

Land Subdivision Control Regulations

Town of Sandown, NH

LAND SUBDIVISION CONTROL REGULATIONS

Sandown, New Hampshire

Amended: April 16, 1991	Amended: June, 2002
Amended: May 16, 1991	Amended: August, 2002
Amended: November 19, 1991	Amended: September, 2002
Amended: May 19, 1992	Amended: October, 2002
Amended: December 15, 1992	Amended: November, 2002
Amended: January 19, 1993	Amended: April, 2003
Amended: July 20, 1993	Amended: June 17, 2003
Amended: August 17, 1993	Amended: February 17, 2004
Amended: March, 1994	Amended: July 20, 2004
Amended: August, 1996	Amended: October 18, 2006
Amended: September, 1996	Amended: May 5, 2009
Amended: September, 1997	Amended: June 15, 2010
Amended: April, 1998	Amended: December 7, 2010
Amended: March, 2001	Amended: November 15, 2011
Amended: May, 2001	Amended: December 4, 2012
Amended: July, 2001	Amended: June 3, 2014
Amended: September, 2001	Amended: December 16, 2014
Amended: November, 2001	Amended: September 19, 2017
Amended: January, 2002	Amended: June 15, 2021
Amended: May, 2002	

ADOPTION SIGNATURES

Certification of Subdivision Regulations Adoption Town of Sandown, New Hampshire

In accordance with New Hampshire RSA 675:6, Method of Adoption, the Sandown Planning Board, having held a duly authorized public hearing on the Sandown Subdivision Regulations on December 16, 2014, hereby certifies that the amendments to the Sandown Subdivision Regulations was duly adopted by a majority of the Board's members on December 16, 2014.

Joseph R. Brown

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Steph M. Martin

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Date of Signature by Planning Board

Town Clerk

Date Filed

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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: Pursuant to RSA 672:13, the word "Street" shall mean, relate to and include street, avenue, boulevard, road, lane, alley, viaduct, highway, freeway and other ways. For the purposes of these Regulations, all Streets shall be more specifically classified as follows:

Residential – 1: A low volume residential street which accommodates an average daily traffic volume (ADT) of not more than 400 vehicles per day (VPD);

Residential – 2: A residential street which accommodates and ADT of 401 to 1,000 VPD;

Non-Residential: A street whose primary function is to provide frontage and local access to non-residential properties in a business or industrial park subdivision;

Collector: A street which accommodates an ADT of 1,001 to 5,000 VPD; and

Arterial: A street which accommodates an ADT of more than 5,000 VPD.
(Adopted 11/15/11)

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(I)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)*

8.6.1 *Fire Department Review of Major Subdivision Applications*

Prior to submission of an application for approval of a Major Subdivision, an applicant is encouraged to consult with the Sandown Fire Department in order to determine what, if any, fire protection measures may be warranted in order to insure adequate accommodations for fire safety, prevention and control will be available at each future lot situated within a planned subdivision. Upon receipt of an application for review and possible approval of a Major Subdivision, the Planning Board shall promptly forward a copy of the same to the Fire Department for formal review and comment and shall carefully consider any written recommendations offered by the Fire

Department when deliberating on the possible approval of that application. (Amended December 16, 2014)

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 **DESIGN STANDARDS-STREETS**

9.1 *General Requirements*

9.1.1 *Purpose and Intent of Design Standards for Streets*

All platted streets shall be of sufficient width and construction and shall be suitably located so as to: conform to applicable provisions of the Master Plan; safely and conveniently accommodate transportation and access needs of the public; and provide reliable access for fire fighting and other essential public and private services.

9.1.2 *Arrangements of Streets*

The horizontal alignment of streets shall be platted so as to: comprise a convenient transportation system; provide for the continuation of streets to adjoining neighborhoods and collector streets; provide for future right-of-way extensions to undeveloped properties; and to facilitate efficient future extensions of public and private utilities. Streets shall be arranged to provide maximum separation of through and local traffic and to discourage through traffic in residential neighborhoods.

9.1.3 *Relationship of Streets to Topography*

Streets within any platted subdivision shall be designed to form a logical relationship between the vertical and horizontal alignments of such streets and the topography of adjoining land. Specifically, the horizontal and vertical alignment of platted streets shall: avoid the need for cut and fill depths, which in the opinion of the Planning Board, are unreasonably severe; and shall afford a minimum of one location where safe and convenient driveway access can be achieved along the frontage of each platted lot without need for excessive excavation.

9.1.4 *Protection of Residential Properties*

In instances where a planned residential subdivision abuts an arterial or collector street, the Planning Board may limit vehicular access to such street by requiring the platting of double frontage or reverse frontage lots, or by requiring access restrictions for certain lots. Alternately, the Planning Board may require vegetated screens or buffers be maintained or planted in order to both minimize adverse visual and noise impacts and to provide for adequate separation between residential properties and streets having a high through traffic volume.

9.1.5 *Dedication of Supplemental Right of way*

In instances where land, which is the subject of an application for approval under these Regulations, fronts upon an existing Class V public street having a right-of-way width less than that required, based upon the classification of that street, under these Regulations, the applicant shall dedicate supplemental right-of-way if needed to create a contiguous public right-of-way having a dimension equal to not less than one-half the full right-of-way width required under these Regulations, as measured from the occupied centerline of such street to the front line of the subject land.

9.1.6 *Street Names*

Proposed street names shall neither duplicate nor be phonetically similar to existing street names within the Town of Sandown. Street names shall be subject to review and comment by the Planning Board and approval by

the Fire Chief.

9.1.7 *Adoption of Reference Specification*

All workmanship and materials incorporated into the construction of streets and related improvements shall conform to applicable requirements of Standard Specifications for Road and Bridge Construction, latest edition, as published and amended by the New Hampshire Department of Transportation unless otherwise specified in these Regulations.

9.1.8 *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.

(Amended 11/15/11)

9.2 *Geometric Design Standards for Streets (Amended 11/15/11)*

9.2.1 *Classification of Streets*

For the purposes of these Regulations, all streets shall be classified based upon use, as follows:

Residential – 1: A low volume residential street which accommodates an average daily traffic volume (ADT) of not more than 400 vehicles per day (VPD);

Residential – 2: A residential street which accommodates an ADT of 401 to 1,000 VPD;

Non-Residential: A street whose primary function is to provide frontage and local access to non-residential properties in a business or industrial park subdivision;

Collector: A street which accommodates an ADT of 1,001 to 5,000 VPD; and

Arterial: A street which accommodates an ADT of more than 5,000 VPD.

(Amended 11/15/11)

9.2.2 *Table of Geometric Design Standards for Streets*

The Table of Geometric Design Standards for Streets, which is a part of these Regulations, provides design values for common geometric design parameters for streets including, but not limited to: (a) right-of-way and pavement width; (b) vertical alignment; (c) horizontal alignment; and (d) road base material and pavement thickness. The values presented in this Table shall serve as design criteria for all platted streets classified as Residential -1, Residential – 2, Non-Residential, or Collector. Design criteria for Arterial Streets shall be derived from A Policy on Geometric Design of Streets and Highways, latest edition, as published by the American Association of State Highway & Transportation Officials (AASHTO). *(Amended 11/15/11)*

9.2.3 *Typical Cross-Section for Construction of Streets*

The Typical Cross-Section for Construction of Streets (Figure 1), which is a part of these Regulations, shall be recognized as the standard typical cross-section for Residential – 1, Residential – 2, Non-Residential and Collector Street construction. Several minimum dimensions specified on Figure 1 vary with street classification and are therefore specified in the Table of Geometric Design Standards for Streets. All street construction shall conform to the standards specified on the Typical Cross-Section for Construction of Streets unless otherwise approved by the Planning Board. As an alternative, the Planning Board may, at its option, permit Residential-1 streets to be

constructed in accordance with the Alternative Typical Cross-Section for Construction of Streets (Figure 1-A) provided the Board determines or anticipates: (a) the average daily traffic volume to be served by the street(s) in question will not exceed 400 vehicles per day; (b) the construction will satisfy the requirements of Sections 9.1.1 through 9.1.3 of these Regulations; and (c) construction in accordance with Figure 1-A will better facilitate the installation of stormwater management improvements required in order to satisfy the provisions of Section 9.1.8 of these Regulations. *(Amended 11/15/11)*

9.2.4 *Design Requirements for Cul-De-Sacs and Single Access Streets*

All permanent dead-end streets shall terminate in a cul-de-sac designed, laid-out and constructed in accordance with the Typical Permanent Cul-De-Sac detail (Figure 2) contained within these Regulations. The maximum length of any cul-de-sac street, as measured from the occupied centerline of the existing or proposed street to be intersected by said cul-de-sac street to the radius point of the cul-de-sac, shall not exceed 1,000 feet or an average daily traffic volume of 250 vehicle trips per day as defined by the Institute of Transportation Engineers (ITE) in the publication entitled *Trip Generation*.

