TOWN OF DUNBARTON
NEW HAMPSHIRE

LAND SUBDIVISION REGULATIONS

REVISED VERSION ADOPTED
November 18, 2010

Planning Board, Town Of Dunbarton
1011 School Street, Dunbarton, NH 03046
Phones: 603-774-3541 Fax: 603-774-5541

CERTIFICATE OF ADOPTION

In accordance with New Hampshire RSA 674:36, Subdivision Regulations, and RSA 675:6, Method of Adoption, the Dunbarton Planning Board, having held a duly noticed public hearing on November 17, 2010, hereby adopts and certifies these Subdivision Regulations, dated November 17, 2010

Kenneth Swayze, Chairman

Terry Swain, Co-Chair

Alison Vallieres, Secretary

Michael Poirier, Member

James Marcou, Member

George Holt, Member

Les Hammond, Selectmen's Representative

Michael Guiney, Alternate

This document was received and recorded by the Town Clerk on November 18, 2010.

Signed: Linda K. Peters
Linda Peters, Dunbarton Town Clerk

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Seal:

TOWN OF DUNBARTON, N.H.

LAND SUBDIVISION CONTROL REGULATIONS

Section I.

— Authority —

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

Section II.

— Title —

These amended regulations shall be known and may be cited as the, "Town of Dunbarton Land Subdivision Control Regulations" of 1963 hereinafter referred to as the "Subdivision Control Regulations."

Section III.

— Definitions —

A. **BOARD** means the Planning Board of the Town of Dunbarton.

B. **SUBDIVISION** means the division of a tract or parcel of land into two or more lots for the purpose, whether immediate or future, of sale, rent, lease, or building development, located on an existing, new, widened or extended street, and requiring the extension of municipal utilities, or construction of private on-lot systems for all types of land uses –residential, trailer, mobile home, business, industrial, public or semi-public: provided, however, that development for agricultural purposes is expressly excluded. When appropriate to the context of these subdivision regulations, the term subdivision shall relate either to the process of subdividing or to the land or area subdivided. It shall include a division of land where each resulting parcel fronts on a public street previously accepted or taken by the Town.

C. **LOT** means a parcel of land capable of being occupied by one principal structure or use and its accessory structures or uses and as shown and identified as such on a plat.

D. PLAT means the final map, drawing or chart on which the sub-divider's plan of subdivision is presented to the Dunbarton Planning Board for approval, and which, if approved, will be submitted to the Register of Deeds of Merrimack County for recording.

E. STREET means and includes street, avenue, boulevard, road, alley, highway and other way exclusive of driveways serving not more than two adjacent lots.

F. SUBDIVIDER means the registered owner or the authorized agent of the registered owner of a subdivision.

G. ENGINEER OR SURVEYOR means the duly designated and legally recognized engineer or competent surveyor of the sub-divider as may be pertinent to the actual services to be performed in accordance with the provisions of Chapter 319, Sections 1-30, N.H. Revised Statutes Annotated, 1955, and as amended.

H. ABUTTER means immediately adjoining property owner even if separated by a public road or right of way.

Town of Dunbarton LAND SUBDIVISION CONTROL REGULATIONS	
DATE OF ORIGINAL ADOPTION: JUNE 1965	
Revision Date	Description of Changes
May, 1978	
July 1988	Section VIII added: Improvement Construction Requirements.
April 19, 2000	Additions to Sect. IV-E: Surety and Inspection Requirements; Application and checklist for subdivision approval; checklist for Completeness.
July 7, 2004	Extensive additions and changes to various sections regarding: streets and roads; driveways; number of dwelling units; recreational uses; monuments; fire suppression requirements. Approval of new/added checklist items for completeness review; Requirements for filing and signing of final plans and documents.
Nov. 17, 2010	Extensive revision to Section IX: Improvement Construction Requirements; and delete old Typical Cross Section Diagram of Roadway and replace it with new diagram.

Section IV.
— Procedure —

A. Pre-Application.

Previous to the formal submission of a subdivision preliminary layout, a subdivider in order to save himself the cost of needless changes at a later date may appear at a regular meeting of the Board and submit a sketch plan for discussion with the Board.

B. Application.

Whenever any subdivision is proposed, the sub-divider shall fill out the attached application in its entirety and mail it to the address shown not less than ten days prior to any regular scheduled meeting of the Board. Five copies of the proposed subdivision plan conforming to the specifications contained hereinafter shall accompany the application.

C. Preliminary Layout.

The preliminary layout as described in Section VI shall be filed with the Board. The Board will then study the preliminary street and lot layout and proposed improvements in connection with the Comprehensive Town Plan, the Official Map, (if and when one is adopted) the needs of the surrounding area and neighborhood, the topography and soil conditions of the area, and any other pertinent State and local regulations.

D. Revision of Preliminary Layout.

The Board before taking formal action shall hold a discussion with the sub-divider and may hear and confer with other parties whose interest may be affected by the proposed lay-out. After such discussion the Board shall communicate in writing to the developer the specific-changes, -if any, which it will require in the preliminary plan, and the types and amount of construction or improvements it shall require as a condition precedent to the approval of the subdivision plan. The Board may disapprove of the preliminary layout in its entirety, but shall state its reasons for such disapproval. Any approval shall be considered only as tentative and shall not be entered on the plan.

E. Final Plat.

1.) The sub-divider, after official notification by the Board with respect to the preliminary plan and the changes, if any, to be made, therein, shall within twelve months thereafter file with the Board the final plat and the accompanying material as described in Section VII. The sub-divider shall tender offers of cession in a form certified as satisfactory by the Town legal counsel of all land included in streets, highways, or parts not specifically reserved by him, but approval of the plat by the Board shall not constitute an acceptance by the Town of the dedication of any street, highway, park or other public open space.

2.) **Assurance for completion and performance of work.**

The Planning Board shall accept one of the following methods as assurance for the construction of required or intended public improvements:

a.) PERFORMANCE GUARANTEE.

General:
Based on the sub-divider providing an acceptable performance instrument such as a bond or cash, the final plat can be filed. Building permits are allowed during road construction; but occupancy permits can be issued only upon completion and acceptance of roads and improvements.

— or —

b.) BINDING AGREEMENT/COVENANT TO SIGN FINAL PLAT.

General:
A special agreement provides for an extended period of time before the signing and filing of the final plat, during which time required construction of roads and improvement takes place by the sub-divider. As the approved final plan remains to be filed, no building permits (nor succeeding occupancy permits) can be issued until completion and acceptance of road and improvements, and filing of final plat.

a.) PERFORMANCE GUARANTEE.

In lieu of the completion of street work, utility installations, and any other required improvements, prior to the final approval of a plat, the sub-divider shall provide the Town with a Performance Guarantee to assure the completion of all required improvements under these regulations, and the repair of damage to existing public property.

Pursuant to RSA 647.36 III, the Performance Guarantee shall be in full force and effect prior to the signing to the plat by the Chairperson of the Planning Board. The Performance Guarantee shall be a clear and unrestricted financial surety in favor to the Town of Dunbarton by means of one of the following:

1.) Cash escrow, in the form of a certified check, bank check, and/or savings passbook/certificate of deposit held in the name of the Town, and deposited with the Town Treasurer.

2.) A performance bond issued by a surety company registered and licensed to do business in the State of New Hampshire.

3.) An irrevocable letter of credit from a federally insured and regulated financial institution.

Any proposed surety shall be in a form and substance acceptable to the Board of Selectmen and Town Legal Counsel.

Alternative forms of security, such as land, stocks, bonds, personal guarantees, or other financial instruments shall not be considered as surety.

a-1.) **Calculation of Performance Guarantee.**

The Planning Board shall set the amount of the performance guarantee prior to final approval. At or prior to the submission of the final plat, the sub-divider shall prepare a detailed estimate of costs for all public improvements associated with the proposed subdivision. Such estimate shall be submitted to the Department of Public Works (Road Agent), Town Engineer, Board of Selectmen, and the Planning Board's designated agent, for review and comment.

The sub-divider shall prepare a final detailed estimate and compilation inclusive of the advice and comment of said individuals or agencies. This estimate shall be submitted to the Planning Board in a detailed, itemized fashion clearly summarizing all probable costs associated with the construction of the required public improvements, and an additional estimate, if deemed necessary, to allow for any foreseeable wear or damage to existing public property in the course of construction.

In the event the Planning Board deems the scope and complexity of the required public improvements beyond the Board's technical and financial comprehension, the Planning Board may have the sub-divider's proposed estimate reviewed by a professional consultant. The cost of this review shall be borne by the sub-divider.

The Planning Board shall review such detailed estimate at a properly noticed and scheduled meeting, where the full scope and content of the final plan is being considered; and with regard to advice from responding Town agencies, and any other pertinent information, shall set the amount of the Performance Guarantee at 110 percent of all identified and probable cost.

On long-term projects the Planning Board may require up to an additional 10 percent per year cost escalation factor for inflation.

a-2.) **Term of Performance Guarantee.**

The Performance Guarantee shall remain in full force and effect, subject to any reductions allowed, and for such overall period as the sub-divider and the Planning Board mutually agree, but in no case longer than three (3) years from the final signing to the plat. Construction of all improvements shall be completed within said term, unless said time frame is extended by mutual consent of the sub-divider and the Board.

