 11.20.15 The location, size and depth of water mains, both public and private;
- 11.20.16 The location, description and elevation of one bench mark per sheet. If such bench mark is disturbed or destroyed during construction, another bench mark shall be furnished prior to the acceptance of the road;
- 11.20.17 The plan shall contain no more than one street per sheet.
- 11.21 Construction Plan - Included in the application shall be a copy of the specification and construction documents to be provided to the contractor, incorporating the following minimum criteria:
 - 11.21.1 Stone bounds are to be set at all survey control points along the dedicated right-of-way, which will include all angle points and points at the beginning and end of all curves;
 - 11.21.2 Roadway widths providing a minimum 24 foot travel way;
 - 11.21.3 Construction except where otherwise specified, will be in accordance with NHDOT standards and specifications;
 - 11.21.4 Cross sectional details of all streets and driveways with existing and proposed grades at 100' intervals, as shown in Appendix A of these regulations;
 - 11.21.5 The subgrade and base course materials shall be compacted to at least 95% of the ASSHTO T-99 standard proctor maximum density;
 - 11.21.6 A "closed" drainage system using curbing and catch basins, or paved shoulders and drainage ditches, shall be designed for roadway grades greater than 3% in cut situations; (Amended September, 1988)
 - 11.21.7 Cul-de-sac layout shall conform to the details shown in Appendix B;
 - 11.21.8 Corrugated metal pipe shall not be used for drainage construction.

11.22 Drawings Required With The Plan

Eight (8) (Amended November, 1986) copies of the plan must be submitted showing the information outlined in paragraphs 11.1 through 11.7 above and the following:

11.22.1 Profiles of all proposed streets, water mains, storm sewers, culverts (Amended November, 1986), and open waterways must be shown on a horizontal scale of one inch equals fifty feet and a vertical scale of one inch equals ten feet, where required. All elevations shall refer to an established bench mark.

11.22.2 Plans of drainage and utilities shall meet the following requirements:

- A. Outlines of streets, lots, easements, etc., as shown on the preliminary plan with distances to the nearest foot;
- B. Locations of all manholes, catch basins, hydrants, structures, utility poles and underground lines and pipes must be shown;
- C. Size and types or classes of all pipes, including storm, sewer, and water, must be stated;
- D. The location and type of any special structures which might be required (such as guard rails, curb boards, sluice ways, etc.) must be shown;
- E. Each lot must be numbered in a manner corresponding to the numbering system of the tax map for the Town of Sandown.

11.22.3 The profiles and drainage plans described in items 1 and 2 above shall be of a dimension of 22 x 34 inches.

11.22.4 A separate sheet showing the frontage road shoulder improvement plan shall be submitted with the application, along with a cost estimate for the plan on page 2 of Appendix H, using New Hampshire weighted average unit prices (WUAP). The improved road shoulder width shall be from the edge of the existing frontage road pavement and shall be less than 24' wide. Stone bounds shall be set along the line 25' from and parallel to the frontage road centerline at each existing and proposed lot line. The cost of the bounds shall be included in the shoulder improvement cost estimate. The shoulder shall include removal of all organic material, including tree roots within the shoulder improvement area, prior to placement of either gravel. (Adopted December, 1992)

11.23 Additional Information Required

In accordance with RSA's 676:4, I(b) and (), the Board may request three copies of additional investigative studies to be performed at the applicant's expense, including but not limited to the following:

11.23.1 Traffic Impact Analysis;

11.23.2 Fiscal Impact Analysis;

11.23.3 A utility plan showing provisions for all existing and planned utilities on or off site necessary for the development;

11.23.4 Copies of any proposed or existing easements, covenants, deed restrictions or any other similar document pertinent to the subdivision plan;

11.23.5 Completed and signed authorization form for Town Engineer review of application;
(Amended September 21, 2001)

11.23.6 Completed and signed authorization form for Rockingham County District review of
Application; (Amended September 21, 2001)

11.23.7 Witness of Test Pits;

11.23.8 Hydro-geologic Study

At the discretion of the Planning Board, a hydro-geologic study, prepared by a qualified hydro-geologist,
may include the following:

1. Groundwater monitoring wells to evaluate soil stratigraphy and groundwater flow;
2. Cumulative impact nitrogen loading analysis employing a saturation build-out model. The analysis shall include verification that the development will not cause the nitrate-nitrogen (No3-N) concentration in the groundwater to exceed applicable drinking water standards (10 mg/1at present) or other appropriate water quality limitation;
3. Permeability testing;
4. Water quality sampling and analysis;
5. Water-table contours and groundwater flow direction;
6. Phosphorus transport and breakthrough analysis;
7. Groundwater supply availability analysis; and
8. Groundwater mounding analysis beneath septic systems;
(Adopted December, 1989)

11.23.9 Wildlife Impact Assessment. (Added October, 2006)

11.24 Permits

A copy of all applicable Town, State, County or Federal approvals or permits, such as, but not limited to
(where applicable), are required:

- A. Flood plain permit;
- B. Special Exception to Zoning Ordinance;
- C. Septic System Construction Approval from NHWSPCD;
- D. Approval of the NH Wetlands Board for the relocation, filling, dredging, or re-channeling any natural or man-made drainage area;
- E. Approval from NHDOT for any required driveway permits;
- F. NH RSA 485:A-17 permit relative to the prevention of pollution from dredging, filling, mining, transporting forest products, or other construction; (Amended April 21, 1998)
- G. Community water system approval/permit.

Section 12 Lot Line Adjustment

Lot line adjustments or boundary agreements which do not create buildable lots shall be required to conform to the provisions of these regulations, where applicable. For further information, see Section 18 "Lot Line Adjustment Application Checklist" (Amended September, 1988) and Section 19 "Application for Lot Line Adjustment."