All temporary cul-de-sacs shall be planned, designed and constructed to the same standards as permanent cul-de-sacs unless the Planning Board determines that a subsequent extension of the street in question is imminent. In such instances, the Planning Board may permit the construction of a temporary "hammerhead" style turn-around having dimensions acceptable to the Board. *(Amended 11/15/11)*

9.2.5 *Design Requirements for Intersections of Streets*

All intersections of streets shall be designed and constructed in accordance with the following standards:

- 9.2.5.1 Not more than two streets shall intersect with a third street at a single point; and those two streets must align such that their respective centerlines intersect with the centerline of the third street at a single point.
- 9.2.5.2 Successive intersections on the same side of a single street by two or more streets shall be separated by a minimum horizontal distance of 600-feet, as measured along the centerline of the intersected street, in order to satisfy the minimum block length requirements of these Regulations. Successive intersections on opposite sides of a single street by two or more streets shall be separated by a minimum horizontal distance of 125-feet, as measured along the centerline of the intersected street.
- 9.2.5.3 The vertical alignment of any street intersecting with a through street at a stop condition shall be such that: (a) the intersecting street slopes away from the through street at a grade of not less than 2-percent and not more than 3-percent for a distance of not less than 50-feet, as measured along the centerline of the intersecting street from the edge of travelled way of the through street; and (b) the maximum grade of the intersecting street does not exceed 3-percent for a distance of 100-feet, as measured along the centerline of the intersecting street, from the edge of travelled way of the through street.
- 9.2.5.4 Right-of-way lines of intersecting streets shall be joined by curves having a minimum radius of 25-feet. The edges of pavement of intersecting streets shall be joined by curves having a minimum radius of 30-feet unless a larger radius is warranted in order to accommodate vehicular turning movements without encroaching upon an opposing lane of traffic.
- 9.2.5.5 A minimum of 335-feet of all-season safe sight distance shall be provided at all intersections of Residential – 1, Residential – 2 and Non-Residential Streets. A minimum of 400-feet of all-season safe sight distance shall be provided at an intersection involving one or more Collector or Arterial Streets.
- 9.2.5.6 Signage and pavement markings conforming to recommendations offered in the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD), as well as street name signs conforming to local

design standards, shall be furnished and installed at all intersections of streets.

- 9.2.5.7 For reasons of proper night-time intersection recognition and public safety, the Planning Board may require the installation of street lamps at any proposed intersection of streets.

(Amended 11/15/11)

9.2.6 *Design Standards Governing the Horizontal and Vertical Alignments of Streets*

- 9.2.6.1 Taken together, the horizontal and vertical alignments of Residential – 1, Residential – 2 and Non-Residential Streets shall permit maintenance of not less than 200-feet of stopping sight distance.
- 9.2.6.2 Taken together, the horizontal and vertical alignments of a Collector Street shall permit maintenance of not less than 305-feet of stopping sight distance.
- 9.2.6.3 All changes in the vertical alignment of streets in excess of 1-percent shall be connected by a vertical curve of a length sufficient to attain the minimum stopping sight distance value specific in Section 9.2.6.1 or Section 9.2.6.2 of these Regulations, as applicable (see minimum K value requirements specified in the Table of Geometric Roadway Design Standards for Streets).

(Amended 11/15/11)

9.3 *Driveway Design and Construction Standards*

- 9.3.1 Prior to subdivision approval, the applicant shall demonstrate that each platted lot will enjoy at least one location along its frontage where a driveway for access to that lot can be safely accommodated. In order to satisfy this requirement, the plans shall: (a) specify the location, dimensions and design elevations for driveway apron construction on each lot; (b) demonstrate that a minimum of 200-feet of all-season safe intersection sight distance will be available at each proposed driveway if intersecting with a Residential – 1, Residential – 2, or Non-Residential Street; and 400-feet if intersecting with a Collector or Arterial Street within the Town of Sandown’s jurisdiction; and (c) demonstrate such driveway construction can occur without interfering with utility installations and/or stormwater management improvements.
- 9.3.2 All residential driveways shall intersect with streets at a driveway apron constructed to the following standards: (a) all residential driveway aprons shall be paved to a minimum width of 12-feet and a maximum width of 20-feet between the edge of travelled way and limit of right-of-way; (b) the minimum thickness and quality of materials used in driveway apron base construction and paving within the limits of the street right-of-way (gravel, crushed gravel and pavement), shall be equal to applicable design values for the classification of the street to which a specific driveway apron intersects (see Table of Geometric Roadway Design Standards for Streets); (c) In instances where a typical roadway cross section corresponding to Figure 1-A of these regulations is employed, driveway aprons shall be graded so as to slope downwards from the edge of shoulder of the intersected street at a rate of 2.0% for a distance of not less than 7-feet. At this point, the slope of the driveway surface may change, provided the algebraic difference in slope does not exceed 10%. In instances where a typical roadway cross-section corresponding to figure 1-A of these regulations is employed, driveway aprons shall be graded so as to slope upwards from the traveled way at a rate of 5% for a distance of not less than 7-feet. At this point, the slope of the driveway surface may change, provided the algebraic difference in slope does not exceed 10%. *(Amended 11/15/11)*

9.4 *Street Right-of-Way Monumentation Standards*

Final subdivision plans shall specify granite boundary monuments, measuring not less than 4-inches by 4-inches by 36-inches, shall be installed at all points defining the limits of street right-of-way by or under the supervision of a Licensed Land Surveyor. *(Amended 11/15/11)*

9.5 *Streetscape Design Standards*

- 9.5.1 **Street Tree Installation Requirements:** At locations where subdivision streets are to pass through an open field, or at locations where existing vegetation must be removed in order to complete construction, salt tolerant deciduous street trees, having a minimum caliper diameter of 2 ½-inches at the time of planting, shall be installed along both sides of streets at intervals of not more than 100-feet. All street trees shall be planted at the outer limit of the street right-of-way.
- 9.5.2 **Retention of Existing Stone Walls:** The Planning Board shall require an applicant to retain or reconstruct existing stone walls forming the limits of existing public right-of-way along the frontage of a subdivision; and further, shall require, as a condition of final subdivision approval, that any rock from existing stone walls, both interior and exterior to the subdivision, which must be removed or otherwise disturbed in order to accommodate street or other infrastructure construction, be salvaged and used in the construction of streetscapes and amenities within the subdivision. *(Amended 11/15/11)*
- 9.5.3 **Avoidance of Right-of-Way Obstructions:** In all instances, street trees, stone walls, lamp posts, transformers and other utility risers, as well as all other planned above-ground utility installations and aesthetic improvements shall be constructed or installed at or adjacent to the limit of right-of-way so as not to interfere with routine maintenance of streets or compromise public safety. *(Amended 11/15/11)*

9.6 *Fire Protection (Amended December 16, 2014)*

- 9.6.1 All construction planned to be built, initially occupied, or delivered after within the Town of Sandown shall install or be covered by an existing fire protection system per the specifications listed in this section. Detached sheds and other similar outbuildings shall be exempt from this provision. Residential garages that are detached to the residence, open attached porches, carports and similar structures shall also be exempt from this provision.
- 9.6.2 Any construction exempted from Fire Protection Standards per Federal or State laws or regulation shall be exempt from this requirement. The developer and/or owner shall be responsible for providing documentation to the Town of Sandown supporting such an exemption prior to construction, delivery, or initial occupancy. However, an exception from the installation of sprinkler systems shall not except the developer from installing a fire suppression water source or other alternative fire suppression system.
- 9.6.3 **Fire Protection Specifications**

The Fire Protection System shall be a Sprinkler System, a Fire Suppression Water Source (Cistern) or an alternative proposed by the developer and/or owner that shall conform to one of the following three paragraphs, as applicable:

9.6.3.1 *Fire Suppression Water Source (Cisterns) – Option 1*

- A. Cistern(s) are required for any new development and/or subdivision of 3 or more dwellings after April 1, 2015. The Cistern(s) shall be an artificial underground water storage facility of at least 30,000 gallons or usable fire protection water supply per cistern.
- B. The location, design, and provisions for ownership, maintenance, and all season access to the cistern(s) and supporting facilities shall be approved by the Fire Chief, or his/her designee, and shall conform to the following specifications:
- i. Response time from the Safety Complex (316 Main Street, Sandown, NH) to the nearest cistern within the development shall conform to the current edition of NFPA 1720.