If all required performance items including, but not limited to: a.) construction of public improvements; b.) repair to existing public property; c.) filing of all required legal documents; and d.) posting of retainage for continuing guarantee, are not satisfactorily completed within the agreed timetable, then the posted Performance guarantee shall be forfeited by the sub-divider to the extent necessary to complete such work in accordance with the approved plan and subdivision regulations.

The time limit shall be clearly specified in the sub-divider's surety agreement; and shall provide a minimum 60 days notice of expiration thereof (and in no event earlier than 90 days) by means of certified mail, return-receipt, directed to the Selectmen, Town Dunbarton.

a-3.) **Release of Performance Guarantee.**

As phases or portions of the secured improvements or installations are completed by the sub-divider and approved by the Planning Board, the Town shall partially release said security to the extent reasonably calculated to reflect the value of such completed improvements or installations. (Per RSA 674:36 III)

It shall be the sub-divider's responsibility to notify the Planning Board's designated agent and any or all-applicable agencies (such as the Town Engineer, Road Agent or others), in writing, that portion(s) of the public improvements have been completed and are available for inspection.

Prior to the release of any portion of the Performance Guarantee, the Planning Board shall determine to its satisfaction, in part based upon inspections and reports by the Town Engineer and whatever other Town departments may be affected or involved, that the proposed public improvements meet or exceed the design and construction standards set forth in these regulations.

The Planning Board shall vote their approval of the portion of the Performance Guarantee to be released and any conditions thereof, and shall direct such approval, in writing, within seven (7) days to the sub-divider and surety holder or provider.

Requests for any release of the performance Guarantee shall be based on 100 percent completion of all work for each line item or category so identified by description and value, in the estimate of public improvement subdivision costs as originally approved or amended by the Board. It is not the intention of the Planning Board to release surety for sub-portions of discrete categories, unless so identified in an approved phasing schedule.

At all times the Town shall retain sufficient surety for the completion of outstanding work, and may adjust any estimate or schedule upon exhibition of just cause and documentation.

b.) **Binding Agreement/Covenant to Sign Final Plat.**

The sub-divider may enter into a binding agreement with the Town that provides for signing and filing of the final plat after an extension of time that allows and requires all improvements to be completed by the sub-divider in conformance with the regulations herein and the approved plan. The Board, in granting this conditional approval, shall sign a covenant signifying its approval of a final plan and intent to sign the plan once the required work is completed, and inspected and accepted by the Town. Such covenant shall be signed by a majority of the appointed members of the Planning Board, and also a majority of the Board of Selectmen.

By means of this agreement the sub-divider shall acknowledge the "approved plan" is not to be filed, and that no individual lots or units may be sold, or building permits issued, or occupancy permits granted until all conditions of the approved plan are met to the satisfaction of the Planning Board.

This covenant, and all conditions there under, shall be filed at the Registry of Deeds.

In the instance the Binding Agreement is used, the sub-divider is additionally required to post a Performance Guarantee, as provided herein at accompanying section, in an amount sufficient to stabilize the site, and to return said site to as much of the semi-natural former condition as possible, in the event the sub-divider is unable to complete the project as planned. Estimates of costs for such remedial measures shall consist of any and all work for grading and re-vegetating as may be necessary to return the site to a condition where erosion control measures are no longer necessary, and there are no adverse impacts on abutting property.

Additionally, the sub-divider shall still be required to meet all requirements for construction, inspections, fees, and the conditions of a continuing guarantee as set forth in these regulations.

c.) **Default: Financial Guarantee.**

The Town shall have the power to enforce any Performance Guarantee or continuing guarantee by all appropriate legal and equitable remedies.

If, in the opinion of the Town, by means of its appointed agents, or affected departments, it appears the required improvements and/or repairs to public property have not been performed in accordance with the approved plan and these regulations, or latent defects have not been corrected under the provisions of a continuing guarantee, said appointed agent, or department or Board shall give notice thereof, in writing, to the sub-divider as to the deficiencies so noted.

If after due notice and seasonable opportunity for remedy, the Planning Board determines the sub-divider is unwilling or unable to perform as directed, the Planning Board shall, at a properly noticed and scheduled meeting, resolve, by majority vote of appointed members, to draw upon the

posted security as necessary to correct and/or complete required portions of the approved plan.

Sub-divider, surety holder, and/or contractor or appointed agent shall be given ten (10) days' notice of said meeting by Certified Mail.

Any action based on such resolution by the Planning Board to draw upon the Performance Guarantee shall be under the direction of the Board of Selectmen and Town Legal Counsel.

3.) Before the final plat shall have been approved or disapproved, the Board will hold a public hearing on the plan. Notice thereof shall be sent to the sub-divider and all abutters by registered mail, with return receipt requested, stating the time and place of such hearing, not less than five days before the date fixed thereof. The costs of advertising said public hearing and notifying the sub-divider shall pay all abutters.

F. Approval.

The Board shall consider any plat submitted to it within 30 days and shall act to approve or disapprove thereof within 90 days in accordance with Section 23, Chapter 36, N.H. Revised Statutes Annotated, 1955, and amended.

Upon approval by the Board, the sub-divider shall make arrangements for signing and registering of the mylar original of the plat and with the Secretary of the Board and be responsible for any fees required. The Secretary of the Board shall transmit a copy of the approval in writing to the Register of Deeds of Merrimack County.

G. Certificate of Failure to Take Action.

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

Section V.

— General Requirements for the Subdivision of Land —

The sub-divider shall observe the following general requirements of land subdivision:

A. The plan shall conform with the Comprehensive Town Plan (currently referred to as the Master Plan), the Official Map, if and when one is adopted, and any other pertinent State or local laws or regulations.

B. 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 platted for residential occupancy, nor for such other uses as may increase danger to health, life or property or aggravate the flood hazard, until appropriate measures have been taken by the sub-divider to eliminate such hazards. No floodway shall be obstructed.

C. **Design of Streets, Roads:**

1. New streets shall be logically related to the topography so as to produce useable lots and reasonable grades and shall be in appropriate relation to the proposed uses of the land to be served by such streets.

2. In all cases of new street and roadway systems, and for new subdivisions on existing single-access (dead-end) roadways, plans shall be submitted to and reviewed by the Town Engineer, and the Town's Road, Fire and Police Departments.

D. 1. The arrangement of streets in the subdivision shall provide for the continuation of the principal streets in adjoining subdivisions or for their proper projection when adjoining property is not subdivided, and shall be of a width at least as great as that of such existing connecting streets.

2. **Arrangement and alignment of streets:**

Insofar as practical, no street shall be directly aligned across from any existing house or driveway. In the event protracted engineering analysis precludes alternative alignments in such instances, then design consideration shall be given to the placement of buffer areas, berms, and the like, to diminish the adverse effects of noise and light.

E. No street or highway right-of-way shall be less than 60 feet in width and may be required to be more if a greater street width is required by Item A above or is warranted in the opinion of the Board. Existing streets shall be widened as if they were new streets and only one-half of their additional widening shall be required on each side.

F. **Minimum Length Roadways; maximum number of dwelling units:**

a.) **Minimum Length: New Streets.** Except where near-future connections are intended, new single-access roadways shall not be less then 600 ft. in length, up to, but not including, an approved turn-around. [Accordingly, *minimum* acceptable overall road surface length of a single branch roadway varies from approximately 725 ft. to 900 ft. depending on terminus configurations.] (Per Selectmen's policy; adopted 12/2001)

b.) **Maximum Dwelling Units: Single-access Road.** No proposal for a new single-access roadway layout shall serve more than twenty-five (25) dwelling

units; and shall demonstrate to the satisfaction of the Board that the overall roadway system design and subdivision layout incorporates design features conducive to efficient travel, public safety, and the protection of property and the community residents therein. The basis for required improvements shall be in accordance with the road design and fire suppression standards referenced herein.

c.) **New Lots on Existing Single-access Road.** In the event of a subdivision proposal for new lots to be served by an existing single-access roadway system, where the number of dwelling units, existing plus those proposed by the applicant, is likely to exceed seven (7) total dwelling units, the applicant shall demonstrate to the satisfaction of the Board that the existing roadway system, and fire suppression availability, together with any proposed improvements, is conducive to efficient travel, public safety, and the protection of property and the community residents therein. The basis for required improvements shall be in accordance with the road design and fire suppression standards referenced herein, to the extent applicable and practical; and shall bear a proportionate, rational nexus to the impact of the proposed development on the local roadway system.

d.) **New Lots On Existing Single-access Road – More Than 25 Dwelling Units.** In the event of a subdivision proposal for new lots to be served by an existing single-access roadway system where the total number of dwelling units, existing plus those proposed by the applicant, is likely to exceed, twenty-five (25) dwelling units, the Board shall require the applicant to retain a professional engineering consultant, acceptable to the Board, to conduct a thorough study relative to the local roadway system and inherent safety concerns. Alternatively, the Town's Engineer, at the discretion of the Board, may conduct a study and render an opinion; with all costs to be paid by the applicant. Upon the Board's finding that the consultant's study is acceptable, the applicant shall further demonstrate to the Board that the existing roadway system and fire suppression availability, together with any proposed improvements, is conducive to efficient travel, public safety, and the protection of property and the community residents therein.

e.) **Existing Single-access Road –General.** With regard to proposals for subdivisions accessed by existing single-access roadway systems, the Board shall be mindful of those prior circumstances and conditions owing to the historical establishment of the road system, subsequent ownership of land accessed thereby, and the contemporary use and zoning of land parcels accessed by such existing road systems.