Section 13 Subdivision Procedure and Fee Schedule

13.1 Reserved

13.1.1 Fees for Design Review Phase (Make payable to "Town of Sandown") (Amended October, 2002) (Amended October, 2006)

1. \$150.00 application fee;
2. \$5.00 for each abutter. The applicant shall submit all completed abutter notifications as per Section 15 and Appendix C;
3. \$300.00 for Professional Review; and
4. \$75.00 Advertising and Posting Cost-made payable to Sandown PREA.

13.1.2 Professional Review Fees (make payable to "Sandown PREA") (Amended October, 2006)

1. \$500.00 for any engineering/professional reviews. (Adopted September, 1988) (Amended March, 2001)

13.2 Test Pit Inspection

In accordance with Section 11.16 of these Regulations, all test pits shall be observed and logged by a Sandown Planning Board member or its agent. In order to provide for such witness, applicants shall submit the "Request for RCCD Witness of Test Pits" form (Section 21) and a fee of \$150.00 plus \$10 per acre to be deposited in an escrow account (See Section 11.23). (Amended May, 1992)

13.3 Formal Application

Applicant submits application and appropriate fees (see "Subdivision Application Checklist," Section 16) shall only be received by the Administrative Assistant of the Planning Board, on the last Wednesday of the month, from 9 a.m. until 11 a.m. only at the Town Hall. If the application is found to be complete, it will be scheduled for the next regular Planning Board meeting. If the application is found to be incomplete, for any reason, a written notice stating the reasons shall be sent to the applicant, placed on file and made available for public inspection within 72 hours after a determination of incompleteness is made. At application stage, proposed lot corners shall be flagged and proposed roads shall be staked at the centerline. (Amended September 21, 2001)

1. \$150.00 application fee;
2. \$20.00 handling charge for filing of the plat; (All filing fees to come from PREA)
3. \$100.00 per lot or dwelling (whichever is greater);
4. \$5.00 for each abutter, applicant, owner, engineer, architect, land surveyor, or soil scientist. The applicant shall submit all completed abutter notifications as per Section 15 and Appendix C;

5. \$300.00 minimum or \$1.00 per linear road construction or linear road shoulder improvement cost (Whichever is greater).

Payment for items 1-5 listed above shall be made payable to the "Town of Sandown, NH."

6. \$26.00 per sheet recording fee;
7. \$1.00 per foot of proposed roads, any engineering or professional costs;
8. \$500.00 for subdivision without proposed roads, any engineering or professional costs; and
9. \$75.00 for advertising and posting costs.

Payment for items 6-9 above shall be made payable to the "Sandown PREA" account.

The Board will schedule a Public Hearing and notify abutters and subdividers in accordance with RSA 676:4, I(d). (Amended March, 2001) (Amended October, 2002)

13.3.2 Additional Fees

In accordance with RSA 676:4,I(g), reasonable fees, in addition to fees for notice under 676:4, I(d), may be imposed by the Board to cover administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applicants (see Section 11.23). The Planning Board may require the applicant to deposit, in escrow with the Town, an amount of money sufficient to cover the costs of any professional review or preparation. The Planning Board may make such determinations any time following formal acceptance of the application. The applicant shall be notified of such determinations any time following formal acceptance of the application. The applicant shall be notified of such determination and estimated costs in writing. Upon completion of the review or study process, any unused funds in excess of \$5.00 shall be returned to the applicant. Failure of the applicant to deposit such funds with the Town within fifteen (15) days of the date of the written notification, shall be sufficient basis for the Planning Board's denial of the application.

13.3.4 Public Hearing

If, at the public hearing, the Board finds that all of the submission requirements have been met, it shall vote to accept the plan for review and invoke jurisdiction, which starts the "90-day clock," subject to waiver or extension as per RSA 676:4, I(f). The Board shall begin formal consideration of the application within 30 days after acceptance of the completed application.

13.3.5 Final Approval

At a duly noticed public hearing, the Board shall act to approve, conditionally approve or disapprove the application or waiver as provided in RSA 676:4, I(f). (Amended April, 1991) (Amended April, 1987) (Amended April 21, 1998)

13.3.6 Recording and Filing of Plats

No subdivision plat shall be filed or recorded with the Registry of Deeds until it has been approved by the Planning Board and such approval has been endorsed in writing on the plat by the Chairman of the Board (or the acting chairman) and the Secretary as directed by a majority of the Board. Every approved plat must be filed by the Board with the Rockingham County Register of Deeds. The cost of recording, according to the fee schedule of the Register of Deeds, in effect at the time of the signing, plus a \$20.00 handling charge shall be paid by the applicant prior to the Board's filing of the plat.

13.3.7 Checklist

A completed checklist (see Section 15) with written explanation and/or justification of any omission shall be submitted with each application.

Section 14 Procedure for Road Inspections (Adopted August 20, 2002)

14.1 Professional Services

Professional Engineering Services shall be retained by the Sandown, NH Planning Board to perform the following observations and inspections as outlined below:

14.2 Procedure for Inspections and Fees

The Town's Engineer shall be notified by the Sandown Planning Board only after a properly filled out inspection request is received. All inspection requests shall be received at least two (2) working days prior to construction initiation at the Sandown Planning Board Office.

Inspections shall be forwarded by the Sandown Planning Board to the Board Engineer's Office by fax with a follow up phone call after it has been determined that appropriate inspection fees are deposited into the PREA account.

The developer is responsible for the hourly charge of the Board Engineer's services, which at a minimum, includes travel to and from the site, inspection time, tolls, mileage and secretarial services. Cancellation of the Board Engineer's services must be received at least one day prior to his scheduled appearance. In cases where the Board's Engineer is not notified in advance that his/her services are not required, a minimum charge of four (4) hours shall be assessed to the requesting developer.

The developer shall provide the Town of Sandown and its Engineer a safe and full access to all the construction operations at any requested time.

Structural calculations (by a registered Engineer in the State of New Hampshire) may be required by the Town as evidence of adequacy of proposed excavation supports.

