

*TOWN
OF
HAVERHILL,
NEW HAMPSHIRE*

*SUBDIVISION
REGULATIONS*

AMENDED OCTOBER 2008

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Section 1: Authority and Purpose

1.1 Authority

Pursuant to the authority vested in the Planning Board by the voters of the Town of Haverhill, New Hampshire on March 9, 1971 and in accordance with the provisions of **RSA 674, Sections 35-44**, the Haverhill Planning Board adopts the following regulations governing the subdivision of land in the Town of Haverhill, New Hampshire.

1.2 Purpose

The purpose of these regulations is

- a) To provide against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, law enforcement, or other public services, or necessitate the excessive expenditure of public fund of such for the supply of such services.
- b) To provide for the harmonious development of the municipality and its environs.
- c) To require the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned street or with features of the official map of the community.
- d) To ensure open and common spaces.
- e) To require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air and access for firefighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system.
- f) To require that plats showing new streets or narrowing or widening of existing streets submitted to the Planning Board for approval shall show any open space.
- g) May require that proposed parks shall be of reasonable size for neighborhood playgrounds or other recreational uses.
- h) To require that land indicated on plats submitted to the Planning Board shall be of such character that it can be used for building purposes without danger to health and safety.
- i) To prescribe minimum areas of lots to assure conformance with local adopted ordinances and to assure needed size for each lot for on-site sanitary facilities.
- j) To include provisions which will tend to create conditions favorable to health, safety, convenience or prosperity.
- k) To provide for efficient and compact subdivision development which promotes retention and public usage of open space and wildlife habitat, by allowing for village plan alternative subdivision as defined in RSA 674:21, VI.
- l) To include provision for waiver of any portion of the regulations in such cases where, in the opinion of the Planning Board, strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations.

1.3 General Information

Planning Board approval of a proposed subdivision is required before any contract for the sale of, or offer to sell, rent or lease such subdivision or any part thereof shall have been negotiated, before any road construction, or building is begun, and before any permit for the erection of a structure within such subdivision shall be granted. The establishment of

a condominium under RSA 356-B including contractible condominiums, conversion condominiums and convertible land and space shall constitute a subdivision under these regulations to the same extent that a physically identical project, development or action under a different form of ownership would constitute a subdivision hereunder.

Appendices include forms for the administration of these subdivision regulations.

Section 2: What is a Subdivision?

To modify existing property boundary lines in the Town of Haverhill, an applicant must receive approval of the Planning Board. There are three types of boundary line transactions: 1) Voluntary Lot Merger, 2) Lot Line Adjustment and 3) Subdivision. In the case where a parcel is being divided into two or more lots, the applicant would apply for subdivision approval.

A Subdivision is further classified as either Major or Minor.

A **Major Subdivision** will in general involve the dividing of a lot into: 1) more than three lots, or 2) two or more lots that will require road construction to provide frontage for all lots.

A **Minor Subdivision** would typically involve the division of land into three or fewer lots that do not require new roads, utilities or other municipal improvements.

Section 3: The Process

3.1 Overview

The process for obtaining subdivision approval from the Haverhill Planning Board involves a series of steps discussed below. Voluntary Lot Mergers and Lot Line Adjustments, although not Subdivisions, are covered in these regulations and are also discussed.

3.1.1 Major or Minor Subdivision:

A recommended, but not required, first step of the approval process for a Major or Minor Subdivision is to discuss the project in a **Pre-Application Consultation** with the Planning Board at a regular meeting. This gives the applicant an opportunity to present the project while receiving comments and suggestions from the Board to facilitate the project. An optional Design Review meeting with the Planning Board may be held.

Next, a Subdivision Application is prepared for submission to the Planning Board. The Application, accompanied by the required fees, is submitted to the Planning Board Office. In addition to information about the project, the application also requires a list of abutters to be notified, and four (4) copies of a Final Plat Layout Plan.

At that time, one copy of the application and a copy of the Final Layout will be made available by the Planning Board in the Planning Board Office for public review.

All proposed roads within a major subdivision require a current NH registered-licensed engineer designed plan of street/ road construction, bridge construction, and utilities within a major subdivision as a condition for Planning Board approval.

A public hearing on the application will be held at a regularly scheduled Planning Board meeting. The applicant then appears before the Board to have the Application accepted. Part of that process is reviewing the Checklist for Plat Contents prior to the Hearing. Once accepted, the Application is now open for discussion by the Board. The need for changes or added information, etc. that may arise could require the applicant to return. In that case, the Public Hearing is continued to the next regular Planning Board meeting.

Upon approval by the Planning Board, a Final Plat of the applicant's plan would be stamped and signed by the Planning Board and recorded at the Grafton County Registry of Deeds.

3.1.2 Voluntary Lot Mergers and Lot Line Adjustments

Voluntary Lot Mergers and Lot Line Adjustments, though not technically subdivisions, deal with lot boundary lines. By statute they require the approval of the Planning Board, and are included in this Regulation.

3.1.2.1 Lot Line Adjustment

A recommended, but not required, first step for a Lot Line Adjustment might be to discuss the proposed change with the Planning Board at a regularly scheduled meeting.

A complete Application is submitted to the Planning Board Office accompanied by the required fees. In addition to information about the project, the application also requires a list of abutters to be notified. A Public Hearing is required. A Preliminary Layout is optional; a copy of the appropriate Tax Map would be of help at the hearing.

The Application is posted in the Planning Board Office for public review prior to the noticed Public Hearing to be held at a regularly scheduled Planning Board meeting.

The applicant then appears before the Planning Board to have the Application accepted. Once accepted at the Public Hearing, discussion is entertained. After approval of the Application at a Public Hearing, a Final Plat of the Applicant's Plan shall be produced for recording at the Grafton County Registry of Deeds.

Upon approval by the Planning Board, a Final Plat of the applicant's plan would be stamped and signed by the Board and registered with the Grafton County Registry of Deeds following the 30 day reconsideration period.

3.1.2.2 Voluntary Lot Merger

To bring about a Voluntary Lot Merger, the Applicant(s) make(s) a request to the Planning Board using the appropriate form. No new survey plat need be recorded, but a notice of the merger, sufficient to identify the relevant parcels and endorsed in writing by the Planning Board or its designee, shall be filed for recording in the Grafton Country Registry of Deeds as defined by RSA 674:39-a.