G. No horizontal curves shall have a centerline radius of less than 150 feet, except turn-arounds on a dead-end way. For changes in grade exceeding one percent, a vertical curve shall be provided ensuring a minimum site distance of 150 feet.

H. Grades of all streets shall conform in general to the terrain and shall not generally exceed 8%. No street shall have a grade less than 1%.

I. **Building lot access, driveways.**

a.) All new, proposed building lots shall show reasonable technical capability to support an individual, dedicated driveway access along the proposed building lot frontage. Location(s) shall be shown on the plan(s) giving design consideration to sight-line placement, and proposed final construction width and grade, so as to not interfere with the maintenance and construction functions of the Town's roadway system and to otherwise provide suitable access, at the curb-line, for the intended use of the building lot. Plan detail of the driveway area shall clearly show the first fifty (50) feet connecting to the Town R.O.W.

b.) [Note: Future, alternative driveway locations, other than those as shown on the approved plan, are permissible upon review and issuance of a new permit by the authority-having-jurisdiction, provided the fundamental intention of the Land Subdivision Regulations to allow for individual driveway access at the building lot frontage, is maintained.]

c.) Waiver requests for "off-lot" access driveways, shared driveways, easement driveways, and the like, insofar as there can be no access from the approved lot frontage, shall be considered on an individual case-by-case basis. Support consideration shall be given to such other building lot features and amenities that demonstrate the remaining overall lot is substantially adequate for the intended purpose and that lot frontage access is problematic due to legal and/or engineering constraints. It is not the intention of this regulation to grant driveway waiver exceptions for new subdivision lots that appear marginal or inferior.

J. **Street Intersections.**

a. Intersecting property lines at street intersections shall be joined by a curve of at least 25-foot radius.

b. A detail shall be included in the engineering plans supporting safe sight-distance requirements at all roadway intersections per AASHTO standards referenced herein.

K. Streets shall be laid out to intersect as nearly as possible at right angles. No street shall intersect another at an angle of less than 60 degrees. Streets entering opposite sides of another street shall be laid out directly opposite one another.

L. Reserve strips of land, which, in the opinion of the Board show intent on the part of the sub-divider to control access to land, dedicated or to be dedicated to public use shall not be permitted.

M. Where the topography is such as to make difficult the inclusion of any utilities or other facilities within the public area so laid out, the preliminary layout shall show the boundaries of proposed permanent easements over or under the private property. Such easements shall be not less than 15 feet in width and shall have satisfactory access to existing or proposed public ways. Watercourses proposed for public control shall have a permanent easement of not less than 20 feet.

N. **Recreational Uses.**

a.) Subdivisions may set aside suitable land to be dedicated, or to be reserved, for the common use of all property owners in the proposed development, by covenant in the deed. Such land dedication shall be of reasonable size, and utilization, reflecting the character and anticipated recreational needs of the neighborhood. Such uses are suggested to include: future or present parks, play areas, sport fields, access trails and foot trails.

b.) Subdivisions located proximate to Town, State, and/or privately held public recreation or conservation lands, applicants are requested to consider access provisions thereto, such as trail systems, to provide reasonable restricted access, and possible interconnecting (restricted) access, between separate public-use parcels, when deemed desirable, reasonable, and practical.

O. 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, nor bear phonetic resemblance to the names of existing streets within the Town. Where practical, names shall have historical connection.

P. Lots shall be laid out and graded to eliminate flood or stagnant water pools. No water shall be permitted to run across a street on the surface but shall be directed into catch basins and piped underground in a pipe of not less than 12 inches in diameter.

Q. It shall be the responsibility of the sub-divider to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of an individual sewage disposal system (septic tank and drain field not a cesspool). Such information shall consist of a report showing the results of a series of percolation tests taken in the subdivision in accordance with the New Hampshire Water Supply and Pollution Control Commission regulations. Based on these tests the Engineer shall locate the best position for each private sewerage system along with an alternate drain field site and shall submit a typical design for each system also done in accordance with the above State regulations.

R. It shall be the responsibility of the sub-divider to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of both individual on-lot water and sewerage systems. Each water system shall be at least 75 feet from any portion of a septic tank or drainage field and shall be constructed in accordance with the U. S. Department of Health, Education and Welfare publication titled "Manual of Individual Water

Supply Systems" Public Health Service Pub. No. 24, three copies of which are on file with the Secretary of the Board.

S. The Board conducts an on-site review of the proposed subdivisions and generally requires a 10 foot test pit to be dug on each proposed lot, with at least 48 hours prior notification to the Chairman of the scheduled digging of said test pits.

Section VI.

— Preliminary Layout —

Each Sub-divider shall file with the Board five black line or blue line copies of a preliminary layout at a horizontal scale of not more than 100 feet to the inch and a vertical scale of not more than 40 feet to the inch. The over-all sheet size shall be 22 inches by 34 inches with separate sheets numbered and showing their relationship to each other. A margin of at least one inch shall be provided outside ruled borderlines on three sides and of at least two inches along the left side for binding. The plan shall show or be accompanied by the following information:

A. Proposed subdivision name'; name and address of owner of record; sub-divider and Engineer or Surveyor; date; north point and scale and key plan showing abutters properties with the most recent tax map numbers.

B. Names of owners or record of abutting properties, abutting subdivision names, streets, easements, setbacks, alleys, parks, and public open spaces and similar facts regarding abutting property.

C. Location of property lines and their approximate dimensions; existing easements, buildings, water courses, ponds or standing water, rock ledges and other essential features.

D. Existing water mains, sewers, culverts, drains and proposed connections or alternate means of providing water supply and disposal of sewerage and surface drainage. Location of each percolation test hole and the results, each proposed septic tank and drainage field, each proposed well, and typical designs of the proposed on-lot water and sewerage system.

E. Location, name and widths of existing and proposed streets and highways with their grades and profiles and the elevations of sufficient points on the property. For land that slopes less than approximately 2 percent provide spot elevations at all breaks in grade, along all drainage channels or swales and at selected points not more than 200 feet apart in all directions; for land that slopes more than approximately 2 percent either contours with an interval of not more than 10 feet if ground slope is regular, or not more than 5 feet if ground slope is irregular.

F. Proposed lots, approximate square foot size of each lot and setback lines.

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

H. Preliminary location and size of any bridges or culverts, which may be required.

I. Where the preliminary layout submitted covers only a part of the sub-divider's entire holding, a sketch of the prospective future street system of the un-submitted part shall be furnished and the street system of the submitted part will be considered in the light of adjustments and connections with the street system of the part not submitted.

Section VII.
— Final Plan —

The final plat submitted for approval. and subsequent recording shall be submitted in triplicate (black line or blue line). The size of sheets, margins and scales shall be as required in Section VI. -Preliminary Layout. Adequate space shall be available on the map for the necessary endorsement by the Board. The final plat shall show:

1. Proposed subdivision name or identifying title, the name and address of owner of record and sub-divider, and the name, license number and seal of the Engineer and/or name and address of Surveyor, date, scale and north point, and a key plan showing abutting lots with the most recent tax map numbers.

2. Street lines, setback lines, pedestrian ways, lot lines, lot sizes in square feet, reservations, easements and areas to be dedicated to public use and areas the title to which is reserved by the developer.

3. Typical street cross sections, approximate grades, profiles and locations and sizes of any bridges or culverts.

4. Location and typical design of the proposed on-lot sewerage and water systems and location and size of the proposed storm pipes and catch basins.

5. Sufficient data to determine readily the location, bearing and length of every street line, lot line, boundary line and to reproduce such lines upon the

ground. All dimensions shall be shown to the nearest hundredths of a foot and bearings to the nearest minute. The error of closure for blocks enclosed by streets shall not exceed one in 5,000. The final plat shall show the boundaries of the property.

6. Location and description of each permanent monument and benchmark including primary control points and reference: to a USGS bench mark.

Section VIII.

— Inspections for Construction of Required improvements —

A. Inspections.

All work necessary for construction of public improvements shall conform to the requirements of these regulations and as shown on the final approved plan. Such work shall be performed in a good and workmanlike manner, and shall be free from faults and defects. Where not covered specifically within the regulations, all road construction design standards, and the methods and materials of construction shall comply with "Standard Specifications for Road and Bridge Construction," State of New Hampshire, Department of Transportation, 1990, or as periodically amended. Inspections shall be performed at such frequency and duration to confirm overall compliance with these regulations, and in special regard to each sub-divider's particular project requirements.