14.2 Observation of Work

The Town's Engineer will monitor the progress of the construction of the project and observe the work relative to the approved plans, specifications, and related documents. The Town's Engineer will prepare construction reports discussing his or her observations and submit these to the Town within 48 hours of the inspection. Observation of the work is not partial or final acceptance of the project. Additionally, an inspection cost report containing hours of inspection, out of pocket expenses, etc., will be provided to the Town on a monthly basis.

The Town's Engineer shall verify that items to be used in conjunction with the construction activities comply with shop drawings, mill test reports, sketches and related documents approved by the Developer's Engineer. All such documents shall be submitted by the Developer or his representative to the Developer's Engineer for approval and then to the Town's Engineer.

Upon apparent completion of construction, the Board's Engineer will prepare a punch list of items requiring correction, conduct a final inspection of the work, and prepare a final report to the Town of Sandown regarding the project.

14.3 Field Changes

Minor changes which do not alter the design intent may be suggested by the Developer and agreed to by the Board Engineer. However, changes which alter the basic design, as judged by the Board's Engineer,

must be resubmitted to the Sandown Planning Board through the Design Engineer for concurrence prior to construction.

14.4 Testing

When requested by the Board Engineer, the Developer, at his expense, shall provide any and all proof of compliance with Town requirements and specifications. The Town Engineer and/or laboratory performing the necessary testing shall be the only authorized agent for taking the necessary sample(s) for testing.

Acceptable proof shall be by, but not limited to, approved independent laboratory test, approved independent field tests, shop drawings and certificates of compliance from manufacturers. All tests as required and specifications shall be performed at the Developer's expense.

14.5 Layout of the Work

It is the Developer's responsibility to provide layout of the work. The layout of the work shall be done by an engineer or land surveyor registered in the State of New Hampshire. Line, grade, and location of roadway, drainage, sewer and utilities shall be provided with staked offsets. Layout shall be maintained during the course of the work and shall be provided as required to adequately control the accuracy of the work.

A qualified superintendent shall be named, assigned and be present during the course of the construction.

As-built plans shall be required. Three sets of plans shall be forwarded to the Board Engineer for approval.

14.6 Inspections

In order to provide assurance that all roads and related infrastructure are constructed in accordance with approved plans and specifications, the following sequence of inspections shall be successfully performed by the Planning Board's Engineer. No further work shall occur unless and until each required inspection described herein has been successfully performed and all work completed through the time of that inspection has been found to be adequate. In the event any specific inspection reveals deficient workmanship and/or materials, that work shall be corrected and re-inspected and found to be satisfactory before proceeding with additional work. In the event any unauthorized work is undertaken or any work completed beyond that which has been determined by the Board's Engineer to be adequate, the Planning Board shall not authorize subsequent performance bond reductions. (Added September 17, 2002)

1. Preconstruction Meeting

The Town's consultant, hereinafter defined as the Town Engineer, will attend a preconstruction meeting with representatives of the Developer, the Developer's Contractor, the Developer's Engineer, and affected utility companies that are involved. The intent of the preconstruction meeting is as follows:

- H. The Town's Engineer is to schedule a preconstruction meeting as soon after the Planning Board's approval as possible. No construction can be started prior to this meeting;
- I. The Developer's representative is to present the construction schedule and sequence, its coordination with affected State and Town agencies who may have jurisdiction with the project and governing utility companies, and introduce the Contractor's Superintendent for the project;
- J. The Town's Engineer shall establish the chain of communication between all parties involved.

2. Erosion and Sediment Control

All erosion and sedimentation control measures must be in place and inspected by the Town's Engineer prior to the start of further construction.

3. Clearing and Grubbing

The work, as completed, shall be observed by the Board's Engineer prior to the start of further construction.

All stop signs shall be installed at this time.

4. Subgrade Construction

Fill operation shall be under observation by the Board's Engineer. Under no circumstances will fill operations be allowed until existing ground has been checked for grubbing, stripping, topsoil and removal of unsuitable material.

All cut and fill subgrades shall be checked by the Board's Engineer for material and grade before the gravel sub-base is placed.

If ledge is encountered, it must be removed to a depth of two (2) feet below subgrade and brought to subgrade with approved sand (sand must meet NHDOT Specification 304.1). Sample of sand must be tested by the Board's Engineer for sieve and proctor prior to placing. The sand blanket must be placed in one foot lifts and compacted. Compaction testing will occur after each one foot lift. Gravel placement on top of this and blanket shall not commence until the sand blanket compaction test passes.

5. Utility Installation

Drainage System:

Drainage construction shall be performed under the Board's Engineer's periodic observation. No work shall be permanently backfilled without prior permission by the Board's Engineer. Before final acceptance, completed storm drains will be inspected. Any imperfections such as cracks, displaced joints, objectionable variations from line of grade or leaks, shall be repaired or replaced to the satisfaction of the Board's Engineer.

Other Utilities:

In general, all the work shall conform with the requirements and specifications of the proper utility. It is the developer's responsibility to arrange the work with the proper utility authority and the Town.

Trenching, backfilling, and compaction operations shall be observed by the Board's Engineer.

6. Subgrade Preparation

The subgrade shall be checked by the Board's Engineer for compaction and conformance to line, grade and crown. Under no circumstances will gravel operation be allowed until the subgrade has been inspected and approved by the Board's Engineer.

7. Gravel Base Placement

The Board's Engineer must be supplied with a sample of gravel so that a sieve analysis and proctor test can be done, which shows the gravel meets NHDOT Specification 304.2.

The graveling operation shall be under the Board Engineer's observation. After the gravel sub-base is completely placed, shaped and compacted, the surface shall be checked for smoothness, accuracy of crown and grade, and compaction. Compaction tests must be at 95% or better. Proctor and compaction tests will be at the expense of the Developer.

8. Crushed Gravel Base Placement

The Board's Engineer must be supplied with a sample of crushed gravel so that a sieve analysis and proctor can be done, which shows the crushed gravel meets NHDOT Specification 304.3.