3.1.3 Key Steps

Table 1 below shows Key Steps for each of the approval processes. Detailed explanations of the Steps are presented in the following sections. Appendix B contains a checklist to aid Applicant and Appendix C has a copy of the required forms.

	Major Subdivision	Minor Subdivision	Lot Line Adjustment	Voluntary Lot Merger
1. Preliminary Consultation and Review (pre-application)	Optional	Optional	Optional	Not Required
2. Filing and Submission	Yes	Yes	Yes	Yes
3. Fees	Yes	Yes	Yes	Yes
4. Notices	Yes	Yes	Yes	Not Required
5. Preliminary Plan (Plat)	Optional	Optional	Optional	Not Required
6. Public Hearing	Yes	Yes	Yes	Not Required
7. Final Plat Requirement	Yes	Yes	Yes	Yes
8. Final Approval and Recording	Yes	Yes	Yes	Yes

3.2 Preliminary Consultation and Review (Pre-Application)

3.2.1 Preliminary Consultation

A Preliminary Consultation is an optional meeting. Prior to the formal submission of a final application, the Applicant may appear informally to discuss the proposed subdivision at a regular meeting of the Planning Board. Such discussion may occur without formal public notice and shall be directed toward reviewing: basic concepts of the proposal, conformance with Town Master Plan and Zoning Regulation(s), Subdivision Regulations as they may apply to this proposal, determination of the proposal as a major or minor subdivision, and conformance with state and local requirements.

Preliminary consultation and review shall not bind the applicant or the Planning Board. However, no discussion beyond the Preliminary Consultation shall take place without public notice. The Planning Board must receive notice of a requested preliminary consultation by noon on the Friday prior to the scheduled Planning Board meeting. The Planning Board will not consider or discuss a preliminary project unless the request for consultation has been received by the time and day noted above.

3.2.2 Design Review

The Design Review is an optional meeting. It is in effect a second phase of a Pre-Application Consultation. A Design Review would afford parties the opportunity to explore and expand details to promote understanding of the project. Abutters and the public are notified (at the expense of the Applicant) to participate. Specific details of the planned boundary line transaction(s) and design(s) would be discussed. Design Reviews have proven helpful for all parties involved on ambitious projects and shall not bind the Applicant or the Planning Board.

3.3 Filing and Submission of Final Application

A complete Application for Subdivision must be filed at the Planning Board Office at least fifteen days prior to a scheduled public meeting of the Planning Board. At that time, a copy of the Application and final layout plat will be made available at the Planning Board Office for public review. The Application shall be submitted for acceptance to the Planning Board at a regularly scheduled public meeting pending due notification to Applicant, abutters and the public. A completed Application must include the following:

- a) Name and Address of Applicant
- b) Name of Subdivision, if applicable
- c) Location
- d) Tax Map and Lot Number
- e) Total Acreage
- f) Number of proposed lots
- g) Name and Address of Licensed NH Surveyor
- h) Names and Addresses of Abutters as defined by RSA 672:3
- i) Payment to cover filing fees, mailing, advertising, recording and other costs as deemed necessary
- j) Four paper print copies of the final plan (plat)
- k) All information listed in Section 3.6, Final Plat Requirements

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

3.4 Fees

Application for Subdivision must be accompanied by a filing fee. Filing fees include, but are not limited to: Application for Subdivision Approval Fee, certified mailing costs (to notify abutters) and recording fee. A current schedule of fees will be made available when obtaining a Subdivision Application from the Town Office.

Failure to pay any fee shall constitute grounds for the Planning Board to terminate further consideration of the application.

The Planning Board may require special investigative studies, environmental assessments, legal review of documents, administrative expenses, and other items necessary to make an informed decision. The Applicant shall pay the cost of all such expenses prior to the approval of the final plat.

3.5 Notices

Notice of the submission of an application for Design Review or Final Plat shall be given by the Planning Board as required under RSA 676: 4 I (d) which states:

Notice to the applicant, holders of conservation, preservation, or agricultural preservation restrictions, abutters, and the public shall be given as follows: The planning board shall notify the abutters, the applicant, holders of conservation, preservation, or agricultural preservation restrictions, and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the board by certified mail of the date upon which the application will be formally submitted to the board. Notice shall be mailed at least 10 days prior to submission. Notice to the general public shall also be given at the same time by posting or publication as required by the subdivision regulations. The notice shall include a general description of the proposal which is the subject of the application and shall identify the applicant and the location of the proposal. For any public hearing on the application, the same notice as required for notice of submission of the application shall be given. If notice of public hearing has been included in the notice of submission or any prior notice, additional notice of that hearing is not required nor shall additional notice be required of an adjourned session of a hearing with proper notice if the date, time, and place of the adjourned session was made known at the prior hearing. All costs of notice, whether mailed, posted, or published, shall be paid in advance by the applicant. Failure to pay such costs shall constitute valid grounds for the planning board to terminate further consideration and to disapprove the plat without a public hearing.

3.6 Final Plat Requirements

The Applicant shall file with the Planning Board four (4) paper copies of a final layout at a horizontal scale of not more than 100 feet to the inch, unless a smaller scale is approved by the Planning Board, showing or accompanied by the information below.

The items listed below must be addressed by the owner or owner's agent prior to approval of a subdivision plat. The Planning Board may require additional materials/specifications as stated in Haverhill Subdivision Regulations, State Statutes, or NH DOT Standard Specifications for Road and Bridge Construction.