- ii. The minimum cistern capacity is to be 30,000 gallons
- iii. Underground storage tank(s) shall be constructed from one of the following materials:
 - a. Polyethylene
 - b. Fiberglass
- iv. The suction piping system is to be capable of delivering a minimum of 1,000 gallons per minute for three quarters of the cistern capacity. (Velocity and friction losses plus static head may not exceed 16 feet).
- v. The design of the cistern is to be submitted to the Planning Board and Fire Chief or his/her designee for approval prior to construction. All plans must be signed and stamped by a professional structural engineer registered in the State of New Hampshire.
- vi. Each cistern must be sited to the particular location by a registered professional engineer and approved by the Planning Board and Fire Chief or his/her designee.
- vii. The entire cistern is to be rated for H-20 highway loading.
- viii. The cistern must be designed so that it will not float when empty.
- ix. All suction and fill pipe is to be ASTM Schedule 40 galvanized steel. All vent piping is to be ASTM Schedule 40 PVC with glued joints.
- x. ALL PVC piping is to have glued joints.
- xi. The final suction connection is to be 6" National Hose male thread. It must be capped with a hydrant cap, chain and have removable strainer.
- xii. The filler pipe is to have a 4 inch Stortz coupling with a 90 degree elbow, cap, chain and removable strainer.
- xiii. A 20" LD manway to grade level shall be installed. Manway will have a bolted cover with a lockable 3" water level inspection fitting on the manway cover.
- xiv. The entire cistern is to be completed and inspected by the town engineer at the developer's cost before any backfilling is done. The tank may then be backfilled but not covered for a four week leak test.
- xv. The completed cistern shall be guaranteed for 1 year from the date of acceptance by the town. This guarantee includes water tightness of the tank and all appurtenances associated with the operation of the cistern. The completed cistern will be inspected for compliance by the Fire Chief or his/her designee prior to the release of the maintenance bond, and a report to that effect will be submitted to the Town.
- xvi. All backfill material shall be screened gravel with no stones larger than 1 ½ inches and shall be compacted to 95% of maximum, ATM 1557.

Bedding for the cistern shall be a minimum of 12 inches of ¾ to 1 ½ inch crushed, washed stone, compacted. No other fill shall be allowed under this stone.

Backfill over tank shall be:

- a) 4 feet of fill; or
- b) The top and highest 2 feet of the sides of the cistern shall be insulated with a vermin resistant foam insulation, minimum 2" thick, and 2 feet of fill.

All backfill shall extend 8 feet beyond the edge of the cistern, then
Maximum 3:1 slope loamed and seeded.

Backfilling to be witnessed by the Town Engineer at the developer's cost.

- xvii. The filler pipe is to be 36 inches above finish grade
 - xviii. The suction pipe connection is to be 20-24 inches above the level of the fire truck wheels when the cistern is in use.
 - xix. 6" galvanized steel heavy wall concrete filled pipe bollards are to be placed 2 feet off each side and 12 inches in front of the suction pipe for the protection of the pipe. These bollards shall be set in concrete 4 feet below ground level and shall extend 10 inches above the suction pipe.
 - xx. After backfilling, the tank is to be protected by large stones.
 - xxi. The bottom of suction pipe to pumper connection vertical distance must not exceed 14 feet.
 - xxii. Pitch of shoulder and vehicle pad from edge of pavement to pumper connection must be 1-6% downgrade.
 - xxiii. Shoulder and vehicle pad must be of sufficient length to permit convenient access to suction connection when pumper is set at 45 degrees to road.
 - xxiv. All construction, backfill, and grading materials area to be in accordance with proper construction practices and acceptable to the Planning Board in accordance with the approved design.
 - xxv. All horizontal suction piping must slope slightly uphill (1-3%) towards the pumper construction.
 - xxvi. Installer is responsible for completely filling cistern until accepted by the Fire Department. This includes refilling after each flow test until acceptance.
 - xxvii. Any and all required easements for maintenance and use shall be properly noted and recorded.
- C. A cistern shall be located within two thousand two hundred (2,200') feet of every dwelling unit within the subdivision and within two thousand two hundred (2,200') feet from any commercial unit, as measured along the lines of the streets.
- D. It is the responsibility of the subdivider to bear the cost of any equipment, apparatus, construction, and/or 1" filling of water in the cistern(s) which may be incurred as a result of this requirement. All land areas and equipment or apparatus may, upon completion, installation, and inspection (at developer's

cost) by Fire Department and Town Engineer of such equipment and apparatus, be offered for transfer to the Town of Sandown.

- E. The responsibility for proper installation and testing is that of the builder/owner. The Sandown Fire Chief, or his /her designee, shall be given 48 hours notice and must witness and approve a test of the system.

9.6.3.2 Sprinkler System – Option 2

- A. An approved automatic sprinkler system shall mean a system installed in accordance with: the current edition of the National Fire Protection Association NFPA Standard 13, NFPA 13R, or NFPA 13D; the provision of this ordinance; and approved by the State Fire Marshall's Office. The system shall be subject to the Sandown Fire Chief's approval per this ordinance.
- B. The installer shall present a set of prints by a certified fire protection engineer showing the entire sprinkler system to the Fire Chief or his/her designee for approval. The Town of Sandown reserves the right to have the plans reviewed by a third party with expenses to be paid by the developer and/or owner.
- C. A permit shall be obtained from the Sandown Fire Chief or his/her designee before the start of construction of the sprinkler system.

The responsibility for proper installation and testing is that of the builder/owner. The Sandown Fire Chief or his/her designee shall be given 48 hours notice and must witness and approve the test.

- D. All sprinkler systems installed under this code shall have the following:
 - i. The water supply for the sprinkler system, refer to the current edition of NFPA 13D Chapter 6, Section 6.1.2 and 6.1.3. If domestic water supply cannot supply demand to two activated sprinkler heads for a period of 10 minutes, a storage tank and fire pump shall be installed to fulfill these requirements. (Example: 2 heads at 13gpm = 26gpm X 10 min., storage tank size minimum of 260 gallons).
 - ii. The minimum acceptable operating pressure of any sprinkler shall be greater than 7 psi.
- E. The responsibility for maintaining and testing a sprinkler is that of the owner or occupant. Refer to the current edition of NFPA 13D section A.4.2.1 for the proper procedure.
- F. *Sprinkler Systems for One and Two Family Homes*
All sprinkler systems shall be installed in accordance with the current edition of NFPA 13D (sprinkler systems in one and two family dwellings and manufactured homes) with the following exceptions:
 - i. Sprinklers shall not be required in residential garages, open attached porches, carports and similar structures. However, ALL attached garages or those that are located under living spaces shall be protected by sprinklers.
 - ii. Sprinkler shall not be required in attics, crawl spaces and other concealed spaces that are not used or intended for living purposes.
- G. Sprinkler Systems for any residential structure with greater than 2 Dwelling Units

All sprinkler systems shall be installed in accordance with the current edition

of NFPA 13R with the following exceptions:

- i. Sprinklers shall not be required in residential garages, open attached porches, carports and similar structures. However, ALL attached garages or those that are located under living spaces shall be protected by sprinklers.
- ii. Sprinklers shall not be required in attics, crawl spaces and other concealed spaces that are not used or intended for living purposes.