All work, and inspections, shall be completed within the time limits specified in the approval, if any, but in no event longer than three (3) years from final approval and signing of the plat, unless the time is extended by mutual agreement of the Planning Board and sub-divider.

On site inspections shall be required for the construction of all proposed public improvements, including, but not limited to:

a.) Streets, roads, access-ways
b.) Drainage piping and storm water control facilities
c.) Public utilities (electric, phone, sewer, water, other)
d.) Landscaping, seeding, plantings
e.) Clearing, grubbing, erosion control measures
f.) Surveying, monumentation
g.) Repair to existing town property.

Prior to the approval of the final plat, the sub-divider, Town Engineer, Planning Board designee, and/or other relevant Town departments shall establish a tentative inspection and fee schedule, particular to the sub-divider's project, and reflective of the Town's interest in accepting the completed improvements.

This proposal shall be considered, modified as may be required by the Board, and accepted by the Planning Board as part of final approval.

The sub-divider shall file with the Town a cash security deposit in such amount as to reasonably reflect the agreed cost of inspections, plus an additional 10 percent for unknown or escalated conditions. The sub-divider shall promptly pay the Town the increased costs of any additional work or inspections as caused by the sub-divider or his contractor, or due to site, weather, or construction conditions clearly beyond the control of the Town Engineer or appointed representative.

Inspections are required for all work, which reasonably may be presumed, or intended to become public improvements, and shall be performed proximate to the time of construction. Such work, when or if performed without the authorization, approval, permit, or knowledge of the Town, nevertheless shall require appropriate engineering inspections and/or testing prior to acceptance by the Town. Increased costs for failure to perform inspections at a suitable juncture, or for any technically elaborate testing under such conditions, or for any other requirements to support and otherwise confirm compliance with the Town's construction standards, shall be paid by the sub-divider.

The Town Engineer, or other appointed agent of the Planning Board, shall be the Town's representative during the construction of required or intended subdivision public improvements. He/she shall at all times have reasonable access to the premises when work is expected to be in preparation or progress; and shall be permitted to perform all inspection visits as may be reasonably necessary to assure the Town of substantial compliance with the approved plan and the applicable regulations herein.

Upon reasonable notice from the sub-divider, the Town Engineer (or designee) shall promptly make required inspections and promptly submit the results thereof in writing to both the sub-divider (or contractor) and the Town.

Notwithstanding any form of inspection, or lack thereof, by the Town Engineer or any agent of the Town, the sub-divider shall remain fully responsible for compliance with the final plan as approved and the regulations herein; and shall not hold any representative of the Town responsible for the sub-divider's (or contractor's) failure to perform according to such requirements. Further, any such inspections or approvals by the Town Engineer or representative shall not constitute legal acceptance of the work by the Town, nor shall it modify the established and legal requirements for the acceptance of streets and public improvements by the Town.

Section IX.

— Improvement Construction Requirements —

The following improvements shall be installed and constructed by the sub-divider to the satisfaction of the Selectmen and under their supervision either before submission of the final plat or the sub-divider together with the final plat shall file a bond or make other suitable arrangements as contained in Section IV-E.

A. Monuments.

a.) Survey monuments constructed of concrete or stone at least 4 inches on the top width, and at least 36 inches long, shall be set at ***all*** property corners, and at ***all*** geometric changes of direction.

b.) Substantial stone walls, averaging 2 feet to 3 feet of height, and of uniform width, may suffice for intermediate property line locations; however, all lot corners, falling on stone walls, plus intermediate stone wall corners, and changes of direction greater than 30 degrees, shall have monuments set. In locations where it is not possible to set required monuments, alternative approved methods shall be used. This includes, but is not limited to: a.) drill holes in ledge, or boulders greater than 300 lbs., b.) monuments set in concrete, c.) identified offset monuments set proximate to stream and pond points, and d.) other methods as approved by the Town Engineer and/or Planning and Building Dept.

c.) Stonewalls that are intermittently broken or scattered shall have full monumentation. Monuments shall not be set in loose stone berms or piles. Trees and vegetation shall be removed at all interior project survey points where monuments are to be set; disturbed earth shall be reformed and compacted. Monuments shall have at least 2 inches to 4 inches of exposure above average surrounding grade. A flagged 4 ft. witness stake shall be placed proximate to each monument when first set.

Two benchmarks of the same description as the monuments shall be set at approximate opposite ends of the subdivision whose tops are referenced to an accurately determined USGS datum plane, and so identified on the final plan.

B. Roadways shall have a width of at least 24 feet, with appropriate shoulders on each side (see Typical Cross Section).

C. All roadways shall be constructed in accordance with the following specifications:

1) The entire right-of-way of each roadway to be constructed shall be cleared of all stumps, brush, roots, boulders and other deleterious material and all trees not intended for preservation.

2) All loam and other deleterious material shall be removed from within the limits of the roadway construction and replaced with compacted fill material (ordinary borrow) as specified in the NH Road and Bridge Specifications, as may be amended. All boulders, rock (greater than 12") and ledge shall be removed to a uniform

cross-sectional depth of not less than 12 inches below the base course. Existing sub-grade and/or back fill material "Ordinary Borrow" shall then be compacted to required sub-grade level in accordance with NH Road and Bridge Specifications or as directed by the Town Engineer.

3) The base course shall be a minimum12 inch layer of NH DOT 304.5 "Crushed Stone (Course). Gradation and installation standards shall be in accordance with NH DOT Road and Bridge, as may be amended.

4) A 6 inch minimum layer of NH DOT 304.4 Crushed Stone (Fine) shall be placed over base course material. Gradation and installation shall also be in accordance with NH DOT Road and Bridge Specifications, as may be amended.

5) Certified test gradations shall be taken at the source/producer and approved by the Town Engineer prior to placement. A minimum of one test per course per 500 LF of road with a minimum of two tests per course per road shall be required. All testing shall be in accordance with NH Road and Bridge, as may be amended.

6) Compaction of each course shall be done in accordance with NH DOT Road and Bridge, as amended. Each course shall have a minimum of one test per 500 LF of roadway with a minimum of 2 tests per road per course. Certified compaction test results from a certified testing agency shall be provided to the Town of Dunbarton and approved prior to beginning of the next course.

7) The asphalt surface shall be a plant mixed Hot Bituminous Pavement. Asphalt base course shall be a 19 mm, 50 gyration, mix with a minimum thickness of 2.5 inches, compacted. The finish course shall be a 12.5mm, 50 gyration mix with a minimum thickness of 1.5 inches, compacted, for a minimum total thickness of 4 inches compacted. Certified gradations of the mixes shall be supplied by the producer to the Town of Dunbarton and approved prior to placement. Certified compaction tests using the stratified random sampling method as per NH DOT Road and Bridge shall be taken of each course by the installer in accordance with NH DOT Road and Bridge Specifications, as may be amended. Certified compaction results shall be approved by the Town Engineer prior to placement of the next course of pavement.

8) A 4 foot shoulder, equal to the to base courses of crushed stone both in material depth, gradation, and compaction shall be constructed next to all asphalt surfaces.

9) All required testing shall be done by a certified testing agency satisfactory to the Town Engineer. Required tests for asphalt product and placement shall be permitted to be rendered by qualified asphalt providers as determined by the Town Engineer, provided such tests and subsequent review are acceptable to the Town Engineer.

10) All "Class-VI" roadways requiring upgrades due to any related land use change shall be required to use the applicable construction standard(s) enumerated above. Class VI Roadways shall have a minimum useable travel width of 18 feet (including shoulders), unless otherwise allowed by the Dunbarton Planning Board.

D. On stream crossings of 10 feet or more span, the structures shall be designed to HS-20 loading (AASHTO Specification). Bridge to have a 24-foot width, plus a 5-foot minimum width sidewalk.

E. All proposed drainage facilities and culverts shall be installed. All culverts shall be reinforced concrete pipe with a minimum inside diameter of 15 inches, or an approved substitution. Natural watercourses shall be cleaned and increased in size where necessary to carry storm run-off. Drainage swales at least 2 feet base width and at least 30 inches in depth at its midpoint below top of road centerline grade shall be constructed in the street right-of-way on both sides of the paved roadway as topography may require. Culverts arid drainage swales shall be determined by standard hydraulic design methods. Construction shall be in accordance with State of New Hampshire Standard Specifications for Road and Bridge Construction, current edition.

F. Sidewalks of 2-inch thick asphalt, on a 4-inch gravel base, not less than 4 feet in width and no closer than 22 feet to the centerline of *the* road shall be constructed on one or both sides *of the* road when, in the opinion of the Board, such sidewalks are necessary.

G. Guard rails, where required by the Town Engineer, shall be furnished and installed in accordance with the State of New Hampshire Standard Specifications for Road and Bridge Construction, Section 606, current edition.

H. Erosion shall be controlled at all times by placing mulch or: a geotextile fabric or an approved substitution on all surface disturbed by construction and where there is danger or eroded materials being carried to the roadway area. Materials and construction procedures shall be as specified in Section 699, State of New Hampshire Standard Specifications for Road and Bridge Construction, current edition.