1. Required Plat Information

- Type of Survey (boundary line, lot line adjustment, subdivision, etc.)
- Owner of Record
- Title of plat or development
- Tax Map number and Lot number
- Name of Town in which property is located
- Date of plat and revisions
- Scale as both a written and graphic representation, North Arrow with reference to magnetic or astronomic north labeled
- All certifications, seals, and approval blocks shall have original dates and signatures in legible, permanent black ink

2. Subdivision Name

3. Names of owners of record of abutting properties
4. Location of proposed property lines and their dimensions and dimension of lot frontage on a public right-of-way
5. Location of existing and abutting water supplies and mains, septic systems or sewers, culverts, drains, and proposed water and sewerage facilities.
6. Location, name, and widths of existing and proposed streets and highways
7. Profile of Proposed Streets
 - A horizontal and vertical scale of 1 inch to 50 feet
 - Existing centerline in fine black solid line with elevations shown every 25 feet
 - Existing sidelines in fine black dashed line
 - Proposed centerline grades and elevations in red every 25 feet
 - All existing sidewalks, pedestrian walks, and bicycle paths
 - All elevations per USGS Topographic map
 - Rates of gradient in percent of grade
 - Property contours to indicate site topography at 5' intervals (the Planning Board may require 2' if deemed necessary)
 - Parking
 - Road Design Plans
8. Irregular Lots shall not be accepted by the Planning Board. As a guide, lots with a width to depth ratio greater than 1 to 4 may not be approved
9. Lot size in acres and usable land as defined in Section 4.4
10. Location and data for all soil test pits and wells – A minimum of one test pit is required for each lot. Each test pit must meet state standards for septic design; all test pits must be shown on plat and flagged on site, whether utilized or not
11. Location of all the existing and proposed fire ponds or dry hydrants
12. A statement as to the adequacy of water in or near the subdivision for fire protection
13. Location of all parcels of land dedicated to common or public use; conditions of such dedication; private deed restrictions as are intended to cover part of or the entire tract or parcels of land
14. Design of any bridges or culverts which may be required
15. Wetland areas to be identified and located
16. Flood Prone or Hazard Areas to be identified and located
17. Grading and drainage plan showing all pertinent engineering plans, cross sections, construction drawings and specification, and other data on existing and finished grading, surface and subsurface drainage and storm drainage system when deemed necessary by the Planning Board
18. A description of all site markings and ground control on the site, including but not limited to, such items as color, flagging, test pit numbering system, and lot identification.
19. As necessary, an Erosion and Sediment Plan using standards in the publication "Erosion and Sediment Control Design Handbook," United States Department of Agriculture (USDA) Soil Conservation Service, as may be amended
20. A copy of the application and approvals as prescribed by law, from other municipal, state or federal agency, which may have jurisdiction, including the New Hampshire Water Supply and Pollution Control Commission (NHWSPPCC), the Department of Environmental Services, the NH Department of Transportation and the U.S. Army Corps of Engineers
21. An environmental and/or economic impact statement shall be prepared by a qualified consultant when required by the Planning Board. Such a statement may require documentation on lot size, drainage, erosion, ground and surface water quality, traffic safety, public services, wetlands, and any other factors that could impact the Town of Haverhill, NH as referred to in the Master Plan of the Town of Haverhill.

22. As appropriate, open space, including ownership and management system notation.
23. Name, license number and seal of licensed NH surveyor, date, scale, and north point
24. Detailed Soil Map if required
25. Location of existing and proposed wells
26. Building and other man-made features to remain
27. The owner shall furnish the Planning Board with a notarized letter stating legal responsibility for the construction and maintenance of private roads.
28. Location of installed/to be installed underground utilities
29. The applicant shall be required to post a performance bond, letter of credit, or other security acceptable to the Planning Board in an amount sufficient to cover the costs of site preparations, improvements, or installation of streets.
30. Will subdivision require commercial lighting
31. Locate and identify all rights-of-way and easements
32. Will subdivision be accessed from a Class VI road

3.7 Approval and Recording of Plat

3.7.1 Consideration and Action on Final Plat

Within thirty (30) days of the Planning Board's receipt of an application it shall vote on whether to formally accept the application as complete.

Upon receipt of an application for subdivision, the Planning Board shall review it and determine whether or not that development, if approved, could reasonable be construed as having the potential for impact beyond the boundaries of Haverhill. This regional impact could result from a number of factors, such as, but not limited to the following:

1. relative size or number of lots or units compared with existing stock
2. transportation networks
3. proximity to the borders of a neighboring community
4. anticipated emissions such as light, noise, smoke, odors, or particles
5. proximity to aquifers or surface waters which transcend municipal boundaries
6. shared facilities such as schools and solid waste disposal facilities

Doubt concerning regional impact shall be resolved in a determination that the development has a potential regional impact. Upon determination that a proposed development has a potential regional impact, the Planning Board shall afford the Regional Planning Commission and the affected municipalities that status of abutters for the limited purposed of providing notice and giving testimony. Within 72 hours of reaching a decision that a development has regional impact, the Planning Board shall, by certified mail, furnish the Regional Planning Commission with copies of the minutes of the meeting at which the decision was made and copies of the initial project plan and the affected municipalities with copies of the minutes of the meeting at which the decision was made. At least fourteen (14) days prior to the public hearing, the Planning Board shall notify, by certified mail, all affected municipalities and the Regional Planning Commission of the date, time, and place of the hearing and the right to testify concerning the development.

Following the decision to formally accept a final application as complete, the Planning Board shall begin formal consideration of that application. The Planning Board shall act to approve, approve with conditions, or disapprove the application within sixty-five (65) days of the date of acceptance of this application. At least one public hearing shall be

held on an application prior to action by the Planning Board. The Planning Board may apply to the Board of Selectmen, prior to the expiration of the sixty-five (65) day period for an extension of time not to exceed ninety (90) additional days before acting to approve or disapprove the application or, the subdivider may consent to an extension of time for the Planning Board to act provided that such consent shall be in writing.

3.7.2 Notice of Action on the Final Plat

The Planning Board shall notify the subdivider in writing of its actions on the Final Plat. In case of disapproval, the grounds for such disapproval shall be set forth in the Notice of Decision, which shall become part of the records of the Planning Board. For the purpose of calculating the 30 day period within which to file an appeal under RSA 677:15, the 30 day period will begin with the date on which the Planning Board voted to disapprove the application. In case of approval, the Notice of Decision shall set forth the following:

1. a copy of any deed restriction submitted by the subdivider and accepted by the Planning Board. Deed restrictions shall be written on the Final Plat
2. all requirements for off-site improvements
3. a description of land, if any, to be dedicated to widen existing streets
4. a description of any modification or waiver of design standards
5. all agreements, if any, between the subdivider and the Planning Board concerning matters not required by these Regulations, but to be performed by the subdivider
6. a statement that the Subdivision shall be completed and constructed in conformity with the Final Plat and the Regulations
7. a reference to any surety to be provided by the subdivider as guarantee of performance in construction of the subdivision and any required inspection fees

3.7.3 Acknowledgement of Receipt of Notice

The subdivider shall acknowledge receipt of the Notice and acceptance of all provisions set forth therein, and shall return a signed copy of it to the Planning Board for its records. Until such acknowledgement and acceptance has been filed with the Planning Board, no further action shall be taken with regard to the Final Plat. Failure to acknowledge receipt of Notice of Decision and acceptance within ninety (90) days of mailing of the Notice of Decision will cause approval to lapse.