H. Sprinkler System for Commercial Buildings

- i. All commercial development with square footage over 2000 square feet, even if subdivided to smaller units, must comply with the current edition of NFPA 13.
- ii. Any commercial building that changes use will be required to meet the standards in effect at the time of such change.

9.6.3.3 *Alternative Fire Protection Systems – Option 3*

Alternative Fire Protection Systems/Alternative may be proposed provided that they meet all of the following requirements. Acceptance of an alternative proposal shall be at the discretion of the Town of Sandown as specified in the following paragraphs.

- A. The proposed Fire Protection Systems/Alternative must meet all applicable NFPA, Federal, and State standards.
- B. In the unanimous written opinion of the Sandown Fire Engineers and Fire Chief, the proposed Fire Protection Systems/Alternative provides greater overall protection to the structure and any current or future occupants.
- C. In the unanimous written opinion of the Sandown Fire Engineers and Fire Chief, the proposed Fire Protection Systems/Alternative is not detrimental to public safety, health or welfare or injurious to other property and promotes the public interest.
- D. If subject to subdivision and/or site plan review, the proposed Fire Protection Systems/Alternative shall be acceptable to the Town of Sandown Planning Board. The Planning Board shall be under no obligation to accept alternative proposals.

9.7-9.10 *(Reserved)*

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)

9.12-9.13 *(Reserved)*

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 *Design and Construction Standards for Drainage and Stormwater Management Facilities (Amended 12/07/10)*

A. Analysis and Design of Improvements

1. All analysis and corresponding calculations prepared and submitted for the purposes of demonstrating fulfillment of specific requirements of these Regulations shall be prepared and sealed by a Licensed Professional Engineer. For the purposes of these Regulations, the applicable minimum standard for stormwater analysis and design for any major subdivision shall be identical to requirements established by the New Hampshire Department of Environmental Services, under Chapter ENV-Wq 1500 of the New Hampshire code of Administrative Rules, whether or not an alteration of Terrain Permit is required pursuant to the authority of those Rules. To the extent applicable, all drainage and storm water management facilities and infrastructure shall be designed so as to comply with these same Rules.
2. Low Impact Development practices, which are designed to mimic natural hydrology by reducing impervious surfaces and stormwater runoff and increasing groundwater recharge and pollutant removal, shall be used to the

extent practicable unless the applicant can document infeasibility to the satisfaction of the Planning Board.

3. Design Calculations corresponding to the 10, 25, 50 and 100 year return frequency design storm events shall be prepared and incorporated into a Stormwater Management Report submitted as part of any major subdivision application. For the purposes of these Regulations, the design engineer shall rely upon calculations performed for the 10 year return frequency design storm in the comparison and pre and post development peak stormwater discharge volumes to downstream and abutting properties; and in the design of stormwater treatment accommodations. A 25 year return frequency design storm shall be used in the design of all storm sewers and culverts. All culverts shall also be checked for the 100 year return frequency design storm event and be upsized if and when necessary to ensure such culverts remain functional throughout a storm of that intensity. All bridges shall be designed for the 100 year return frequency design storm.
 4. The peak stormwater discharge volume, for the 100 year return frequency design storm event from any subdivision approved pursuant to these Regulations, to any downstream privately or publicly owned property or street shall not be increased as a result of construction of any subdivision unless it can be demonstrated, to the satisfaction of the Planning Board, that no adverse impact to such properties will result, or appropriate flowage easements have been secured.
- B. Design and Construction Standards for Stormwater Management Improvements
1. All culverts, storm drains, drainage structures and related improvements furnished and installed shall conform to applicable provisions of Standard Specifications for Road and Bridge Construction (latest edition), as published and amended by the New Hampshire Department of Transportation.
 2. All culverts and storm drains, except driveway culverts, shall have a minimum diameter of 15 inches and be constructed of either reinforced concrete or high density polyethylene. Driveway culverts shall have a minimum diameter of 12 inches,
 3. A minimum of three (3) feet of soil cover shall be maintained over all culverts and storm drains situated beneath streets. A minimum of twelve (12) inches of soil cover shall be maintained over all driveway culverts situated within the right of way of a street.
 4. Concrete or mortar rubble masonry headwalls shall be furnished and installed on the inlet ends of all culverts of any diameter. Similar headwalls shall be furnished and installed on the discharge ends of all culverts 24 inches or greater in diameter. Flared end sections may be installed in lieu of headwalls on the discharge end of culverts and storm drains having a diameter of less than 24 inches. Appropriate outlet protection shall be provided at all stormwater discharge points.
 5. Stormwater flow velocities for all road side ditches, stormwater conveyance channels and swales shall be checked by the design engineer. Suitable surface protection shall be provided within all ditches, channels and swales anticipated to have a flow velocity of more than 2.5 feet per second during the 100 year return frequency design storm. In order to limit stormwater flow velocities in roadside ditches, no ditch line shall be constructed with an uninterrupted or continuous flow length of more than 500 feet prior to day lighting or reaching a cross culvert, catch basin or similar point of discharge.
 6. Under drain, corresponding to specifications provided on Figure IV-A, shall be provided at all locations where the seasonal high groundwater elevation or bedrock is located within 4 feet of finish grade of any roadway surface. All under drain shall discharge either a headwall, catch basin or drain manhole.
 7. In instances where stormwater detention ponds, retention basins, or infiltration basins are planned, such facilities shall be designed and constructed in accordance with recommendations contained in a publication entitled Stormwater Management and Erosion and Sediment control Handbook for Urban and Developing Areas in New Hampshire, published by the NHDES.

8. All stormwater treatment accommodations shall be designed and constructed in accordance with recommendations contained in a publication entitled Stormwater Management and Erosion and Sediment control Handbook for Urban and Developing Areas in New Hampshire, published by the NHDES

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*

Performance and Maintenance Surety

1. The Board may accept performance surety in lieu of the subdivider's completion of street work and other required improvements prior to the final approval of the subdivision plat. The surety shall be in an amount as estimated by the applicant's engineer and as reviewed and approved by the Department of Public Works, and in a form satisfactory to the board to insure the construction and installation of such improvements.
2. The Board may accept as a surety, one of the following:
 - a. Certified check, bank check or savings account passbook properly endorsed to the Town of Sandown
 - b. Irrevocable Letter of Credit written so as to be self-calling.
 - c. Performance bond written so as to be self-calling
3. A performance agreement for any improvements and for compliance with any condition shall be submitted and is subject to review and approval by Town Counsel as to proper legal form and enforceability. The cost of this review shall be borne by the subdivider.
4. As improvements are completed, the surety may be reduced based on the following schedule. Prior to release of funds, the applicant shall submit a written request to the Planning board that includes certification by the engineer of work completed to date.
 - a. Fifty percent (50%) of any surety filed with the board for the benefit of the town for satisfactory completion of the streets, drainage, sewage and water lines, and all other facilities improvements shown upon said subdivision plan, may be released to the subdivider when the following are completed and accepted:
 - i. Approval of the underground utilities, including sewer and stormwater lines;
 - ii. Application of binder paving.
 - iii. Installation of sedimentation measures and slope stabilization.
 - b. Subsequent reductions in the surety amount may be made once the following are completed and accepted. The amount of reduction shall be based on the original cost estimate of work but shall not exceed 90% of original surety amount.
 - i. Completion of final paving and loaming and seeding the right-of-way.
 - ii. Submittal of "as-built" plans and profile, prepared by a surveyor and an engineer, on a reproducible wash-off-Mylar, with three(3) blue line copies, scale of 1"-50' on sheets of 22"x34" showing all property lines, edges of pavement, sewer laterals at the property line and mains (with ties from permanent features) and all utilities located by station and offset from the final base line stationing of the sanitary sewer if present, if not, then from the center line of the right-of-way;
 - iii. Final cleanup, including removing sediment from all catch basin sumps;
 - iv. Completion of any punch list items determined by the Department of Public Works.
 - v. Installation of Monumentation and submittal of certificate of Monumentation;
 - vi. Installation of streetlights, street name signs, stop signs, and/or other required traffic signs;
 - vii. Submittal of a deed from the subdivider to the Town for all rights-of-way and easements,

acceptance of deed by the Board of Selectmen and subsequent recording of said deed(s) at the Registry of Deeds.