The crushed gravel operation shall be under the Board Engineer's observation. After the crushed gravel course is completed, shaped and compacted, the surface shall be checked for smoothness, accuracy or crown and grade, and for compaction. Compaction must be at 95% or better. Proctor and compaction tests will be at the expense of the Developer.

9. Curbing Installation

The Developer is not required to have the Board Engineer present during construction or installation of curbing. However, if the curb is considered unacceptable by the Board's Engineer, it is the responsibility of the Developer to make any required changes at the Developer's expense. Placement of Bituminous Concrete

10. Base Course:

No pavement is to be placed until the crushed gravel base has been inspected and approved by the Board's Engineer. Pavement operation shall be under the Board Engineer's observation and comply with the NHDOT regulations.

Pavement placement shall be checked for conformance to method, crown, line, grade, compaction, smoothness and uniformity.

Wearing Course:

No pavement is to be placed until the base course has been inspected by the Board's Engineer. Pavement operations shall be under the Board Engineer's observation and comply with NHDOT regulations.

Pavement placement shall be checked for conformance to method, crown, line, grade, compaction, smoothness and uniformity. Wearing course cannot be placed in the same construction season as the binder.

11. Placement of Loam and Seed

Loamed areas shall be checked for material, smoothness and conformance to shape and grade. Seed will be checked for conformance to Town subdivision regulations and related regulations.

12. Placement of Road and Property Bounds

Bounds shall be checked for proper location and conformance to shape and material.

14.7 Final Inspection

The Board Engineer shall perform an inspection after all the above mentioned inspections have been completed and generate a "punch list" of outstanding items to be completed. A bond reduction may be calculated factoring in retaining the costs associated with the outstanding items, plus retaining 10% of the original total bond amount for a minimum period of one year. A final inspection of the road will occur after the "punch list" of outstanding items is completed and is 100% satisfactory to the Board Engineer and the Planning Board. No consideration shall be given to having the road accepted as a Town Approved Road until the Planning Board has received the final inspection report from the Town Engineer.

14.8 Bonding and Bond Releases

Bonding shall be in place prior to the recording of the mylar at the Registry of Deeds. The Bond amount shall be established by the Board Engineer in conformance with Appendix G of the Subdivision Regulations.

Partial Bond Releases may be requested in writing by the developer to the Sandown Planning Board. The request must be specific for the bond reduction. All bond reductions shall be reviewed by the Board Engineer for recommendation and the Board shall act on all bond reductions at a regularly scheduled meeting.

Section 15 Procedure for Road Shoulder Inspections (Amended March, 2001)

15.1 Each of the following operations shall be completed, inspected and approved before the next is begun, as listed below:

15.2 A minimum of 3 inspections are necessary as outlined below and must be performed by the Board Engineer. If for any reason, the Board Engineer is unavailable for inspection after being notified by the Planning Board, the Road Agent may conduct the inspection. However, whichever party starts the inspections must complete the entire process and forward the appropriate reports.

15.2.1 The first inspection will occur after the shoulder area is cleared, grubbed and excavated to subgrade. (See appendix I)

15.2.2 The second inspection will occur after filling, compaction and grading of the 1-foot bank run gravel layer.

15.2.3 The third inspection will be after filling, compaction and finish grading of the 6" crushed gravel layer and all other road shoulder improvements that may be required are completed. Only after a satisfactory final inspection shall the bond be released and/or mylar be recorded.

15.2.4 The fourth inspection will be loaming and seeding of all disturbed areas.

15.2.5 Work from one phase to the next phase cannot proceed without an inspection that finds the work to be satisfactory. All unsatisfactory work must be corrected and satisfactorily re-inspected prior to proceeding to the next phase of work.

15.2.6 The Contractor shall erect a NHDOT standard construction warning sign package that will also include barricades, cones, flashers, etc., that are satisfactory to the Board's Engineer. For roads that have high volumes of traffic and/or short sight distances, the Board's Engineer may require Sandown Police Officers or certified flaggers to direct traffic at the Developer's expense.

15.2.7 All excavation in the shoulder areas that are 6 inches or more below the edge of pavement shall be backfilled by 6:00 p.m. each day. No excavation within the Town's right-of-way shall occur before 7:00 a.m. nor without a permit from the Planning Board or its designated agent.

15.2.8 Permit:

<h2 style="margin: 0;">Town of Sandown</h2> <h3 style="margin: 0;">Road Shoulder Improvement Permit</h3>	
Date Applied For: _____ Date Issued: _____	
Name of Owner of Property: _____	
Address: _____ Town: _____ State: _____	
Telephone: _____ Cell Phone: _____	
Name of Contractor: _____	
Address: _____ Town: _____ State: _____	
Telephone: _____ Cell Phone: _____ Pager: _____	
Warning Sign Package Installed: YES NO Date Installed: _____	
Sandown Police Officer Required: YES NO Certified Flagger Required: YES NO	
Signature of Applicant: _____	
One copy of this permit to be posted at site. One copy for Planning Board records. One copy for Applicant.	
Inspection #1 Completed on: _____	
Inspection #2 Completed on: _____	
Inspection #3 Completed on: _____	
Inspection #4 Completed on: _____	
Comments:	

(Added March, 2001)

Section 16 Subdivision Application Checklist

Date: _____ Name of Applicant: _____

Location of Property: _____ Name of Subdivision: _____

In order to be complete, a subdivision application shall contain the following information, where applicable:

_____ List of abutters and addresses, current, based on Town record, five days prior to application submission. In addition, applicant shall submit, for each abutter, applicant and owner, a correctly addressed business envelope with: 1) Correct postage affixed (use stamps, DO NOT METER); 2) Completed green return receipt (form 3811); and 3) Completed white certified receipt (form 3800) (Reference Appendix C)

_____ 8 Copies of the plat (plan) showing the following, where applicable:

_____ Current owner's name and address

_____ Option holder's name and address

_____ Surveyor name, address, signed stamp, and error of closure certification

_____ North Arrow

_____ Scale (not more than 100 feet to the inch)

_____ Date

_____ Location (Locus) Map

_____ Tax map and parcel number

_____ Regional Impact Determination

_____ Location and dimension of property lines including entire undivided lot. Each lot must be numbered according to the tax map numbering system