3.7.4 Approval with Conditions

Conditional approval may become final without further public hearing when conditions are:

1. minor plan changes, whether or not imposed by the Planning Board as a result of public hearing, compliance with which is administrative and does not involve discretionary judgment.
2. conditions which are in themselves administrative and which involve no discretionary judgment on the part of the Planning Board
3. conditions with regard to the applicant's possession of permits and approvals granted by other boards or agencies

Conditional approval shall lapse if the subdivider shall not comply with all of the requirements set forth in the Notice of Decision and shall lapse if the Final Plat is not recorded at the Registry of Deeds. Approval of Final Plat shall lapse if such Plat is not recorded in the Registry of Deeds within three years from the date of acknowledgement and acceptance of the Notice of Decision unless the Board extends the time.

3.7.5 Failure of the Planning Board to Act Within the Specified Time Limit

The subdivider, upon failure of the Planning Board to approve, conditionally approve, or disapprove the application within the time specified, may obtain from the Selectmen an order directing the Planning Board to act within thirty (30) days. If the Planning Board does not act on the application within that 30 day time period, then within forty (40) days of the issuance of the order, the Selectmen shall certify on the applicant's application that the plat is approved pursuant to RSA 676:4.1(c)(1), unless within those 40 days the Selectmen have identified, in writing, some specific Subdivision Regulation or other ordinance provision with which the application does not comply. Such a certification shall constitute final approval for all purposes, including filing, recording, and court review.

Failure of the Selectmen to issue an order to the Planning Board, or to certify approval of the plat upon the Planning Board's failure to comply with the order, shall constitute grounds for the Superior Court, upon petition of the applicant, to issue an order approving the application if the court determines that the proposal complies with existing regulations. If the court determines that the failure of the Selectmen to act was not justified, the court may order the municipality to pay the applicant's reasonable costs, including attorney's fees, incurred in securing such order.

3.7.6 Recording of Final Plat

The applicant, after official notification by the Planning Board of any revisions of the final plat, shall file a Mylar Plat of the type and size required by the Grafton County Registry of Deeds and street profiles, if required, along with three paper copies. Adequate space shall be provided for the necessary endorsements. The scale shall not exceed 100 feet to the inch, unless a smaller scale is approved by the Planning Board.

3.8 Performance Bond

The Planning Board shall require the applicant to post a performance bond, irrevocable letter of credit, or other security acceptable to the Planning Board in an amount sufficient to cover the costs of site preparation, improvements or installation of streets, public utilities, the extension of public water and sewer lines (where available), the installation of storm drains, under drains, monuments, erosion control, and other improvements to the public utility where reasonable and necessary. The amount of the bond or other security shall be based on the estimate of costs provided by the applicant using the Town of Haverhill Unit Cost Estimation Sheet, and, at the discretion of the Planning Board, reviewed by a registered/licensed engineer. The cost of such review shall be borne by the applicant.

1. This bond or other security shall be approved as to form and sureties by the Board of Selectmen and the Town Counsel and conditioned on the completion of such improvements within one (1) year of the date of the bond. Said security may be: (1) a surety bond, issued by a surety company authorized to do business in the State of New Hampshire and filed with the Planning Board in a manner and amount satisfactory to it, or (2) cash or financial instruments endorsed to the Town and deposited in the name of the Planning Board, or (3) irrevocable letter of credit.

2. Where electric lines or other utilities are to be installed by a corporation, municipal department or public utility, a letter of intent shall be required stating that the work will be done within one (1) year without expense to the Town.
3. The Planning Board may recommend a maximum extension of 12 months to the guaranteed performance period when the applicant can demonstrate, to the satisfaction of the Planning Board and other interested officials or agencies, good cause for such extension. Such recommendation for extension shall be referred to the Board of Selectmen for determination.
4. No lots shall be sold by the applicant until all required improvements as specified in the final plan to the subdivision and not covered by a performance bond or other security have been completed and inspected, including the complete construction of any new road(s) to Town standards as certified by the Road Agent. Such certification shall in no way obligate the Board of Selectmen to accept said road as a Town maintained road.¹
5. The performance bond shall not be released until the Board of Selectmen have certified completion of the required improvements in approved subdivision plans, and those deeds covering the land to be used for public purposes, easements and rights-of-way, and rights-to drain are submitted in a form satisfactory to Town Counsel.

3.9 Inspection Services

The Planning Board shall require inspection services for all major subdivisions which include street and/or utility line construction or for other subdivisions at the Planning Board's discretion. The cost of the inspection services shall be borne by the subdivider. Some subdivision projects may require full time inspection services depending on the size of the subdivision, sensitive areas in or near the subdivision. The Planning Board may require the inspection services to be provided by either Town employees or agents or by an outside consulting, civil engineering firm of the Planning Board's choice. If the Planning Board determines the need for inspection services and requires such as a condition of Final Plat approval, then prior to the start of construction the subdivider shall establish an escrow account for the inspection services from the Town. The subdivider shall maintain a positive balance in the account at all times during construction to cover the expenses for inspection services or be subject to enforcement measures. Any remaining balance in the account after final approval of the improvements by the Town shall be refunded to the subdivider.

3.10 Offers of Cession

The applicant shall tender offers of cession in a form certified as satisfactory by the Town Counsel of all land included in streets, highways, or open space not specifically reserved by him; however, approval of the plat by the Planning Board shall not constitute acceptance by the Town of the dedication of any street, highway, park or other public open space.