I. Quality control and testing of all materials used in the construction of all roadways shall be performed by an independent testing laboratory selected by the Selectmen. All costs related to the work performed by the testing laboratory shall be paid to the Town of Dunbarton by the sub-divider.

J. All roadways shall be graded to the final grades in accordance with the profiles and cross sections submitted; and "as-built drawings" shall be submitted to the Town Engineer and the Town of Dunbarton upon completion of the roadway.

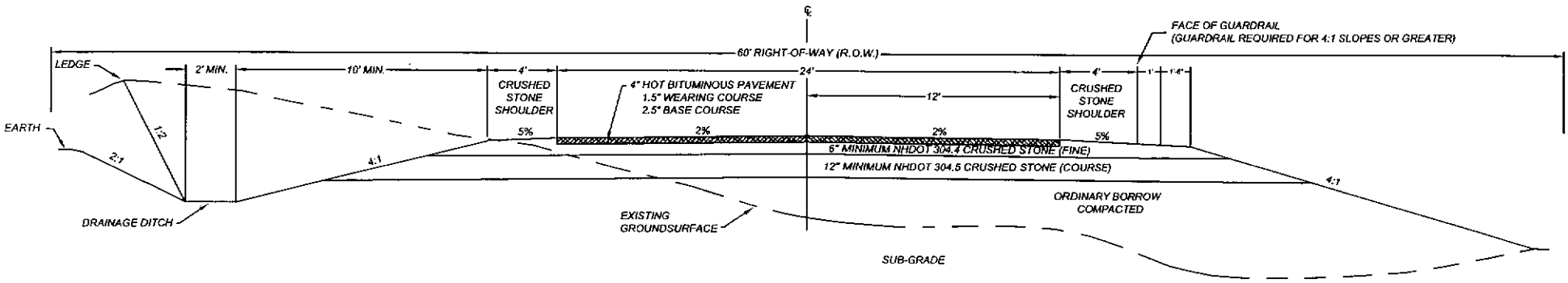
K. Utilities insofar as practical shall be kept close to the right-of-way line, in no case closer than the ditch line and always well back of a curb. Water and sewer mains shall be constructed outside the surface areas and preferably outside the ditch line.

L. Safety is an important factor on all roadway improvements. On development roads, every effort shall be made to provide clear areas within the maintenance limits. The use of flatter slopes, the use or guardrails where necessary, and the use of warning signs and other safety factors *shall be* considered.

M. An "Authorization for Road Construction" application must be completed by the Owner and/or Developer, and the Contractor prior to commencing any work on any new road intended for conveyance to the Town of Dunbarton. Failure to comply with this Section, and the subordinate requirements set forth in the application form will render all prior construction as non-compliant and unaccepted by the Town.

TYPICAL ROADWAY SECTION

(NOT TO SCALE)



NOTES:

1. ALL ROADWAY MATERIALS AND CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH THE CURRENT N.H.D.O.T. SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
2. A MINIMUM OF 4 INCHES OF COMPACTED LOAM AND SEED SHALL BE PROVIDED ON ALL SIDE SLOPES AND DRAINAGE SWALES UNLESS OTHERWISE NOTED.
3. ALL LEDGE SHALL BE REMOVED A MINIMUM OF 6 INCHES BELOW THE BOTTOM OF THE CRUSHED STONE BASE.
4. ALL UNSUITABLE SUB-GRADE MATERIALS SHALL BE REMOVED PRIOR TO CONSTRUCTION.
5. BASE COURSE THICKNESS MAY NEED TO BE INCREASED IN AREAS OF POOR SUB-GRADE SOIL.
6. EASEMENTS ARE REQUIRED IN AREAS WHERE SIDESLOPES EXTEND BEYOND THE 60-FOOT RIGHT-OF-WAY (R.O.W).
7. FINISH GRADE OF DRAINAGE DITCH TO BE A MINIMUM OF 30 INCHES BELOW CENTERLINE OF ROADWAY AND A MINIMUM OF 2 FEET IN WIDTH.
8. ROADWAY UNDERDRAIN MAY BE REQUIRED AT THE DISCRETION AND DIRECTION OF THE TOWN ENGINEER IN ALL CUT SECTIONS (AT SIDE WITH CUT) WHERE SEASONAL HIGH WATER TABLE MAY BE PROBLEMATIC. WHERE REQUIRED, UNDERDRAIN SHALL HAVE A MINIMUM OF FOUR FEET OF COVER.

Section X.

— Administration —

The Selectmen may appoint an agent charged with the responsibility of receiving for the Board preliminary layouts and final plats, checking them to determine if they meet the requirements of the Subdivision Regulations, and inspecting improvements for compliance with the Subdivision Regulations and requirements of the Board and Selectmen.

Section XI.

— Variances (waivers) —

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

Section XII.

— Amendments —

The Subdivision Regulations may be amended or rescinded by the Board but only following public hearing on the proposed change. The chairman or secretary of the Board shall transmit a record of any changes so authorized to the Registry of Deeds of Merrimack County.

Section XIII.

— Separability —

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

Section XIV.

— Fire Suppression Water source —

A. All subdivisions of 8 lots or more shall have an approved means of fire suppression. The Town currently allows three options and alternatives:

1.) **Traditional Fire Pond.**
Minimum 125,000-gallon capacity. (See applicable sections for details consult with Dunbarton Fire Dept. for applicable design criteria).

2.) **Enclosed, protected cistern.**
Generally, minimum 30,000 gallons. (See applicable sections for details consult with Dunbarton Fire Dept. for applicable design criteria).

3.) **In-house sprinkler system.** (See applicable sections for details consult with Dunbarton Fire Full-house coverage. Dept. for applicable design criteria).

B. General Requirements for Fire Suppression Water Source.

1.) The piping system will be constructed of non-corrosive PVC pipe and fittings.

2.) Piping will be of schedule 80 minimum diameter of 6" for no more than 50 feet from steamer connection to intake.

3.) The dry hydrant head will have male N.S.T. 4 1/2" in diameter, and will be no higher than 36" nor less than 20" from the finished grade, to the outlet center line.

4.) Finished grade will be no less than 4 feet nor more than 10 feet above the high water line.

5.) The piping will be equipped with an inlet strainer, capable of a minimum of 1,000 G.P.M, to be constructed of the same non-corrosive material.

6.) The top of the inlet strainer will be no less than-18" from the bed of the water supply, and will have a minimum of 48" between the strainer surface and the low water line.

7.) The dry hydrant will be located not-less than 37 feet nor more than 50 feet from the roadway centerline.

8.) The dry hydrant will be located at the inner edge of a pull-off area. Pull-off area to be constructed with the same material and specs required for the roadway, with a minimum width 25 feet and a minimum length of 40 feet to be parallel with the roadway.

9.) The fire suppression system will be constructed so as not to create any life safety, or traffic hazards.

10.) Where there is an existing, acceptable, water source, it may be utilized in place of constructing one, provided a hydrant and pull-off area are constructed.

11.) Acceptable must meet the following minimum requirements, gallonage, depth, finish grade, and a natural source of water, (beaver ponds are not acceptable.) and is within 2,500 feet of the furthest living unit to be constructed.

12.) Gallonage required. 25,000 gallons for each living unit, (one family is one unit, 4 families is 4 units.) A minimum of 125,000 gallons and a maximum of 500,000 gallons and a maximum of 500,000 gallons. A water hole will fill naturally, and be fenced in. Cisterns will be filled originally by the installer.

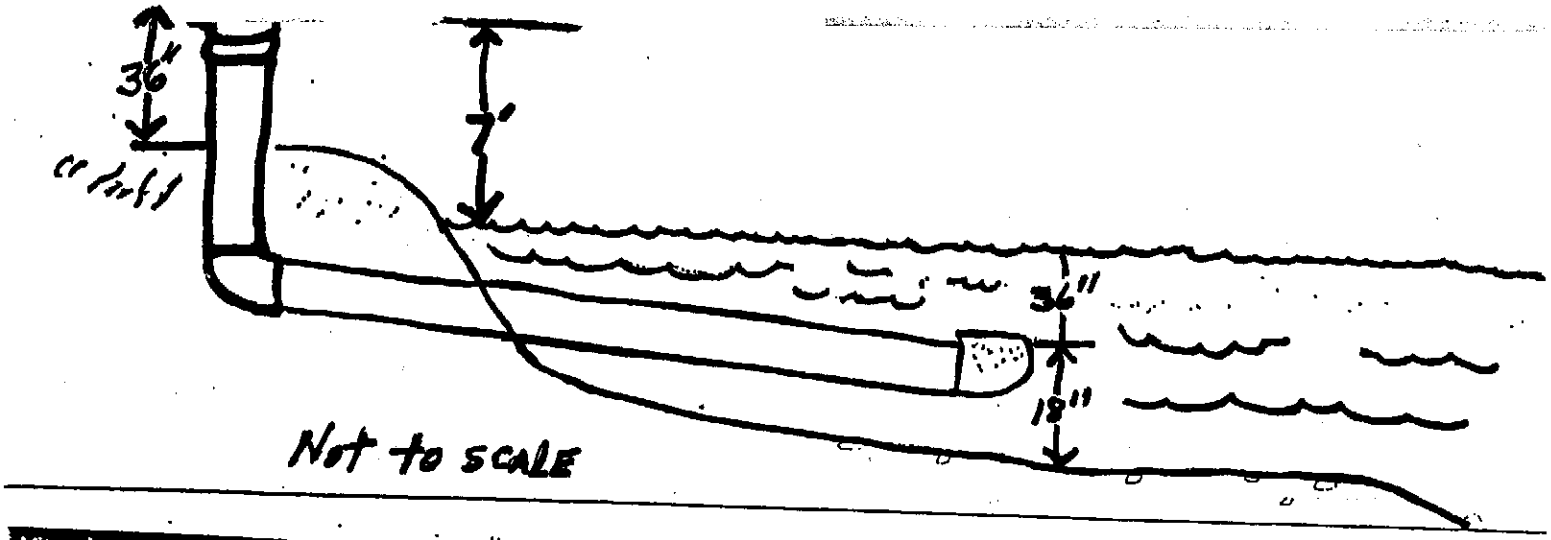
13.) Piping will have a minimum of 5 feet earthen coverage, (suitable frost-free material) laid iv a manner eliminating all potential pockets.