_____ Names of owners of abutting properties (amended April, 1991), abutting subdivision names, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties

_____ Areas of proposed lots

_____ Proposed driveway locations and profile if slope is more than 3% (Amended April, 1998)

_____ Location of existing and proposed easements or rights-of-way; utility, slope and/or drainage

_____ Location of existing buildings

_____ Location of existing and proposed sewer and water lines and utilities

_____ Name, width, class and location of existing and proposed streets

_____ Location of water courses, standing water or fire ponds

_____ Location of ledges, stonewalls, and other natural features

_____ Other essential features

- _____ Profiles of all proposed streets to include open water ways, water mains, storm sewers, culverts on a horizontal scale of 1"=50' and vertical scale of 1"=10'
- _____ Topographical map (2 ft. Intervals) existing and proposed
- _____ Edges of wetlands and brooks
- _____ Drainage control; existing culverts and drains and proposed methods of providing surface drainage including sizes and types or classes of all pipes
- _____ Drainage Calculations (3 copies)
- _____ Location of test pits and test pit logs
- _____ Common and dedicated land
- _____ All development phases must be included showing sketches of prospective street systems
- _____ High Intensity Soils Map overlay with 5 digit nomenclature (by a soil scientist certified by the NH Board of Natural Scientists) (Amended April, 1991) showing soil types, slopes and calculations
- _____ Access locations to existing town and state highways
- _____ Title block (See appendix F)
- _____ All building and setback lines
- _____ Cross sections of all proposed streets and driveways showing existing and proposed grades
- _____ Conservation District Review Authorization Form signed
- _____ Construction Plan
- _____ Copies of all applicable permits and application for permits
- _____ NHDES WSPCD Subdivision Approval #, or copy of subdivision approval application (Amended September, 1988)
- _____ Drainage Information (See Section 11.5) (Three copies)
- _____ Certification by the surveyor that the field work undertaken in the preparation of the Final Plan has an error of closure no greater than 1 part in 10,000
- _____ Street plan and profile
- _____ Road profile
- _____ Tax Map scale shown on plat.
- _____ Approval block for Planning Board endorsement
- _____ Two copies of the "Street Improvement Guarantee Worksheet" (Amended April, 1991)
- _____ Facilities to meet the recreational needs of the residents of the subdivision per Section 5.16 of the Subdivision Regulations (Amended April, 1991)
- _____ Tax Map scale plan copies provided (Amended May, 1991) (Amended July 20, 2004)
- _____ Eleven copies of reduced size provided

- _____ Frontage shoulder improvement plan and cost estimate. (Amended November, 1992)
- _____ Completed checklist with justification/explanation for any omissions
- _____ Base Flood Elevation (BFE) Data (May, 2002)

*Reasonable fees, in addition to fees for notice, may be imposed by the Board to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications. RSA 676:4(g)

The following items may be required by the Planning Board before application acceptance for formal consideration and/or final approval is granted: (Amended September 21, 2001)

- _____ Erosion and sediment control plan
- _____ Traffic Impact Analysis
- _____ Environmental Impact Studies
- _____ NH Wetlands Board Dredge and Fill Permit
- _____ Driveway Access Permit
- _____ NH WS&PCC Major Alteration Permit (149:8-a)
- _____ Construction and Maintenance Bonding
- _____ Town Engineer Review of Proposal
- _____ Miscellaneous engineering or scientific studies (Amended September 21, 2001)
- _____ Groundwater discharge permit
- _____ Stump dump permit or approval letter from an existing permitted stump dump facility under RSA 149-M:8 (Amended December, 1989)

Section 17 Request for Preliminary Conceptual Consultation and/or Application for Design Review

Name of Subdivider: _____

Mailing Address of Subdivider: _____

Telephone Number of Subdivider: _____ Cell Phone: _____

Fax Number of Subdivider: _____ Pager Number: _____ E-Mail: _____

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

Fax Number of Owner of Record: _____ Pager Number: _____ E-Mail: _____

Location of proposed subdivision: _____

Town of Sandown Tax Map: _____ Lot Number: _____

Name of proposed subdivision: _____

Number of lots and/or units for which approval is sought: _____ Lots _____ Units

Type of Development: Cluster: _____ Conventional: _____

Is this a request for Conceptual Consultation: _____ Design Review: _____

Name of Surveyor: _____

Mailing Address of Surveyor: _____

Telephone Number of Surveyor: _____ Cell Phone: _____

Fax Number of Surveyor: _____ Pager Number: _____ E-Mail: _____

If this is a request for Design Review, the applicant and the public must be notified. See Section 8.2 of the Subdivision Regulations.

Abutters: Attach a separate sheet listing the Town of Sandown Tax Map, Lot Number, Name and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Town of Sandown Tax Records, five (5) days prior to the submission of this application. (Amended November, 1986) All abutter notifications must be completed as per 13.3.6. In addition, applicants shall submit for each abutter, applicant, owner and every engineer, architect, land surveyor, or soil scientist a correctly addressed envelope with: 1) Correct postage affixed; 2) Green return receipt (form 3811); and 3) White certified receipt (form 3800), completed (reference Appendix C).

Fees: TOWN FEES: (Design Review Only)(Amended October, 2002)

Application Fee:	\$150.00	\$	150.00
Abutter Notification (each)	\$ 5.00 x _____ =	\$	_____
(Including subdivider, applicant, etc.)			
Total Due: (Please make check payable to "Town of Sandown, NH")		\$	_____

REVIEW FEES:

Any engineering or professional review costs	\$300.00	\$	300.00
Advertising/Posting Costs	\$ 75.00	\$	75.00

Total Due: (Please make check payable to "Sandown PREA")

\$375.00

Section 18

Application for Subdivision of Land

Page 1 of 3

Note: See Section 15 Subdivision Application Checklist for required information.