- c. Ten percent (10%) of the original surety amount shall be retained as maintenance surety for one (1) year after the date of conveyance to insure the continued proper operation and integrity of the subdivision streets, stormwater management system, sewer and water lines, and all other facilities and improvements. Should any improvement fail or need repair, the town shall be able to draw on this surety as reimbursement of costs.
5. In situations where the developer completes the improvements prior to final approval of the subdivision plan, a 1 year maintenance bond as listed above will still be required.
6. The acceptance of a deed as provided above, by the board of Selectmen and subsequent recording, shall acknowledge the formal dedication of the streets, and maintenance thereafter shall be the responsibility of the Town.

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 *Maintenance of Streets & Related Improvements*

Applicants shall be required to provide for proper maintenance of all subdivision streets, utilities, stormwater management facilities and related public improvements until such time as streets within a subdivision are formally accepted by the Town of Sandown's Board of Selectmen pursuant to RSA 674:40-a. In the event an applicant fails to fulfill this requirement in a reasonable manner, the Town of Sandown may, at its option, rely upon the surety given by the applicant, pursuant to the provisions of Section 9.20.2 of these Regulations, to cause such maintenance to be performed at no cost to the public or individual owners of parcels of land situated within a subdivision. Commencing at the time of issuance of the first Certificate of Occupancy for any dwelling or structure accessed by a subdivision street, winter maintenance of said street(s) shall be performed by the Town of Sandown provided the applicant shall, by November 1st of each applicable year: (a) provide the Town with a signed statement holding the Town harmless from any and all liability claims in the event the Town's winter maintenance activities cause damage to persons or property; and (b) provide the Town with a signed statement acknowledging the Town's assumption of winter maintenance duties in no way constitutes any form of public acceptance of subdivision streets and/or infrastructure in whole or in part; and (c) if required by the Board of Selectmen, reimburse the Town in full for its anticipated cost in providing for winter maintenance of streets on behalf of the applicant.

(Amended 11/15/11)

9.25 *Special Flood Hazard Areas: Amended 12/07/10*

1. All subdivision proposals which contain lands designated as Special Flood Hazard Areas by the Federal emergency Management Agency (FEMA) by virtue of their Flood Insurance Rate Maps (FIRM) for Rockingham County, New Hampshire, dated May 17, 2005, shall conform to the requirements of this Section IV-5.C.
2. The Planning Board shall review each applicable subdivision application to ensure that all necessary permits have been received from those governmental agencies from which approval is required under applicable State or Federal Law, including Section 404 of the Federal Water Pollution control Act Amendments of 1972, 33 U.S.C. 1334.

3. The Planning Board shall require all subdivision plats identify base flood elevation data, if applicable.
4. Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted by the applicant in order to enable the Planning Board to confirm that: (a) all such proposals are consistent with the need to minimize flood hazards; (b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and (c) adequate drainage is provided so as to reduce exposure to flood hazards.
5. Prior to approving any application for subdivision approval under these Regulations, the applicant must affirmatively demonstrate to the Planning Board, by a preponderance of credible evidence presented at public hearing, that all requirements of this Section have been met and that the procedures set forth in these Regulations have been followed.

9.26 *School Impact Fee Assessment (Adopted April, 2003) (Amended September 19, 2017)*

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:

Type of Structure	Sandown School Impact Fee
Single Detached	\$4,559
Attached and 2 or more family (per unit)	\$2,567
Manufactured Housing	\$2,530
Accessory Dwelling Unit (ADU)	\$1,550

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 stormwater 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 arc. 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 *Reserved*

11.20.1 Roadway Design Plan & Profile Sheets (for all applications involving the construction of new streets or significant improvement of existing streets), shall contain the following information and be sealed by a Licensed Professional Engineer:

- a) A title block identifying: name and location of proposed subdivision; street name; roadway stationing for the segment of street depicted on each sheet; name & address of consultant; date of preparation & each subsequent revision; and scale (all plans shall be drawn at a scale of 1" = 40' Horiz/1" = 4' Vert., or 1" = 50' Horiz./1" = 5' Vert.);
- b) A north arrow;
- c) Limits of existing or proposed right-of-way & corresponding existing and proposed right-of-way monumentation;
- d) Adjoining lot lines with map & lot number of each platted or existing parcel;
- e) Two-foot contour interval topography & defined limits of wetland;
- f) Centerline stationing & horizontal curve geometry;
- g) Existing & proposed limits of pavement and curbing, including design radii of all curves and flares;
- h) The location and design elevations of all existing and proposed driveway aprons;
- i) Two-foot contour interval finish grade contours and finish spot grades, where applicable;
- j) Existing and proposed drainage improvements, including:
 1. Location, diameter, pipe material, design slope, invert elevations & end treatments for all culverts and storm drains;
 2. Location (by station & offset), rim & invert elevations of all catch basins, manholes and other proposed drainage structures;
 3. Headwalls or flared end sections specified at all culvert and storm drain inlets and outlets;
 4. Outlet protection accommodations where warranted;
 5. Existing & proposed drainage easements;
 6. Location & design of stormwater treatment provisions;
 7. Location & design of stormwater detention or retention provisions where warranted;
 8. Underdrain where warranted; and
 9. The location and type of temporary and permanent erosion & sedimentation control measures where warranted.
- k) A minimum of one benchmark with elevation per plan sheet;
- l) Roadway profiles depicting:
 1. Stationing;
 2. Existing & proposed elevations at 50-foot stations, as well as at all Point of Vertical Inflection (PVI's), Point of Vertical Curvature (PVC's) & Point of Vertical Tangency (PVT's);
 3. Existing & proposed roadway centerline profiles;
 4. Vertical curve design data, including station and elevation of all crest and sag points; and
 5. Existing & proposed drainage and utility improvements.
- m) Location, diameter & pipe material of existing & proposed water main and sanitary sewer, if any;
- n) Location & type of existing & proposed above and below ground utilities;
- o) Location (by station & offset) of proposed guardrail and end units;

- p) A note specifying: "All workmanship and materials incorporated into this work shall conform to applicable requirements of Standard Specifications for Road and Bridge Construction, as published by the New Hampshire Department of Transportation, latest edition; and the Sandown Subdivision Control Regulations";
- q) Pavement markings and traffic signage per Manual of Uniform Traffic Control Devices (UTCD); and
- r) Test pits, in sufficient number and location along the centerline of proposed streets, to identify the depth of bedrock and seasonal high groundwater.

11.20.2.1 Roadway Cross-Sections (for all applications involving the design of new or improved streets) at 50-foot intervals, culvert crossings and special points of interest; drawn at a scale of 1" = 5' or 1" = 10' Horiz. & Vert.; sealed by a Licensed Professional Engineer and showing:

- a) Existing & proposed centerline elevations;
- b) Limits of proposed pavement, curbing, crushed gravel, gravel, sand, embankment slopes, right-of-way & easements;
- c) Roadway & embankment slopes;
- d) Underdrain, drainage & utility improvements; and
- e) Guardrail where warranted.

11.20.2.2 Construction Detail Drawings, sealed by a Licensed Professional Engineer, for the following elements of construction, as applicable:

- a) Typical roadway cross-section(s);
- b) Driveway apron construction;
- c) Curbing installation;
- d) Guardrail & terminal end-unit installation;
- e) Underdrain installation;
- f) All drainage structures, as applicable (catch basins, drain manholes, outlet structures, etc.);
- g) Headwalls;
- h) Outlet protection;
- i) Treatment swale & stormwater detention/retention basin construction;
- j) Utility & drainage trench construction;
- k) Erosion & sedimentation control;
- l) Fire protection;
- m) Utility construction;
- n) Traffic control signage and pavement markings;
- o) Turf establishment; and
- p) Other project specific improvements, if any.