¹ See also Section 4.5.1.8 for details of "Geometric Structural Guide" Road Construction

Section 4: Requirements for the Subdivision of Land

4.1 General

The applicant shall observe the following general requirements and shall note them on the final plat:

4.1.1 Character of Land

Land that cannot be safely used for building purposes because of danger to health or peril from fire, flood or other menace shall not be used for residential occupancy, nor for such other uses as may endanger health, life, or property.

4.1.2 Open Space

The Planning Board may require that areas be set aside for open space, parks or playgrounds to be dedicated to or reserved for the common use of and maintained by all property owners by covenant in the deed.

4.1.3 Water Supply for Fire

For a subdivision proposed in a location where a water supply for fire fighting purposes is not readily accessible, the Planning Board shall, as a condition of final approval, require the developer to provide, at the developer's expense, for the installation of fire protection devices. Such devices shall include fire ponds, dry hydrants, or storage tanks. The developer shall be required to allow access to such devices by reserving water and maintenance easements to the Town or Village District/Precinct².

4.1.4 Street Naming

Streets that join and 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 of Haverhill. The Board of Selectmen shall approve all street names.

4.1.5 Sewer

In areas not currently served by public sewer systems it shall be the responsibility of the applicant or his agent to substantiate that each lot is adequate to permit the installation and operation of an individual State approved sewage system (septic tank and drainage field). Specifically, information consisting of seepage and tests satisfying the requirements of the State of New Hampshire for sewage disposal systems must be provided to the Planning Board.

² Refer to **RSA 674:36 II(a)**

4.1.6 Ordinance Conformance

The proposed subdivision shall conform to zoning ordinances and all other pertinent ordinances of the Town of Haverhill and village districts, whichever regulation is more stringent. Where strict conformity of these Subdivision Regulations would cause undue hardship or injustice to the owner, a subdivision plan substantially in conformance with regulations may be approved by the Planning Board provided that the spirit of the regulations has been essentially met and that public convenience and welfare not be adversely affected.

4.1.7 Covenants

The Planning Board may require, at its discretion, restrictive covenants to be placed in the deeds of lots sold.

4.1.8 Irregular Lots

Long, narrow lots, or lots with irregular shapes shall not be accepted by the Planning Board, especially if, in the opinion of the Planning Board, these lots will create unusable, inaccessible areas of land. As a guide, lots with a width to depth ratio greater than 1 to 4 may not be approved.

4.1.9 Natural Drainage and Other Surface Drainage Created by Project

Any natural drainage ways and their easements shall be incorporated so that no flooding will occur, or cause water to be routed to adjacent property, and that storm water be disposed of properly and legally.

4.1.10 Preservation of Existing Natural Resources

The applicant shall show regard for preservation of existing landscape features, scenic points, and other natural and historic resources within the subdivision. The Planning Board may require additional tree planting and other landscaping appropriate to the area being developed. Removal of stripped topsoil and surplus materials from the subdivision area shall not be permitted unless considered reasonable by the Planning Board. Open space land shall be preserved wherever feasible or unless otherwise directed by the Planning Board.

4.1.11 Flood Hazard Areas

Subdivision proposals having lands identified as Flood Hazard Areas shown on Flood Insurance Rate Maps of the Town of Haverhill , as amended, shall meet the following requirements:

1. Designed to ensure that public utilities, sewer, electrical, and water systems are located and constructed to minimize or eliminate flood damage
2. Adequate drainage must be provided to reduce exposure to flood hazards
3. Proposals for manufactured home parks must include base flood elevation data
4. One-hundred year flood elevation data must be included when any portion of the subdivision is within the flood plain.
5. In riverine situations, prior to the alteration or relocation of a watercourse, the applicant for such authorization shall:

- a) Notify the New Hampshire Office of State Planning and Wetlands Division
 - b) Submit copies of such notification to adjacent communities as determined by the Planning Board, and
 - c) Submit certification provided by a New Hampshire registered professional engineer ensuring that the flood carrying capacity of the watercourse has been maintained.
6. Where water and sewer systems (including onsite systems) are proposed in flood prone areas the applicant shall provide:
- a. Evidence that these systems are designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters,
 - b. Locate onsite disposal systems to avoid impairment to them or contamination from them during flooding.
7. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C 1334
8. The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).
9. The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:
- a. All such proposals are consistent with the need to minimize flood damage;
 - b. All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
 - c. Adequate drainage is provided so as to reduce exposure to flood hazards.
10. Be consistent with the need to minimize flood damage.

(Items 7, 8, and 9 adopted March 20, 2007 per Board action and Town Ordinance)

4.1.12 Driveways

Prior to the granting of a Building Permit by the Town, a Driveway Permit will be required to establish a driveway on to a Town road and must be approved by the Planning Board or its designee. Driveways shall be designed to provide safe and convenient access and to control surface water runoff, so that it does not damage the street to which the driveway leads. Access to lots abutting existing Village District/ Precinct, Town or State streets shall be by private roads, or frontage streets, where appropriate in the judgment of the Planning Board to minimize the number of driveways and new streets entering onto existing streets.³ A driveway cannot be extended onto an abutting lot. Any common access that serves two or more lots is a road.

(This section updated January 15, 2008 – providing Road Agent as an approving agent)

³ Refer to **RSA 236:13**

4.1.13 Rights of Way for Pedestrian Walks, Sidewalks and Bicycle Paths

Onsite pedestrian and bicycle circulation shall be separated from motor vehicles as far as practical.

The following conditions shall be utilized to minimize traffic conflict with the existing public and private roads:

1. Entrance and exit driveways shall be so located and designed as to achieve maximum practical distance from existing and proposed access connections from adjacent properties.
2. Where possible, driveways shall be located opposite similar driveways
3. Sharing of access driveways by adjoining properties and uses is encouraged.
4. Left-hand turns and other turning movements shall be minimized.
5. Driveways shall be so located and designed as to discourage the routing of vehicular traffic to and through residential streets.

(This section updated June 6, 2007)

4.1.14 Lighting

To maintain favorable health and safe conditions off-site, commercial subdivision glare and light trespass off-site shall be reduced to improve and maintain visual environment and health of citizens.