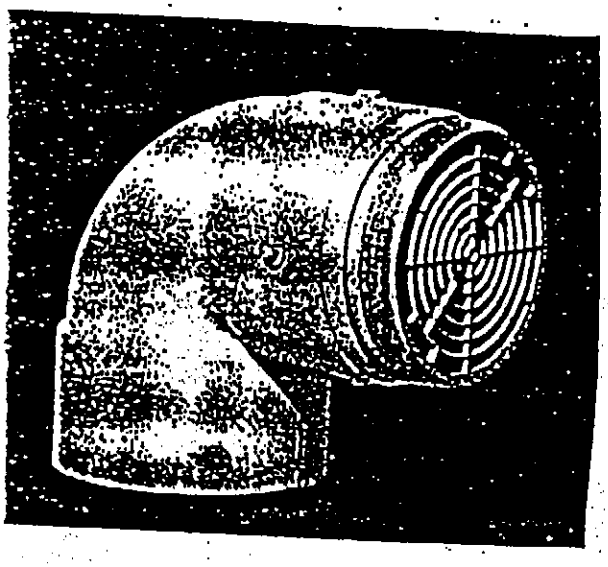
14.) The sub-divider/developer is responsible for the construction of the fire suppression water source. Once a water source has been completed by the sub-divider, and approved by the authority having jurisdiction, then the town can assume responsibility for maintaining the water source, piping, and hydrants.

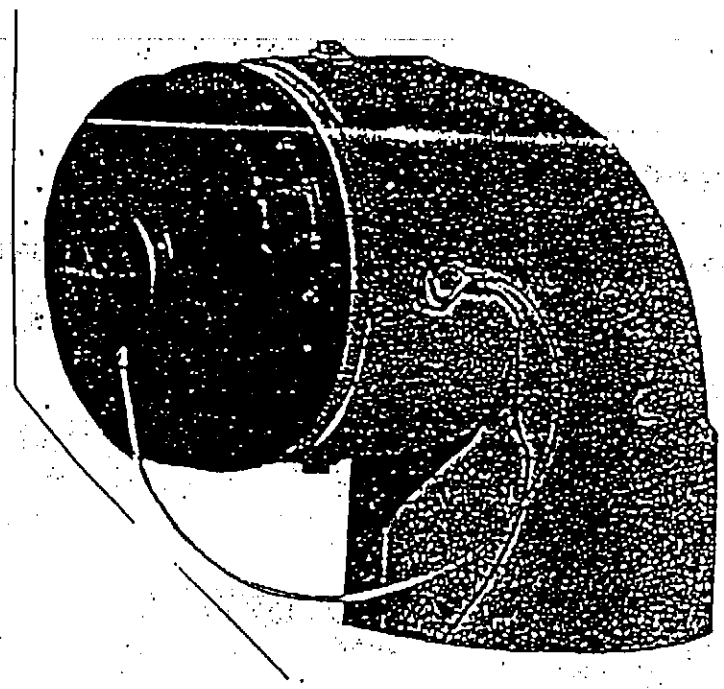
15.) All subdivisions of 8 or more living units will have fire suppression water sources; under 8 units are not required to have them.

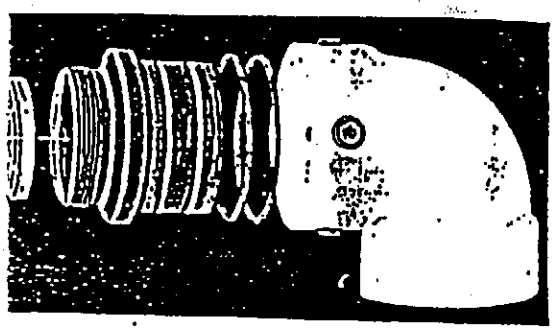
Fire suppression requirements are considered unique to each subdivision due to topography, geology, number of dwelling units, length of road, and greater-area-community needs. Because of these variables, application and design must be researched and derived by discussion with the Fire Dept., and/or a fire protection-engineering firm, and the Planning Board on a case-by-case basis.

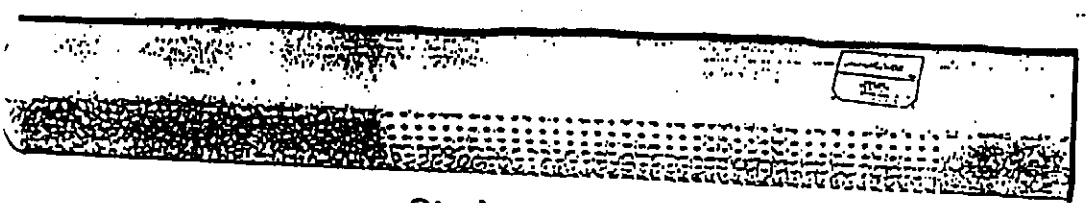
In some proposed subdivisions a combination of methods may be appropriate. In all cases, prior to establishing a comprehensive fire suppression design plan, applicants must seek a recommendation, in writing, from the Fire Dept., and/or a Fire Protection Engineering consultant, prior to deliberative discussions with the Planning Board regarding this particular requirement.