(Amended 11/15/11)

11.21 *Reserved*

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 no 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)(Amended December, 2012)*

1. \$150.00 application fee;
2. \$10.00 for each abutter. The applicant shall submit all completed abutter notifications as per Section 15 and Appendix C;
3. \$200.00 Advertising and Posting Cost

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

1. \$1,000.00 for any engineering/professional reviews. *(Adopted September, 1988) (Amended March,*

2001)(Amended December, 2012)

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. \$40.00 handling charge for filing of the plat;
(Amended June 2021)
3. \$100.00 per lot or dwelling (whichever is greater);
4. \$10.00 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).
6. \$200.00 for advertising and posting costs.
(Amended December 2012)

Payment for items 1-6 listed above shall be made payable to the "Town of Sandown, NH."

7. \$1.00 per foot of proposed roads, any engineering or professional costs;
8. \$1,000.00 for subdivision without proposed roads, any engineering or professional costs;
(Amended June 2021)

Payment for items 7-8 above shall be made payable to the "Sandown PREA" account.

9. Recording Fee (per sheet) *SEPARATE CHECK*
(A) 8 ½ x 11= \$11.00x _____ = _____
(B) 11x17= \$11.00x _____ = _____
(C) 17x22= \$16.00x _____ = _____
(D) 22x34= \$26.00x _____ = _____

10. \$25.00 State LCHIP Fee *SEPARATE CHECK*

Payments for items 9-10 listed above shall be made payable to "Rockingham County Registry of Deeds" and shall be collected at time of the submission of mylars. Please note that two separate checks must be provided.

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 applications (see Section 11.23). The Planning Board may require the applicant to deposit, in escrow with the Town, an initial 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 has the right to a good faith estimate of all costs associated with processing their application, inspecting the plan for compliance with the town's regulations, and for inspection services. The applicant understands that these are estimates only and how efficient their engineer is in providing plans that meet the town's regulations, and the quality of the road construction with adherence to the town's regulations and best building practices will determine the applicant's final costs. Failure of the applicant to deposit such funds with the Town within fifteen (15) days of the date of notification, shall be sufficient basis for the Planning Board's denial of the application.

A positive balance must be kept in the escrow account and all incurred charges to the project must be paid in full within thirty (30) days of the charges having been incurred. The Planning Board will only meet with applicants with positive escrow balances and no outstanding balances over (30) days. Pursuant to RSA 676:13, no building permit or certificate of occupancy will be issued if any inspection fees, or performance guarantees are not paid or current. Upon completion of the review or study process, any unused funds in excess of \$5.00 shall be returned to the applicant. *(Amended 6/3/2014)*

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 \$40.00 handling charge shall be paid by the applicant prior to the Board's filing of the plat. *(Amended June 2021)*

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. A positive balance must be in the escrow account and all incurred charges to the project must be paid in full within thirty (30) days of the charges having been incurred in order for any inspections to be scheduled.

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. *(Amended 6/3/2014)*

14.3 *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.

14.4 *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.

14.5 *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.

14.6 *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.

14.7 *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:

- A. 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;
- B. 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;
- C. 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.

14.8 *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.

14.9 *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 filing, 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> <p>Date Applied For: _____ Date Issued: _____</p> <p>Name of Owner of Property: _____</p> <p>Address: _____ Town: _____ State: _____</p> <p>Telephone: _____ Cell Phone: _____</p> <p>Name of Contractor: _____</p> <p>Address: _____ Town: _____ State: _____</p> <p>Telephone: _____ Cell Phone: _____ Pager: _____</p> <p>Warning Sign Package Installed: YES NO Date Installed: _____</p> <p>Sandown Police Officer Required: YES NO Certified Flagger Required: YES NO</p> <p>Signature of Applicant: _____</p> <p>One copy of this permit to be posted at site. One copy for Planning Board records. One copy for Applicant.</p> <p>Inspection #1 Completed on: _____</p> <p>Inspection #2 Completed on: _____</p> <p>Inspection #3 Completed on: _____</p> <p>Inspection #4 Completed on: _____</p>
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
- _____ CUP Application with fees and applicable documentation
- _____ 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

Land Subdivision Control Regulations, Town of Sandown, NH

_____ 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 December, 2012)*

Application Fee:	\$150.00	\$150.00
Abutter Notification (each)	\$10.00 x _____	= \$ _____
(Including subdivider, applicant, etc.)		
Total Due: (Please make check payable to "Town of Sandown, NH")		\$ _____

REVIEW FEES:

Any engineering or professional review costs	\$1,000.00	\$1,000.00
Advertising/Posting Costs	\$200.00	\$200.00
Total Due: (Please make check payable to "Sandown PREA")		\$1,200.00

SECTION 18 APPLICATION FOR SUBDIVISION OF LAND

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.

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. 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. letter of Recommendation from the Fire Chief (Amended June 2021)
- _____ D. Road profile, if applicable (8 copies)
- _____ E. Any additional information requested by the Board at a previous hearing necessary for Final Approval (List)
- _____ F. Payment of all applicable subdivision fees
- _____ G. An abutter list with all abutters of the parcel. Abutter notification fees must be paid upon application
- _____ H. Mylars and two separate recording fee checks must be presented when conditional or final approval is received (Amended June 2021)

Fees:

TOWN FEES: (Amended June 2021)

Application Fee:	\$150.00	\$150.00
Handling Charge:	\$40.00	\$40.00
Each Lot/Parcel or Dwelling Unit: (Whichever is greater)	\$100.00x _____ =	\$ _____
Abutter Notification:	\$10.00 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: (Amended June 2021)

Proposed Road (per foot)	\$1.00 x _____ =	\$ _____
For Subdivision without proposed roads, any engineering or professional costs	\$1,000.00	\$ _____
Advertising /Posting Costs	\$200.00	\$200.00
Amount Due: (Make Check payable to "Sandown PREA")		\$ _____

RECORDING FEES: (Amended June 2021)

Recording Fee (per sheet) *SEPARATE CHECK*		
8 1/2 x 11	\$11.00x _____ =	\$ _____
11x17	\$11.00x _____ =	\$ _____
17x22	\$16.00x _____ =	\$ _____
22x34	\$26.00x _____ =	\$ _____

\$25.00 State LCHIP Fee *SEPARATE CHECK* \$25.00 \$25.00

Two Separate checks made payable to Rockingham County Registry of Deeds to be collected at time of mylar submission

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

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

Fees:	TOWN FEES (Amended June 2021):		
	Application Fee:	\$150.00	\$150.00
	Abutter Notification:	\$10.00/each	\$_____
	Handling Cost:	\$40.00	\$40.00
	Amount Due: (Make check payable to "Town of Sandown, NH")		\$_____

	REVIEW FEES:		
	Any engineering or professional costs (Amended Sept., 1988)	\$1,000.00	\$1,000.00
	Advertising/Posting Costs:	\$200.00	\$200.00
	Amount Due: (Make check payable to "Sandown PREA")		\$_____

	RECORDING FEES:	
	Recording Fee (per sheet) *SEPARATE CHECK*	
	(A) 8 ½ x 11= \$11.00x_____ = _____	
	(B) 11x17= \$11.00x_____ = _____	
	(C) 17x22= \$16.00x_____ = _____	
	(D) 22x34= \$26.00x_____ = _____	

\$25.00 State LCHIP Fee *SEPARATE CHECK*
Two Separate checks made payable to Rockingham County Registry of Deeds and to be collected at time of submitting Mylars

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 21 ROCKINGHAM COUNTY CONSERVATION DISTRICT REVIEW AUTHORIZATION

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

Rockingham County Conservation District
North Road
Brentwood, NH

To Whom It May Concern:

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

PLAN REVIEW FOR COMPLIANCE WITH:

- _____ Soil Type/Lot Size Regulations
- _____ Wetlands Ordinance
- _____ Erosion and Sediment Control Regulations

A report is required by: _____

Signature _____ Date: _____

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 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)