Name of Subdivider: _____

Mailing Address of Subdivider: _____

Telephone Number of Subdivider: _____ Cell Phone: _____

Fax Number of Subdivider: _____ Pager Number: _____ E-Mail: _____

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

Fax Number of Owner of Record: _____ Pager Number: _____ E-Mail: _____

Location of proposed subdivision: _____

Town of Sandown Tax Map: _____ Lot Number: _____

Name of proposed subdivision: _____

Number of lots and/or units for which approval is sought: _____ Lots _____ Units
(Note: Remaining land must be counted as a lot)

Is this a request for final re-subdivision? YES NO

Types of dwellings proposed in the subdivision: (Check one, or more than one)

Single Family _____ Duplex _____ Multi-Family _____

NH Water Supply and Pollution Control Commission Subdivision Approval NO. _____
or copy of subdivision approval application. (Amended September, 1988)

Name of Surveyor: _____

Mailing Address of Surveyor: _____

Telephone Number of Surveyor: _____ Cell Phone: _____

Fax Number of Surveyor: _____ Pager Number: _____ E-Mail: _____

Name of Soil Scientist: _____

Mailing Address of Soil Scientist: _____

Telephone Number of Soil Scientist: _____ Cell Phone: _____

Fax Number of Soil Scientist: _____ Pager Number: _____ E-Mail: _____

Abutters: Attach a separate sheet listing the Town of Sandown Tax Map, Lot Number, Name and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Town of Sandown Tax Records, five (5) days prior to the submission of this application. (Amended November, 1986) All abutter notifications must be completed as per 13.3.6. In addition, applicants shall submit for each abutter, applicant, owner and every engineer, architect, land surveyor, or soil scientist a correctly addressed envelope with:

1) Correct postage affixed; 2) Green return receipt (form 3811); and 3) White certified receipt (form 3800), completed (reference Appendix C).

Note: Names submitted on the application for Pre-application Subdivision may not be current. No application shall be heard unless all abutters as described herein have been notified.

_____ Attach three (3) copies of (Amended April, 1991) the "Street Improvement Guarantee Worksheet" (Reference Appendix H) properly filled out by the Developer's Engineer. Note Well: The Town Engineer is not responsible for figuring the road costs. Any incomplete or improperly filled out sheets shall be returned to the Developer, and this may result in a delay in the final subdivision approval. All questions concerning this bond should be directed to the Board, not the Town Engineer. If the Developer is required to improve portions of existing Town roads, a separate bond for those improvements must be prepared.

_____ Attach two (2) copies of a 200 ft. scale drawing of the final plan.

Note Well: No final subdivision hearing shall be scheduled for the next month's meeting unless the following is submitted to the Town Hall before the second Wednesday of the preceding month: (Amended November, 1991)

- _____ A. This application, correctly completed with the required attachments (See Section 16)
- _____ B. Eight (8) copies of the final plan, including all pertinent information as required by the Subdivision Regulations, Section 11, "The Plat" (Amended July, 1993)
- _____ C. Road profile, if applicable (8 copies)
- _____ D. Any additional information requested by the Board at a previous hearing necessary for Final Approval (List)
- _____ E. Payment of all applicable subdivision fees
- _____ F. An abutter list with all abutters of the parcel. Abutter notification fees must be paid upon application
- _____ G. Mylar must be presented when conditional or final approval is received (Amended July, 1993)

Fees: TOWN FEES: (Amended October, 2002)

Application Fee:	\$150.00	\$	150.00
Handling Charge:	\$ 20.00	\$	20.00
Each Lot/Parcel or Dwelling Unit: (Whichever is greater)	\$100.00 x _____ =	\$	_____
Abutter Notification:	\$ 5.00 ea. _____ =	\$	_____
Linear Road Construction Cost (Minimum \$300) or;	\$300.00		
Road Shoulder and Proposed New Road	\$ 1.00 x _____ =	\$	_____
Amount Due: (Make check payable to "Town of Sandown, NH")		\$	_____

REVIEW FEES:

Proposed Road (per foot)	\$ 1.00 x _____ =	\$	_____
For Subdivision without proposed roads, any engineering or professional costs	\$500.00	\$	_____

Land Subdivision Control Regulations
Town of Sandown, NH

Recording Fee:	\$ 26.00 per sheet	\$ _____
Advertising /Posting Costs	\$ 75.00	\$ 75.00

Handling Fee:	\$ 20.00	\$ 20.00
Amount Due: (Make Check payable to "Sandown PREA")		\$ _____

The subdivider and/or owner or agent, certifies that this application is correctly completed with all required attachments and requirements as stated in Section 9 and 11 of this application having been met, and that any additional costs for engineering or professional services incurred by the Sandown Planning Board or the Town of Sandown in the final subdivision process of this property shall be borne by the subdivider and/or owner. (Amended September 21, 2001)

Date

Subdivision and/or Owner or Agent

"I hereby authorize the Sandown Planning Board and its agents to access my land for the purposes of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Sandown ordinances and regulations." (Adopted November, 1986)

Date

Subdivision and/or Owner or Agent

Section 19 Lot Line Adjustment Application Checklist

Date: _____ Name of Applicant: _____

Location of Property: _____ Name of Applicant: _____

Tax Map and Lot Number (1st Property): _____

Tax Map and Lot Number(2nd Property): _____

In order to be complete, a lot line adjustment (Amended September, 1988) application shall contain the following information, where applicable:

_____ List of abutters and addresses, current, based on Town record, five days prior to application submission. In addition, application shall submit, for each abutter, a correctly addressed envelope with: 1) Correct postage affixed, (use stamps, DO NOT METER); 2) Green return receipt-filled out with abutter's address; and 3) White certification slip including postage.