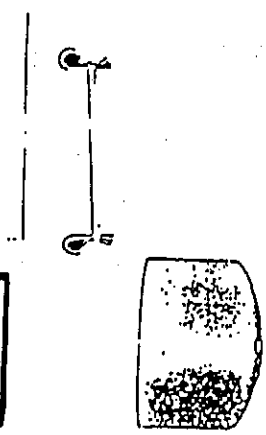






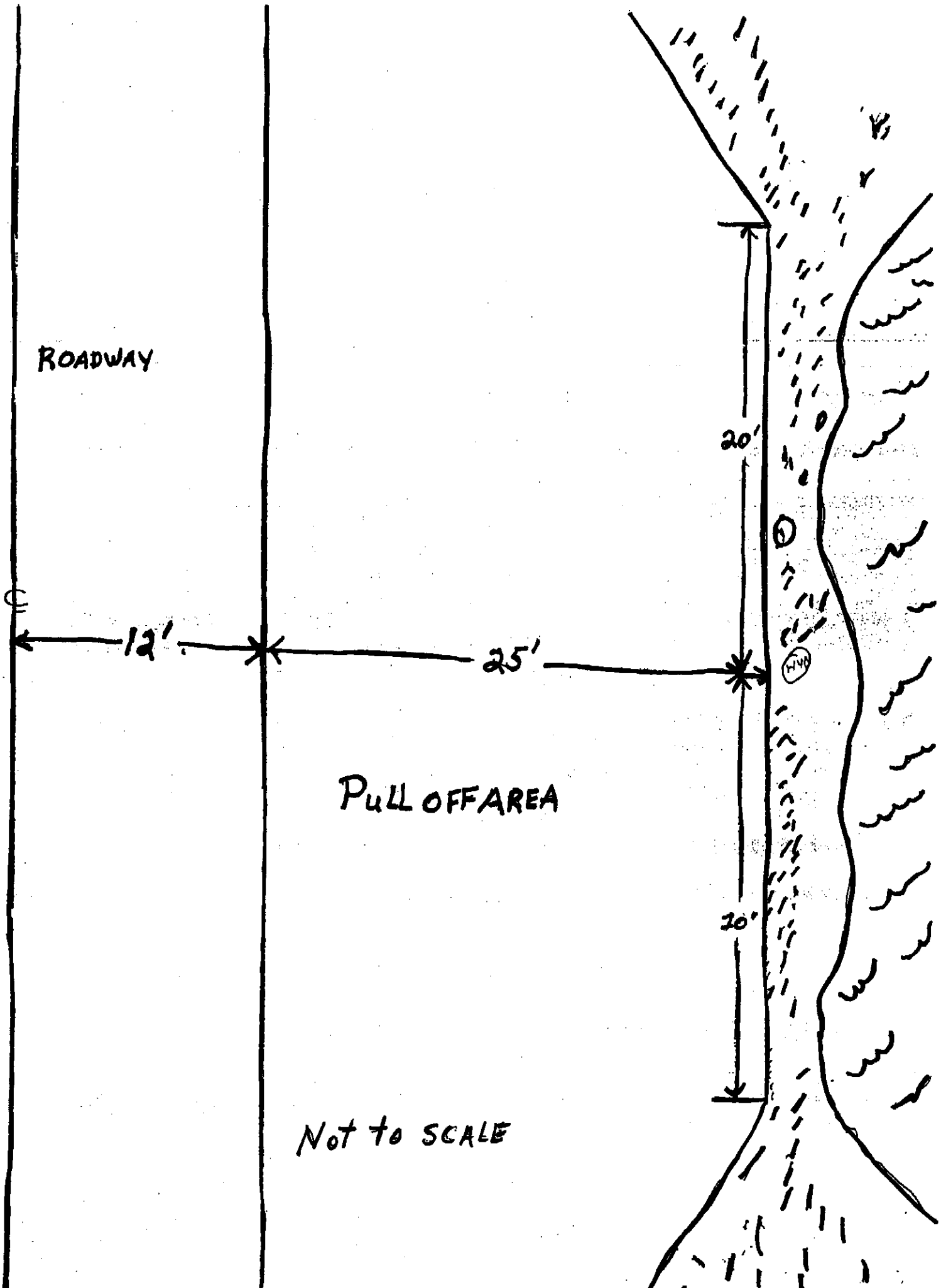


Strainer Section



End Cap and Pin

" dia. Schedule 40 PVC pipe, approx. 1000 5/16" drilled holes on bottom and sides. This will serve as strainer or screen.


ROADWAY
12'
25'
20'
20'
PULL OFF AREA
Not to SCALE

Appendix:

1) **Application for Subdivision.**

2) **Checklist(s) for Review for Completeness.**

3) **Requirements for Signing and Filing of Final Approvals.**

4) **Fee Schedule.**

Town of Dunbarton, N.H.
Planning Board

Formal Application Procedure
For Land Subdivisions

General

The Dunbarton Planning Board requires a sufficiently complete application to be prepared and submitted to the Board in a timely, accurate, and thorough manner. This is generally referred to as "completeness".

Per RSA 676:4: "A completed application means that sufficient information is included or submitted to allow the board to proceed with consideration and to make an informed decision."

Submittal Date

The applicant shall file the application with the Board at least **30** days prior to the meeting (for new applications) at which the application is to be considered for completeness and acceptance. (**20**-day submittal for active applications.) *Adopted 4/18/07 Planning Board Meeting.*

Submittal Requirements

Application review for completeness is divided into *two* phases: 1.) Basic Application Requirements, and; 2.) Technical plan information, graphic presentation, and support documents.

Part 1:

Basic Application Requirements

Generally, this includes that important information which identifies the land, location, zoning criteria, ownership, abutters, and professionals responsible for plan preparation. There is confirmation of the required number application sets and plan sets, and payment of all fees. There is a review determination that a certain portion of the required information is carried forward to the graphic plan submittal serving as the document to be approved and filed at the Registry.

The Planning Board has determined that this portion of the information submittal is essential for Board review. If any items are found to be missing or incomplete, it shall be the general policy of the Board to find the application incomplete, and to not proceed with further review and comment of the remaining submittal.

Administrative Requirements and Checklist:
Part 1: Basic Application Requirements

Description of Item	Provided	Not Required
1.) Complete subdivision application form: 3 copies	☐	☐
2.) Complete legal notice and abutters list; with 2 sets self-adhesive mailing labels; including but not limited to:		
a.) All abutters to property	☐	☐
b.) Owner(s), agent (if any)	☐	☐
c.) Licensed professionals preparing/certifying work	☐	☐
d.) Holders of conservation, preservation or agricultural preservation restrictions.	☐	☐
e.) Other legal notices as may be required.	☐	☐
3.) Payment of all required fees (application fee, legal/notice fees)	☐	☐
4.) Complete copy of deed(s) for the subject property	☐	☐
5.) Complete plan set: 5 copies	☐	☐
Information That Must Be Shown On Plan:		
a.) Complete and detailed Title Block information clearly shown on plan(s):		
1.) Drawing title.	☐	☐
2.) Name of Subdivision.	☐	☐
3.) Street location of subdivision.	☐	☐
4.) Tax Map and Lot number(s) of parcel(s).	☐	☐
5.) Legal name and legal address of Owner(s). (also supply mailing address if different).	☐	☐
6.) Legal name and legal address of Applicant. (Developer, Sub-divider, etc.) if different than Owner.	☐	☐
7.) Written Scale; graphic scale.	☐	☐
8.) Licensed Land Surveyor certification block area and signature line; signed and sealed.	☐	☐
b.) All abutters shown on plan; include tax map numbers.	☐	☐
c.) Current zoning status: zone title/designation; allowed uses; min. lot size, frontage, set backs; "current-use" tax status.	☐	☐
d.) Intent of plan: proposed use; number of lots; existing acreage; new road length, if any.	☐	☐
e.) List of all professionals responsible for plan.	☐	☐

f.) List of all parties having an interest affecting the property ☐ ☐
(easements, restrictions, rights-of-use, minority ownership, etc.).

6.) Subdivision Application Checklist (both sections, all pages) all; requirements confirmed and checked off by Applicant. ☐ ☐

7.) Date of Receipt, _____
(Application, Plan set(s), support documents)

(Continue to Part 2 Checklist, next page)

Part 2.

Technical Plan Information, Graphic Presentation, and Support Documents:

The following additional information is considered important for Board review and deliberation. The Planning Board may find the application incomplete due to any of the following general submittal deficiencies, and as supported by non-compliance with required checklist items:

a.) Failure to provide important preliminary technical data and information.
b.) Presentation of incorrect or questionable data and information considered pertinent to deliberations.
c.) An assortment or multitude of minor errors and omissions that depict an unprofessional plan.

12.) Additional Title Block information:
(To be included in title block area in addition to 6a-6b)

a.) Sheet number; total number of sheets.
b.) Date of plan.
c.) Revision section; dates of revisions.
d.) Written scale; graphic scale.
e.) Name, address, telephone number of principal design firm.

13.) Survey Information:
b.) Owner(s) of record.
c.) Date of survey.
d.) Method, closure.
e.) Notation re: areas not accurately surveyed.
f.) Plan/deed references.
g.) General notes and information relative to property boundaries and use.

(Approved 7/2004)

Application For Subdivision

Dunbarton Planning Board:
c/o Alison Vallieres
1011 School Street
Dunbarton, NH 03046

Submittal Date: _____

Application is hereby made to the Dunbarton Planning Board for Approval of subdivision as described below and accompanied with payment in accordance with the fee schedule. Make check payable to the Town of Dunbarton, along with 5 copies of the proposed subdivision plan in accordance with the Dunbarton Subdivision Regulations.

1.) Owner(s) of Record: _____

Address: _____

_____

Present Lot #_____ Block # _____Map #_____(2004 Tax Map)

2.) Surveyor: Engineer:

Name: _____Name: _____

Address: _____Address: _____

Tel#: _____Tel#: _____

Wet Land Scientist: (as applicable)

Name: _____Name: _____

Address: _____Address: _____

Tel#: _____Tel#: _____

3.) Zoning district Designation: _____

4.) Number of lots_____Minimum Lot Acres_____Minimum Frontage_____

5.) Proposed type of water supply_____

6.) Proposed type of sewage disposal_____
(Attach NH D.E.S. Subsurface Systems approval for all lots less than 5 acres.)

7.) Names of State and Town roads providing access to subdivision: _____

_____

8.) Present abutters of the tract: (Separate list with addresses to be furnished to the secretary, including 2 copies pressure-sensitive address labels).

9.) Are there any structures on the tract at present? _____If so, describe and locate on the subdivision plan.

_____

10.) Does subdivider intend to construct buildings on the lots?

_____

11.) Does subdivider anticipate dredging or filling of any seasonally wet areas?

_____

12.) Does owner of record and/or subdivider have any interest in a partnership or corporation owning abutting property?

_____

Fee paid_____

_____

Applicants Signature

_____

Assignment of Agent

(Approved 7/2004)

PROCEDURES FOR SUBDIVISION APPLICATION, DUNBARTON, NH

Land Subdivision Control Regulations may be obtained from the Board of Selectmen or the Town Offices and should be used in preparation of material for Planning Board Subdivision Approval.

Lots of a proposed subdivision may not be altered, built upon, or sold until the subdivision is approved. RSA 149-E: 3

It should be noted that:

1.) Subdivisions having any lot less than 5 acres require approval by the State of New Hampshire Department of Environmental Services. The Board must receive a copy of their approval.

2.) The Board does not make pre-decisions.

POLICY OF THE BOARD

In order to run a more orderly meeting and prepare an agenda, the Planning Board requests that applicants for subdivision apply in writing to the secretary of the Dunbarton Planning Board at least **30 days prior** to their regular meeting & **20 days prior** for accepted plans in progress.

The Board conducts an on-site review of the subdivision and requests 48-hour notification to the Chairman prior to digging of any test pits.