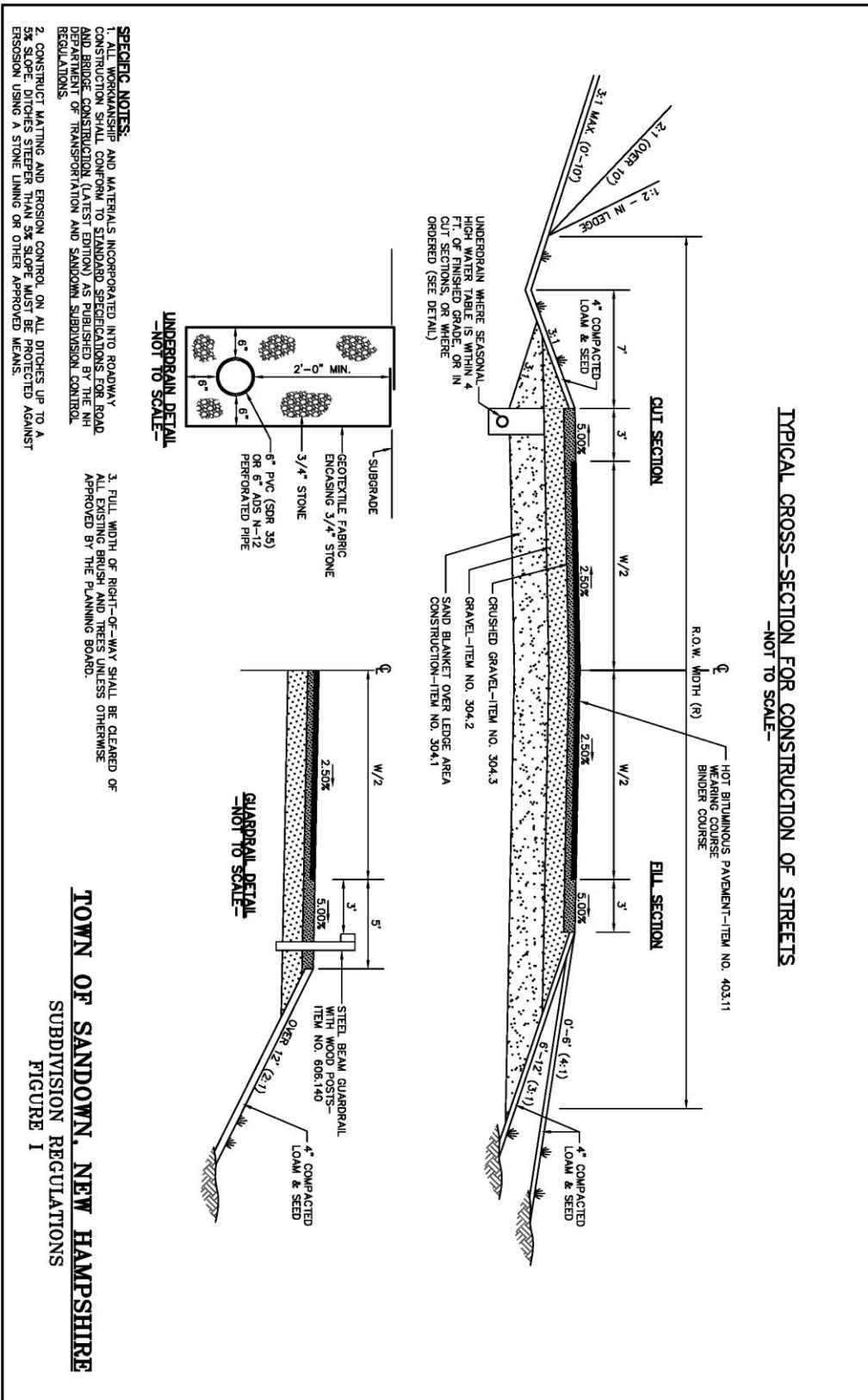
Appendix A

Typical Cross Section for Construction of Streets

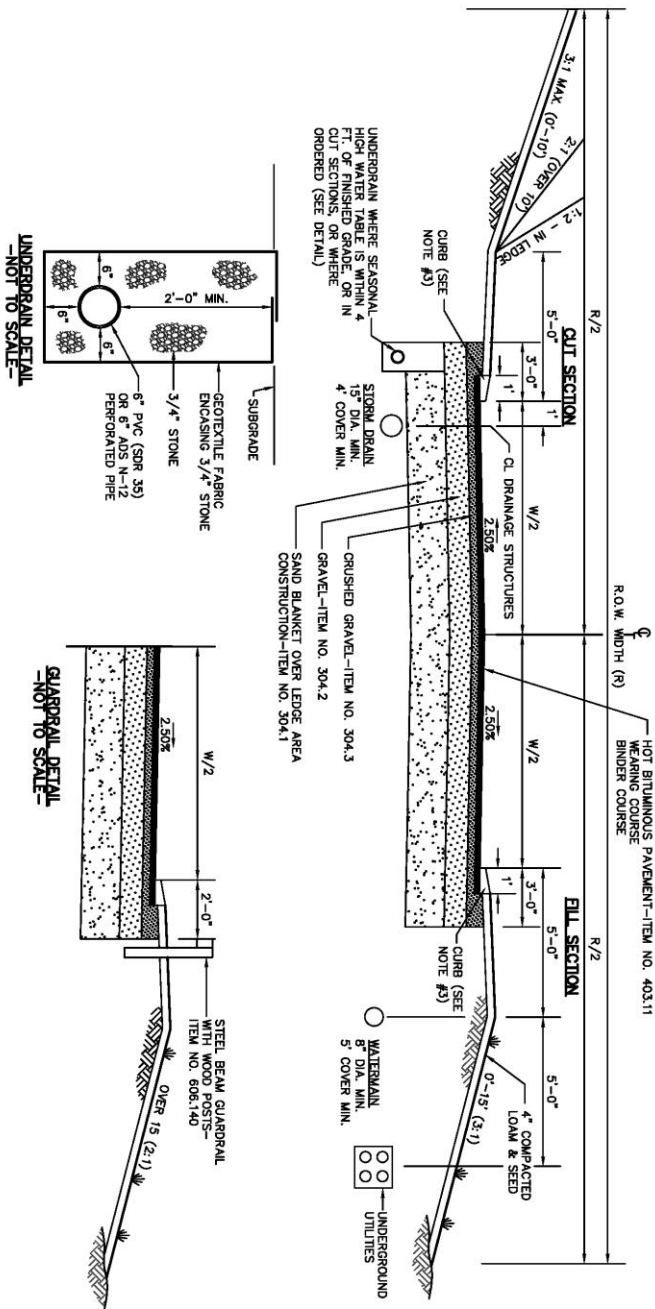
Alternative Cross-Section for the Construction of Streets