The following are exempt from the provision of this section:

1. Situations where there are special requirements, such as historic decorative conditions, monuments or flag lighting
2. Situations where a determination has been made by the Planning Board, established through a public hearing process, that there is a compelling safety interest that cannot be addressed by any other method.

(This section updated June 6, 2006)

4.2 Staged (Scattered) Subdivision Development

Scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of lack of water supply, drainage, transportation, school, fire department, law enforcement, or other public services, or that would necessitate an excessive expenditure of public funds for the supply of such services, shall not be approved by the Planning Board.

The Planning Board may approve an entire subdivision, allowing only a portion thereof be developed each year. Such phased development would help permit an orderly expansion within the town, and match its services to growing needs.

The following factors shall be considered in determining whether the proposed subdivision is scattered or premature. The applicant may be required to undertake studies, using guidelines established by the Planning Board, to determine the effect of the proposed subdivision on these factors:

1. Distance from the nearest school
2. Capacity of the school system and effect of school bus transportation requirements
3. Adequacy of access streets and sidewalks

4. Adequacy of water supply for domestic needs as well as for firefighting purposes.
5. Potential health problems due to onsite sewage systems and water supply
6. Potential fire protection problems due to location or special conditions relative to type of use
7. Potential law enforcement problems
8. Potential drainage problems
9. Any other potential problems or issues which would negatively impact Town, Village or District services or require excessive funding by the Town, Village or District.
10. Any other potential problems or issues which would negatively impact Town, Village or District services or require excessive funding by the Town, Village or District.

If it is determined by the Planning Board that the proposed subdivision is scattered or premature, the Planning Board shall require the developer to adhere to the following conditions to make improvements or to address adverse effects or problems on facilities or services, as conditions of subdivision approval:

1. Improve any access street, existing or to be constructed, to appropriate Town Road Standards;
2. Build or reconstruct sidewalks if these be deemed necessary to the public safety;
3. Construct static water supplies (fire ponds) with dry hydrants for fire protection purposes, or take other appropriate/ effective fire safety measures;
4. Provide such traffic control facilities and devices as are deemed necessary for the public safety to include crosswalks;
5. Take any other measures necessary to protect the safety to public, eliminate public danger or injury to health, and that promotes public prosperity.

(This section updated January 3, 2006)

4.2.1 Exaction for the Cost of Off-Site Improvement Needs

The Planning Board may require the developer to pay an exaction for the cost of off-site improvement needs as determined by the Planning Board to be necessary for the occupancy of any portion of a development. For the purpose of this regulation, “off-site improvements” means those improvements that are necessitated by a development by which are located outside the boundaries of the property that is subject to a subdivision plat or site plan approved by the Planning Board. Such off-site improvements shall be limited to necessary highway, drainage and sewer and water upgrades pertinent to that development. The amount of such exaction shall be a proportional share of Town improvement costs not previously assessed against other developments, which is necessitated by the development, and which is reasonably related to the benefits accruing to the development from the improvements financed by the exaction.

Upon written notification accompanied with the appropriate funds from the developer, an “Off-Site Improvement Study” to determine the exaction to be paid by the developer will be completed either by Town Officials or by an appropriate planning consultant/contracted service. This report must be accepted and approved by the Planning Board prior to final approval of the proposed development. The cost of the study will include any investigations and associated costs reasonably necessary to determine the exaction cost as a part of the development approval process. The developer will pay an estimated “Off-Site Improvement Study” cost prior to the initiation of the study, and if the completed study costs more than the estimation, the developer will be assessed the

difference and if the study is less than the cost estimation, the developer will be refunded the difference.

(Section 4.2.1 adopted January 3, 2006)

4.3 Open Space

Open space shall be protected by recreational and/or conservation easements and shall be permanently protected in ways approved by the Planning Board to guarantee the following:

1. Continued use of such land for the intended purpose
2. Continuity of proper maintenance for those purposes of the open space land requiring maintenance
3. When appropriate, the availability of funds required for such maintenance
4. Recovery for loss sustained as a result of casualty, condemnation or otherwise in the case of homeowners association or similar form of ownership, that the membership and obligation of the open space be automatic upon the conveyance of title or lease to individual dwelling units; a summary for the terms of ownership of the open space for a Planned Unit Development (PUD) as outlined in this section must be available at the time of Public Hearing.

4.3.1 Community Open Space Shown on Town Master Plan

Where a proposed community park, playground or other open space shown on the Master Plan is located in whole or in part in a proposed subdivision, the Planning Board shall require substantial compliance with the Master Plan. If the open space area does not front on a road, the Planning Board shall require that reasonable access be offered to the Town.

4.3.2 Subdivision Open Space

If no such community open space, park or playground is shown on the Master Plan within the boundaries of a proposed subdivision, the Planning Board may, where it deems essential, require that the plat show one or more sites of character, size, shape and location suitable to be used by future residents of the subdivision as open space or park. The subdivision will not be required to dedicate more than 15% of total area as open space. However, the applicant may exceed this requirement.

4.3.3 Development of Subdivision Open Space

There shall be no depositing, dumping, or storage of waste or other natural or man-made material, supplies, or equipment on any subdivision land designated as open space. No work, removing or filling shall be done, nor shall the existing original condition of the property be altered until the applicant's plans for the open space have been reviewed and approved by the Planning Board as part of the final plat submission. Undesirable growth and debris shall be removed from land to be used for active recreation open space. Active recreation open space shall be properly maintained.

4.4 Minimum Lot Sizes

Minimum lot size shall be 0.69 acre unless there are any Town, State, or Federal requirements that supersede this requirement. In addition, the lot shall have a minimum of 30,000 square feet of contiguous area, with at least 3 feet of natural soil material above

bedrock, and slopes less than 25%. Usable square feet does not include wetlands, areas where slope is greater than 25%, land restricted by a Right-Of-Way or other document such as a written public utility agreement that prohibits/restricts encroachment, or conditions that may restrict development. Where a community/municipal water supply or wastewater system is provided, minimum lot size may be reduced by 33 1/3%.