_____ 8 Copies of the plat (plan) showing the following, where applicable:

_____ Current owner's name and address

_____ Option holder's name and address

_____ Surveyor's name, address, signed stamp, and error of closure certification

_____ North arrow

_____ Scale (not more than 100' to the inch)

_____ Date

_____ Location (Locus) map

_____ Tax map and parcel number

_____ Location and dimension of property lines including entire undivided lot. Each lot must be numbered according to the tax map numbering system

_____ Old and new lot lines

_____ Abutting subdivision names, streets, easements, building lines, parks and public places, similar facts regarding abutting properties

_____ Area of proposed lots

_____ Location of existing and proposed easements or rights-of-way, utility, slope, and/or drainage

_____ Location of existing buildings

_____ Location of existing and proposed sewer and water lines and utilities

_____ Name, width, class and location of existing and proposed streets

_____ Location of water courses, standing water and fire ponds

_____ Location of ledges, stonewalls, and other natural features

_____ Other essential features

- _____ Edges of wetlands and brooks

- _____ Common and dedicated land

- _____ Access locations to existing and town and state highways

- _____ Title Block (See Appendix F)

- _____ Conservation District Review Authorization Form signed

- _____ Copies of all applicable permits and applications for permits

- _____ Certification by the surveyor that the field work undertaken in the preparation of the plan has an error of closure no greater than 1 part in 10,000

- _____ Tax Map scale shown on plat

- _____ Tax Map scale plan copies provided

- _____ Eleven copies of reduced size provided

- _____ Approval block for Planning Board endorsement

*Reasonable fees in addition to fees for notices may be imposed by the Board to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications. (RSA 676:4(g))

Section 20 Application for Lot Line Adjustment

Note: Lot line adjustments or boundary agreements are those applications which do not create buildable lots. See Section 18 (Amended September, 1998) for required information.

Tax Map: _____ Lot: _____

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

Fax Number of Owner of Record: _____ Pager Number: _____ E-Mail: _____

Tax Map: _____ Lot: _____

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

Fax Number of Owner of Record: _____ Pager Number: _____ E-Mail: _____

Name of Surveyor: _____

Mailing Address of Surveyor: _____

Telephone Number of Surveyor: _____ Cell Phone: _____

Fax Number of Surveyor: _____ Pager Number: _____ E-Mail: _____

Location (address) of proposed Lot Line Adjustment:

Abutters: Attach a separate sheet listing the Town of Sandown Tax Map, Lot Number, Name and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Town of Sandown Tax Records, five (5) days prior to the submission of this application. (Amended Nov., 1986) All abutter notifications must be completed as per 13.3.6. In addition, applicants shall submit for each abutter, applicant, owner and every engineer, architect, land surveyor, or soil scientist a correctly addressed envelope with: 1) Correct postage affixed; 2) Green return receipt (form 3811); and 3) White certified receipt (form 3800), completed (reference Appendix C).

Note: No application shall be heard unless all abutters are described herein have been notified.

Note: No Lot Line Adjustment hearing shall be scheduled for the next month's meeting unless the following is submitted to the Town Hall before the second Wednesday of the preceding month:

- _____ Two (2) copies of a 200 foot scale drawing of the final plan
- _____ Eight (8) copies of the final plan including all pertinent information as required by the Sandown Regulations, Section 11, "The Plat"
- _____ Payment of all applicable fees
- _____ An abutter list with all abutters of the parcel. Abutter notification fees must be paid upon application
- _____ Mylar must be presented when conditional or final approval is received

Land Subdivision Control Regulations
Town of Sandown, NH

Fees:	TOWN FEES:		
	Application Fee:	\$150.00	\$ 150.00
	Abutter Notification:	\$ 5.00/each	\$ _____
	Handling Cost:	\$ 20.00	\$ 20.00
	Amount Due: (Make check payable to "Town of Sandown, NH")		\$ _____
	REVIEW FEES:		
	Any engineering or professional costs (Amended Sept., 1988)	\$300.00	\$ 300.00
	Advertising/Posting Costs:	\$ 75.00	\$ 75.00
	Recording Fee:	\$ 26.00 per sheet	\$ _____
	Amount Due: (Make check payable to "Sandown PREA") (Amended October, 2002)		\$ _____

The subdivider and/or owner or agent certifies that this application is correctly completed with all required attachments and requirements as stated in Part 14 of this application having been met, and that any additional costs for engineering or professional services incurred by the Sandown Planning Board or the Town of Sandown in the final subdivision process of this property shall be borne by the subdivider and/or owner.

Date

Subdivision and/or Owner or Agent

"I hereby authorize the Sandown Planning Board and its agents to access my land for the purposes of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Sandown ordinances and regulations." (Adopted November, 1986)

Date

Subdivision and/or Owner or Agent

Section 22 Request for Rockingham County Conservation District Witness of Test Pits

In accordance with RSA 676:4, I(g), and Section 11.16 of the Sandown Subdivision Regulations, all test pits shall be observed and logged by a Sandown Planning Board member or its agent. The cost of said witnessing shall be borne by the applicant. In order to request witnessing of test pits, the following form shall be submitted to the Sandown Planning Board, accompanied by a fee of **\$240.00 (Up to 3 hours, after that, additional fee incurs at a rate of \$80.00/hour)** plus \$10.00 per acre to be deposited in an escrow account. (Amended May,1992) (Amended December 2006)

Rockingham County Conservation District
North Road
Brentwood, NH

To Whom It May Concern:

The Sandown Planning Board requests test pit witnessing/inspection/logging for the _____
_____proposal.

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

Fax Number of Owner of Record: _____ Pager Number: _____ E-Mail: _____

Name of Surveyor: _____

Mailing Address of Surveyor: _____

Telephone Number of Surveyor: _____ Cell Phone: _____

Fax Number of Surveyor: _____ Pager Number: _____ E-Mail: _____

Location: _____

Tax Map and Lot Number: _____ Inspection Date Requested: _____

Note: It is the responsibility of the applicant to contact RCCD to make an appointment for the test pit inspection. Please allow three days after submission to the Planning Board before contacting the RCCD.