Typical Permanent Cul-de-Sac

Table of Geometric Roadway Design Standards for Streets

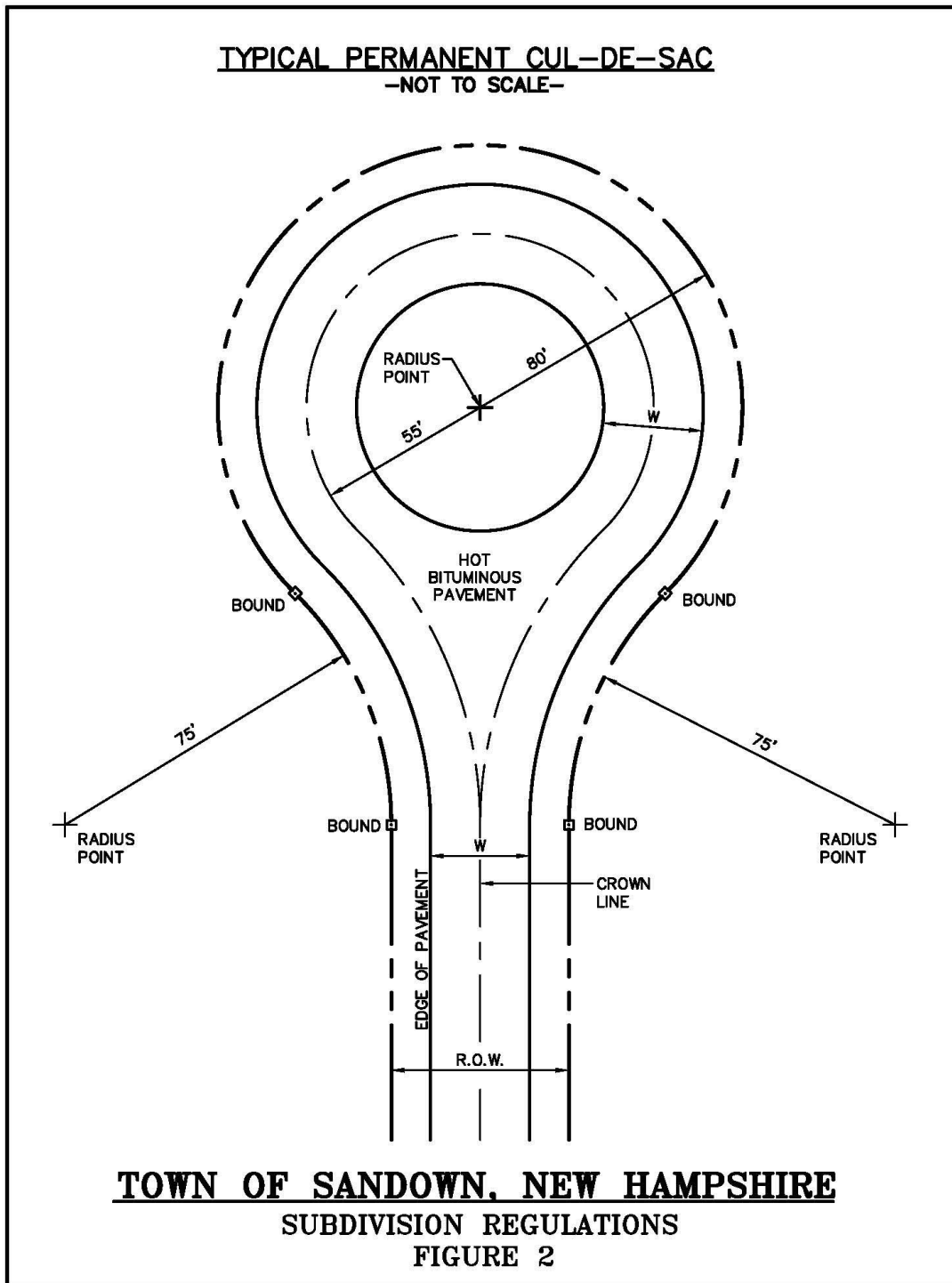


ALTERNATIVE CROSS-SECTION FOR THE CONSTRUCTION OF STREETS
 -NOT TO SCALE-



- NOTES:**
1. ALL WORKMANSHIP AND MATERIALS INCORPORATED INTO ROADWAY CONSTRUCTION SHALL CONFORM TO STANDARD SPECIFICATIONS FOR ROAD DEPARTMENT CONSTRUCTION (ITEM NO. 609.216) AS SET FORTH IN THE REGULATION OF TRANSPORTATION AND SANDOWN SUBDIVISION CONTROL REGULATIONS.
 2. FULL WIDTH OF RIGHT-OF-WAY SHALL BE CLEARED OF ALL EXISTING TREES AND TREES UNLESS OTHERWISE DIRECTED OR APPROVED BY THE PLANNING BOARD.
 3. CURB TYPE SHALL BE EITHER OF THE FOLLOWING:
 STRAIGHT GRANITE SLOPE CURB-6\"/>

TOWN OF SANDOWN, NEW HAMPSHIRE
 SUBDIVISION REGULATIONS
 FIGURE I-A



TOWN OF SANDOWN SUBDIVISION REGULATIONS
TABLE OF GEOMETRIC ROADWAY DESIGN STANDARDS FOR STREETS

<u>ITEM</u>	COLLECTOR	NON-RESIDENTIAL	RESIDENTIAL 2	RESIDENTIAL 1
1. AVERAGE DAILY TRAFFIC VOLUME (ADT) – VEHICLE TRIPS PER DAY	1,001–5,000	–	401–1,000	0–400
2. DESIGN SPEED	40 MPH	30 MPH	30 MPH	30 MPH
3. MINIMUM WIDTH OF RIGHT-OF-WAY (R)	60'	60'	50'	50'
4. MINIMUM PAVEMENT WIDTH (W)	24'	30'	22'	20'
5. MINIMUM GRADE	1.0%	1.0%	1.0%	1.0%
6. MAXIMUM GRADE	6.0%	6.0%	8.0%	8.0%
7. MINIMUM K –VALUES (CREST/SAG)	45/65	30/40	30/40	30/40
8. MINIMUM ANGLE OF INTERSECTIONS	90°	90°	90°	80°
9. MINIMUM CENTER-LINE RADII ON CURVES	600'	300'	300'	150'
10. MINIMUM TANGENT LENGTH BETWEEN REVERSED CURVES	300'	200'	200'	100'
11. ROAD BASE (MINIMUM) CRUSHED GRAVEL (304.3) (THICKNESS) GRAVEL (304.2) (THICKNESS) SAND (304.1) (THICKNESS)	8" 12" 12"	8" 12" 12"	6" 12" 12"	6" 12" 12"
12. BITUMINOUS CONCRETE (403.11) PAVING BINDER COURSE THICKNESS WEARING COURSE THICKNESS	2–1/2" 1–1/2"	2–1/2" 1–1/2"	2" 1–1/2"	2" 1–1/2"
13. ROAD CROWN (MINIMUM)	0.025	0.025	0.025	0.025
14. CUL-DE-SAC STREETS RADIUS OF TURN-AROUND R.O.W ⊘ RADIUS OF TURN-AROUND	– –	80' 55'	– –	80' 55'

APPENDIX C – PREPARING CERTIFIED MAIL

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4® in this box •

Sandown Planning Board
P.O. Box 1750
Sandown, NH 03873

USPS TRACKING#

9590 9403 0259 5155 5624 2A

Abutter
Address

9590 9403 0259 5155 5624 11

2. Article Number (Transfer from service label)

PS Form 3811, April 2015 PSN 7530-02-000-9053

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4® in this box •

Sandown Planning Board
P.O. Box 1750
Sandown, NH 03873

USPS TRACKING#

9590 9403 0259 5155 5624 2A

Abutter
Address

9590 9403 0259 5155 5624 11

2. Article Number (Transfer from service label)

PS Form 3811, April 2015 PSN 7530-02-000-9053

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®

OFFICIAL USE

<p>Certified Mail Fee</p> <p>\$ _____</p> <p>Extra Services & Fees (check box, add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage</p> <p>\$ _____</p> <p>Total Postage and Fees</p> <p>\$ _____</p> <p>Sent To</p> <p>Street and Apt. No., or PO Box No. } Abutter</p> <p>City, State, ZIP+4® } Address</p>	<p>Postmark Here</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

CERTIFIED MAIL®

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE

65T9 2945 9000 0490 5T02



65T9 2945 9000 0490 5T02

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. 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: _____

Consent of Applicant

I, _____ of _____ representing _____

Agree to the above request and further agree to be responsible for any charges that may result from this inspection. Cancellation without proper notice automatically results in a four hour charge.

Signature _____ Date: _____

Planning Board Authorization

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

Amount in PREA Account: _____ Amount Received: _____

Signature

Date

Appendix I - ROAD INSPECTION APPLICATION

Please Note: 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. 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: _____

Owner of record: _____ Mailing address: _____

Telephone: _____ Cell phone: _____ Email: _____

Road contractor: _____ Mailing address: _____

Telephone: _____ Cell phone: _____ Email: _____

Type of inspection (choose only one):

- | | |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <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 | |

Does the applicant wish to be present during the inspection ____ yes ____ no

For Station: _____ To Station: _____

Comments: _____

Consent of Applicant

I, _____ of _____ representing _____

Agree to the above request and further agree to be responsible for any charges that may result from this inspection. Cancellation without proper notice automatically results in a four hour charge.

Signature _____ Date: _____

Planning Board Authorization

Date inspection request received: _____ Date Board Engineer notified of request: _____

Amount received: _____ Signature of Planning board member of designee: _____ Date _____