4.5 Roads – Design and Construction Standards

4.5.1 Road Design Standards

Proposed streets and utilities shall be in harmony and conformance with existing and proposed streets, as shown on the Town Master Plan or Official Map. Street patterns shall give due consideration to contours and natural features. Where required by the Board, provision shall be made for the extension of the street pattern to abutting undeveloped property. Every proposed street/ road in a subdivision shall be laid out and constructed to Town standards as set forth herein and stated in NH DOT Standard Specifications for Proposed Road and Bridge Construction, as amended.

4.5.1.1 Road Layout and Intersections

The arrangement of roads in the subdivision shall provide for the continuation of existing principal roads:

1. Roads shall be laid out to intersect at a 90-degree angle or as nearly as possible. No street intersection shall be at an angle of less than 75 degrees.
2. Center lines of not more than two streets shall intersect at any one point
3. Curb radii at street intersections of 90 degrees shall be at least 25 feet. Where the angle of the street intersection is less than 90 degrees, a radius of at least 30 feet shall be required.

4.5.1.2 Dead- End Streets

Permanently designed dead-end streets shall not be longer than 500 feet. No street shall be designed with a permanent dead end when there is potential for further development on the lot or an adjacent lot. However, turnaround requirement referenced below must be followed as long as the street is temporarily dead-ended. Dead-end streets shall be equipped with a turnaround roadway at the closed end in the shape of a hammerhead of 100 feet by 50 feet, or a turnaround with an island with a radius of no less than 100 feet. Land in the center of a cul-de-sac shall not be considered open space.

4.5.1.3 Rights-of-Way and Easements

The minimum width of a right of way shall be 50 feet. A greater width may be required for streets that have an average daily traffic in excess of 200 vehicles/day or to accommodate road safety on sloping land. This determination shall be made by the Planning Board after consultation with the Board of Selectmen or its agent. Easements or rights-of-way across lots shall be provided where necessary for utilities, access and drainage. Such easements shall be centered on rear or side lot lines wherever possible. Side slopes of roads that extend beyond the right-of-way must be constructed with a suitable slope easement in place.

4.5.1.4 Design Traffic Volumes

Roads shall be designed for specific traffic volumes by accepted current engineering practice. The average daily traffic (ADT) projected for a period of 10 years after the date of construction completion shall be the basis for the design. To determine the design traffic volume, use ten vehicle trips per day per household for the projected number of households in the design year.

4.5.1.5 Sight Distance

Minimum sight distance shall be as shown in Table 2: “Minimum Geometric and Structural Guides of Local Roads and Streets.” This distance is established based on a typical driver’s eye level positioning and ability to spot a small object 6 inches tall in the road.

4.5.1.6 Grades

Minimum grade shall not be less than 0.5 percent. Maximum grade shall be 10 percent. A maximum grade of 2 percent will be allowed within 100 feet of an intersection to provide safe and adequate stopping area.

4.5.1.7 Alignment

Alignment shall be to as high a standard as is commensurate with topography, terrain, and design traffic. Sudden changes between curves of widely different radii of long tangents and sharp curves shall be not be permitted. Where crest vertical curves and horizontal curves occur in the same location, there shall be above minimum sight distance to assure that the horizontal curve is visible as drivers approach.

4.5.1.8 Geometric and Structural Guide

The minimum geometric and structural guidelines for local roads and streets as published by the New Hampshire Department of Transportation are summarized in Table 2. These current regulations are based on the New Hampshire Department of Transportation Guidelines and the Town of Haverhill Subdivision Regulations, whichever is most stringent. Figure 1 shows the requirements in graphic form.⁴

All roads that intersect a currently paved road must be paved. Stabilization fabric may also be required.

⁴ Refer to section 3.10, Performance Bond

Table 2 Minimum Geometric and Structural Guides of Local Roads and Streets

Average Daily Estimated Traffic Count	Base Materials	0 to 50	50-200	200-700	700-1500	>1500
Pavement Width(feet)		18	20	20	22	24
Shoulder Width (feet)		2	2	4	4	8-10
Center of Road to Ditch Line (feet)		15	16	18	19-21	Varies
Pavement Type		Gravel	HB*	HB	HB	HB
Slope of Roadway (inch/foot)		1 / 2	3/8	3/ 8	1/4	1/ 4
Base Course Depth (inches) See notes 3,4, and 5						
	Crushed Gravel No Screen	6"	6"	6"	6"	6"
	Gravel, Bank Run	12" minimum	12" minimum	12" minimum	12" minimum	18" minimum
Minimum Sight Distance (feet)		100	200	300	400	400
Minimum Horizontal Curve Radii (feet)		50	100	150	200	200
Minimum Vertical Curve Radii (feet)		50	100	150	200	200
Minimum Length of Tangents Between Curve (feet)		50	100	150	200	200

* Hot Bituminous Concrete

Note 1. Average daily traffic is based on 10 round trips per day per single family dwelling.

Note 2. For Average Daily Traffic over 1,000 vehicles per day paved shoulders should be considered.

Note 3. For details see section 4.5.2.3 Sub-grade Preparation

Note 4. Gravel Surface should be paved where steep grades occur.

Note 5. Base course depths may need to be increased in areas of poor soils, and stabilization fabric may be required.

4.5.2 Road Construction Standards (All Road Sections shall comply with NH DOT Standard Specifications for Road and Bridge Construction as amended.)

4.5.2.1 Clearing

The entire area of each right-of-way shall be cleared of all trees not intended for preservation, stumps, brush, roots, boulders, and like materials.

4.5.2.2 Materials

Construction material specifications shall be those in Section 304 of NH DOT Standard Specifications for Road and Bridge Construction , as amended.

Special specifications for those that differ from the State standard will be stated explicitly in the initial submission of design plans. Approval of materials must be made by the Planning Board or their appointed engineer, after consultation with the Board of Selectmen or their agent, prior to use in construction.

Material analysis for road construction for paved or gravel roads shall be provided by the owner(s) identifying that all materials meet specifications and have approval of the Planning Board or the Planning Board's Agent in the design plan prior to construction. (Also See NH DOT Standard Specifications for Road and Bridge Construction, as amended)

4.5.2.3 Sub-grade Preparation - Roads

All loam and other yielding material shall be removed from the roadway surface. All boulders and ledge shall be removed to a uniform cross sectional depth and replaced with "bank run" free draining gravel plus an additional layer of crushed gravel as noted in Table 2 and Section 304, NH DOT Standard Specifications for Road and Bridge Construction, as amended (see Table 3).