Amount Received: _____ From: _____

Date: _____ Check No.: _____

Signature of Sandown Planning Board member or designee: _____

Date: _____ Date faxed to RCCD: _____

Consent of Applicant

I, _____, of _____ agree to review the above proposal, and further agree to be responsible for any charges that may result from this review.

Signature

Date

Section 23

Board Engineer Review Authorization

In accordance with RSA 676:4, I(g) and Section 11.23 and 13.3.2 of the Sandown Subdivision Regulations, the following form shall be signed and shall accompany all subdivision applications:

Board Engineer

To Whom It May Concern:

The Sandown Planning Board would like to request the following services for the _____
_____ proposal.

Plan review for compliance with:

- _____ Drainage
- _____ Road Design and Layout
- _____ Bonding
- _____ Traffic Impact
- _____ Other

A report is required by _____

Information to be submitted to the Board Engineer for review must be submitted to the Planning Board office at the time of application and in the case of revised information needing to be reviewed by the Board Engineer, it must be submitted within ten (10) days after the Planning Board meeting.

Signature

Date

Amount Deposited into PREA: _____

Consent of Application

I, _____, of _____ agree to a review of the

above proposal, and further agree to be responsible for any charges that may result from this review.

Signature

Date

(Added December, 1992)

Road Inspection Application

Please Note Well: All completed applications must be delivered to the Selectmen's Office at least two (2) business days prior to the desired date of inspection. The inspection shall be conducted by the Board Engineer and any board members who desire to attend. The cost of all road inspections shall be paid by the developer via an escrow account. The Board Engineer will send a copy of his report to the Planning Board and the developer regarding his inspection results. If you have any questions, please contact the Planning Board Chairman.

Note: Road Inspections will not take place until the Planning Board authorization for the inspection portion of this form is completed and transmitted to the Board Engineer. (Amended March, 1994) A separate Application is required for each inspection.

Date of Application:	Requested Date of Inspection:	Name of Road:	Location:
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Owner of Record:	Mailing Address:	Telephone No.:	Cell No:
	Fax No:	Pager No:	

Road Contractor:	Mailing Address:	Telephone No:	Cell No:
	Fax No:	Pager No:	

Type of Inspection (Choose Only One): Does Applicant wish to be present during inspection? YES NO

<input type="checkbox"/> Preconstruction Meeting-Construction Schedule Required	<input type="checkbox"/> Utility System Installation	<input type="checkbox"/> Curbing Installation
<input type="checkbox"/> Erosion and Sediment Control	<input type="checkbox"/> Subgrade Preparation	<input type="checkbox"/> Placement of Bituminous Concrete (Wearing)
<input type="checkbox"/> Clearing and Grubbing	<input type="checkbox"/> Bank-run Gravel Sample (sieve and proctor)	<input type="checkbox"/> Placement of Loam and Seed
<input type="checkbox"/> Road Fill Construction Monitoring	<input type="checkbox"/> Bank-run Gravel Placement and Compaction Testing	<input type="checkbox"/> Placement of Road and Property Bounds
<input type="checkbox"/> Sand Sample (sieve and proctor)	<input type="checkbox"/> Crushed Gravel Sample (sieve and proctor)	<input type="checkbox"/> Punch List of Outstanding Items
<input type="checkbox"/> Sand Compaction	<input type="checkbox"/> Crushed Gravel Placement and Compaction Testing	<input type="checkbox"/> Final Inspection
<input type="checkbox"/> Drainage System Installation	<input type="checkbox"/> Placement of Bituminous Concrete (Binder)	<input type="checkbox"/> Bonding and Bond Releases

For Station:	To Station:	Comments:
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<p style="text-align: center;">Consent of Applicant</p> <p>I, _____ of _____ representing _____</p> <p>_____ agrees to the above request and further agrees to be responsible for any charges that may result from this inspection. Cancellation without proper notice automatically results in a 4 hour charge.</p> <p>Signature: _____ Date: _____</p>	<p style="text-align: center;">Planning Board Authorization</p> <p>Date Inspection Request Received: _____</p> <p>Date Board Engineer Notified of Request: _____</p> <p>Amount Received: _____</p> <p>Signature of Planning Board Member of Designee: _____</p> <p>Date: _____</p>
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Sandown Land Subdivision Control Regulations
Appendix H Road Shoulder Inspection Application

Please Note Well: All completed applications must be delivered to the Selectmen's Office at least two (2) business days prior to the desired date of inspection. The inspection shall be conducted by the Town Engineer (Road Agent when necessary) and any board members who desire to attend. The cost of all road shoulder improvement inspections shall be paid by the developer in advance via an escrow account. The Town Engineer (when necessary Town Road Agent) will copy the developer with a written report of his inspection results. If you have any questions, please contact the chairman.

Note: A separate application is required for each inspection.

Note: A minimum of 3 inspections are necessary. Each inspection shall be completed, inspected and approved before the next is begun.

Date of Application: _____ Tax Map: _____ Lot: _____

Requested Date of Inspection: _____ Location of Road: _____

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

Fax Number of Owner of Record: _____ Pager Number: _____ E-Mail: _____

Name of Road Contractor: _____

Mailing Address of Road Contractor: _____

Telephone Number of Road Contractor: _____ Cell Phone: _____

Fax Number of Road Contractor: _____ Pager Number: _____ E-Mail: _____

Type of Inspection: (Please choose only one): _____ Does applicant wish to be present during inspection?
YES NO

_____ Clearing/Grubbing/Excavated to subgrade

_____ Filling/Compaction/Grading of the 1-foot bank run gravel layer

_____ After filling/Compaction/Finish grading of the 6" crushed gravel layer and all other road shoulder improvements that may be required are completed.

Comments: _____

I, _____ of _____, representing _____

_____ agree to the above request and further agree to be responsible for any charges that may result from this inspection.

Signature

Date

Planning Board Authorization

Date Inspection Request Received: _____ Date Board Engineer Notified of Request: _____

Amount in PREA Account: _____ Amount Received: _____

Signature

Date