1.) Preliminary layout section VI S-D regulations must be presented. Town Selectmen have requested that plat include the map, block, and lot number in accordance with the 1976 tax map.

2.) Provide the Board with a list of all abutters complete with addresses so they can be notified of the public hearing. Abutters include owners of land on the opposite side of the street. This information can be obtained from the Town Selectmen.

3.) A final plat should be prepared on Mylar in accordance with section VI.

4.) As soon as the Board is satisfied that all requirements are met, a public hearing shall be held. At the public hearing, and prior to the opening of the hearing, all costs will be paid by the applicant. (Costs include mailing notices to all abutters, publication in the Concord Monitor and the Manchester Union Leader.)

5.) Following subdivision approval, the secretary of the Board shall register your mylar with the Merrimack County Registry of Deeds. The applicant, prior to registration shall pay all the recording fees.

Town of Dunbarton, N.H.
Planning Board

General Checklist for Complete Application:

( ) Completed application: 3 copies.
( ) Preliminary plan: 5 copies full-size.
( ) Complete and accurate abutters' list.
( ) All preliminary fees, including, but not limited to: 1.) application fee; 2.) design review fees (if established); 3.) notice fees.
( ) Name and address of owners(s), agent(s), surveyor(s), engineer(s), soil scientist(s) and other professionals; include telephone numbers to be helpful.
( ) Assignment of agent(s) (if applicable). (Agent must be empowered in writing by the legal owner(s) to enter into binding discussion and agreement with the Planning Board and/or Town Departments.)
( ) Complete copy of deed and any collateral, and/or filed documents affecting use of property; state any restrictions, covenants, limitations on plans.
( ) Name/title of proposed subdivision.
( ) Tax map number; lot number.
( ) Intent of plan, number of lots proposed.
( ) Location of subdivision.
( ) Proposed use of lots.
( ) Current zoning, statement as to conformity with any master plan provisions.
( ) Current-use status.
( ) Sewage disposal method.
( ) Water supply system.
( ) Utilities; existing and proposed.
( ) Test pit soil logs, results.
( ) Title block showing title of proposed subdivision, names, addresses, lot numbers, location, graphic scale, date, date of survey, revisions and any other pertinent information to identify plan.
( ) Street names: proposed and existing.
( ) Proposed upgrading of any town roads.
( ) Existing and proposed lot lines, bearings and distance; acreage, square footage of lots, accurate lot configuration in plan; clearly show existing boundary delineations: stone walls, fences, existing points and monumentation.
( ) Existing and proposed driveways.
( ) Aggregate frontage of each lot clearly labeled.
( ) Existing site features: buildings, water courses, large ledge outcroppings, trails, roads, walls, and fences.
( ) Proposed site features: buildings, 75-foot well radius, sewage/septic system (4,000-square-foot area).
( ) Contours: minimum five-foot interval; source of contours; field verification of accuracy; bench mark (USGS) reference.

( ) Soils: types and boundaries; reference source; wetlands mapping (if any) (if required) and wetland type.

( ) Easements, right-of-way, rights of others, dedications, non-resident area; state purpose of such.

( ) Locus map; inset location of subdivision, show all existing street names, provide enough detail for general directions to site.

( ) Location and names of abutters include tax map information.

( ) Flood zones, occurrence, carefully delineate, show base elevations per FEMA.

( ) Existing and proposed drainage.

( ) Survey monumentation: existing/found, type; proposed granite monuments "to-be-set".

( ) Engineering plans for roads, associated construction, and other public improvements. If "preliminary" engineering, must be of sufficient accuracy and comprehension to reflect sound engineering concepts reflective of the Town's standards and regulations.

( ) Waivers requested, and brief rational as to request.

( ) Certifications, seals, signatures of all licensed professionals responsible for plan(s).

( ) Other items that may have been agreed upon—or otherwise required—at any previous design review stage.

(Approved 7/2004)

Town of Dunbarton, N.H.
Planning Board
1011 School St., Dunbarton, N.H. 03046

Policy and Procedure for:

Signing and Filing of Approvals

For Subdivisions & Site Plans

Prior to requesting documents to be signed and filed, applicants, applicants' agent, or successors-in-interest should prepare a comprehensive submittal based on the following minimum requirements:

1.) **A checklist stating that all requirements set forth in the "Notice of Decision" have been met.** This should be done on a line-item basis reflecting the actual order in the formal notice, with a commentary on each individual requirement. (Attach a copy of the "Notice of Decision" for reference.)

2.) **A copy of all permits upon which approvals are to be granted.** This includes, but is not limited to, such routine permits as DES Wetlands, Site Specific, and Subdivision Approval. It may also include special design and/or permits for driveways, septic systems, or certain building permits specified as a conditional approval. In the event of a variance or special exception by the Dunbarton Zoning Board of Adjustment, attach: a.) a copy of that Board's "Notice of Decision," b.) a copy of *all* minutes of the proceedings, and c.) all associated plans or documents.

3.) **Payment of all fees and expenses.**
(Base fee, design review fees, and special consultant fees, etc., as applicable; plus all costs of individual notices and published legal notices.)

4.) **Payment, in advance, of all filing fees due at the Merrimack County Registry of Deeds;** plus a processing fee of $30 to the Town to cover handling and secured delivery.

5.) **Certification that new and required work or special conditions have been met.** If this is work ordinarily performed by a licensed professional, it must be certified by a licensed professional.

6.) **Posting of any required surety for requirements that remain incomplete prior to signing.** This shall be done with the Board of Selectmen's office. A nominal fee will be required to administer an escrow account, bond, or other surety instrument; and shall be based on actual activity or complexity.

7.) **Submittal of all other legal documents and instruments to be filed concurrent with plans.** With the exception of routine forms, such documents must be submitted to the Town in draft form at least 15 days prior to filing, to allow for review and acceptance by the Planning Dept. and/or Town Counsel.

8.) **A *draft* copy of the final plan set.** This should be an up-to-date, corrected plan incorporating all requirements of the Planning Board's final approval. This should be an image-clear *paper* copy allowing for review and mark-up by the Planning Board/Planning Dept. insofar as additional information and corrections are necessary.

Such draft plan shall be updated to include the following:

a.) Such other record and/or performance requirements established during deliberations and noted within the Board's official minutes, that can be placed upon the plan.

b.) Phasing of building permits (if applicable) and the specific dates of effect.

c.) A list of *all* conditional, or otherwise required, permits, approvals, and/or variances by other Boards or agencies – having - jurisdiction. Show regulatory entity, date issued, general description, reference number, and expiration date (if any).

d.) A note placed on plan that says: "This plan shall conform to the provisions of the Town of Dunbarton Land Subdivision Regulations, Zoning Ordinance, and/or Site Plan Review Regulations, in effect at the time of application, subject only to such waivers or exceptions specified herein."

e.) A list of all waivers or exceptions granted as part of Board deliberations.

(Note that items a. through e. above must appear *on the plan.*)

9.) **The final mylar plan set, and associated paper documents to be filed by the Town, should only be prepared after items 1. through 8. above have been accepted by the Planning Board as to form and content.** Plans will only be signed at a regularly scheduled meeting of the Planning Board, or per such other time at the mutual discretion of the Board Chairman and Board Secretary.

Town of Dunbarton, N.H.
DEPARTMENT OF PLANNING AND ZONING

ZONING BOARD OF ADJUSTMENT FEE SCHEDULE		PLANNING BOARD FEE SCHEDULE	
• Application Fee:	$50.00	• Application Fee:	$50.00
Add For:		**Add For:**	
• Variance:	$75.00	• Subdivisions:	
• Equitable Waiver:	$75.00	- Base Application:	$150.00
• Administrative Appeal:	$50.00	- Additional Per Lot:	$50.00
• Special Exception	$250.00	• Site Plan Review	
Plus:		- Base Application	$250.00
- Add Per Dwelling Unit:	$75.00	- Add Per Dwelling Unit	$75.00
- Add for Commercial, Industrial:	.25/sq. ft.	- Add for Commercial, Industrial	.25/sq. ft.
		• Lot Line Adjustment	$100.00
COSTS COMMON TO BOTH BOARDS:		• Minor Modification (to approved plan)	$50.00
• Additional Hearing/Extra Hearings:	$150.00	• Conceptual Review (with notice)	$50.00
• Costs: Legal Notices:		• Administration:	
• Media Publication:	(Actual Cost)	Bond/Letter of Credit	$200.00
		Escrow Acct.	$100.00
• Certified Letter:	$6/each (Actual Cost) + $30.00 Admin. Fee	• Approval/Review: Per Meeting	$50.00
• File Documents at Registry:			

General Notes:

1. Certain projects may require special design/engineering review, site assessment, legal review, and/or other investigative studies. The assessment of such costs will be on a per-project basis, and may include both in-house and consultant services.
2. Base applications requiring multiple hearings for approval, allow for up to three hearings. Additional hearing costs apply thereafter.
3. All current fees and costs must be paid in advance of meeting(s).
4. Only one application fee generally applies to a specific proposal before the Board. Proposals are considered "active" for up to one year from the final Board approval, and /or one year from Town acceptance of roads and public works improvements.