Table 3 – Base Course Materials from NH Standards Specifications

Table 3 – Base Course Materials Required Gradation

Item No.	304.1	304.2	304.3	304.33	304.4	304.5	304.6
Item	Sand	Gravel	Crushed Gravel	Crushed Aggregate For Shoulders	Crushed Stone (Fine)	Crushed Stone (Coarse)	Crushed Stone (Very Coarse)
Sieve Size	Percent Passing By Weight						
6in (150 mm)	100	100	---	---	---	---	100
5in (125 mm)	---	---	---	---	---	---	
4in (100 mm)	---	---	---	---	---	---	
3½ in (90mm)	---	---	---	---	---	100	
3in (75mm)	---	---	100	---	---	85-100	60-90
2½in(63.5mm)	---	---	95-100	---	100	---	
2in (50 mm)	---	---	---	100	85-100	60-90	
1½in(37.5mm)							45-75
1in (25.0mm)	---	---	55-85	90-100	---	---	
¾ in (19.0mm)	---	---	---	---	45-75	40-70	35-65
#4 (4.75 mm)	70-100	25-70	27-52	30-65	10-45	15-40	15-40
#200(0.075mm) (In Sand Portion)*	0-12	0-12	0-12	---	---	---	
#200(0.075 mm) (In Total Sample)	---	---	---	0-10	0-5	0-5	0-5

The Gravel Material Specifications can be waived by having a gradation and sieve analysis test done at the owners expense for comparison to this spec. (determined by Planning Board’s representative)

4.5.2.3.1 Density Testing

The density of gravel and crushed gravel courses shall be determined by AASHTO T191 (Sand-Cone Method) or AASHTO T238 (Nuclear Methods). The density of crushed stone base courses shall be determined by AASHTO T238 (Nuclear Methods) The density shall not be less than 95 percent of the maximum density as determined by AASHTO 99 (Standard Proctor Test) or a control strip.

4.5.2.4 Drainage

Surface water shall be disposed of by means of culverts of sufficient capacity at watercourses as determined by standard hydraulic design methods and by construction for a longitudinal storm drainage system to relieve water in ditch sections. Any natural drainage ways and their easements shall be incorporated so that no flooding will occur, or cause water to be routed to adjacent property, and that surface water be disposed of properly and legally.

4.5.2.5 Erosion Control

Erosion shall be controlled by placing seeding and mulching or equivalent thereof on all surfaces disturbed by construction of the roadway and on all other surfaces where there is danger of eroded material being carried to the roadway area or watercourse.

4.5.2.6 Construction Supervision and Inspection

Each road is to be considered individually. Developers and contractors are required to meet with the Board of Selectmen or their agent and the Road Agent before beginning construction. All work and material require the approval of the Board of Selectmen or its agent and the Road Agent. Inspection of roads under construction shall be made by the Road Agent at the beginning and end of each phase. It is the responsibility of the developer, contractor, owner, or owner's agent to notify the Road Agent at the beginning and end of each phase of construction. This inspection is required. The sole purpose of said inspections is to determine if Town road construction standards and the Board of Selectmen conditions or those conditions set by agents of the Board of Selectmen are met. The Road Agent is not to act as engineer for the applicant. The cost of such inspections by the Road Agent shall be billed to the applicant and payment to the Town for such costs shall be a condition of subdivision approval. The Town retains the right to hire a consultant and it shall be the responsibility of the applicant to cover all costs incurred. The Planning Board or Road Agent may request the Selectboard or the Select board's Agent to issue a Cease and Desist Order if it is determined that the construction violates these Subdivision Regulation, State Statute, NH DOT Standard Specifications for Road and Bridge Construction, Design Plans or other conditions set by the Planning Board.

4.5.2.6.1 Design-Approved Road Plans

Design-Approved Road Plans shall meet road standards and conditions set forth in these Subdivision Regulations, NH DOT Standard Specifications for Road and Bridge Construction as amended and other criteria that may be required by the Planning Board or Road Agent. Design approved plans shall include: detailed Road Cross Sections at 50 foot road length intervals to include required conditions and standards per Subdivision Regulations and adopted reference standards, stabilization information, water lines (when required), sewer (when required), road material used in the road, drainage, fabric as needed, and other considerations as determined by the Planning Board or Road Agent. Haverhill Road Construction standards addressing materials, compaction of base material, sieve analysis of sub base and base materials and other road construction conditions are located in Haverhill Subdivision Regulations and NH DOT Standard Specifications for Road and Bridge Construction, as amended. Construction phases (Phase I – Sub Grade, Phase II – Bank Run Gravel, Phase III – Crushed Gravel, and Phase IV – Pavement as Required) must be included in Design Plans. Design Plan Phases shall incorporate and identify location of all utilities including, but not limited to water and sewer.

4.5.2.7 Subdivision As-Built Plans

Before signing and recording of the Final Plat, or release of bond or other security, the owner(s) shall have prepared and submitted as-built plans to the Planning Board. As-Built Plans will be approved only if differing changes from the Design Plan have been approved by the Planning Board or the Planning Board's agent. These plans should show

as-built locations and elevations in a contrasting color (preferably red ink) on a print of the original road design or Final Plat. The as-built road plans shall show as-built centerline or street elevations, as-built drainage systems including culverts, catch basins, drainage easements, as-built guardrail and sign locations, and final grading showing swales and ditches. The as-built plan shall show the location of sewer and drain Y-branches, laterals, manholes, catch basins, hydrants, valves, curb shutoffs, and final grades showing swales and ditches. Plans shall also show easements and dedicated roads. Approval of a subdivision does NOT imply or stipulate that subdivision roads will be maintained by the Town of Haverhill or be accepted as Town of Haverhill public road(s). Acceptance of roads (private to public) for town maintenance or other purposes is a separate approval procedure through the Haverhill Selectboard.

4.5.2.8 Road Description

If the road is to be dedicated to the Town, a metes and bounds description prepared by a New Hampshire licensed surveyor shall be submitted to the Board of Selectmen. Accompanying the legal description shall be a certification by the owner's surveyor that the right-of-way bounds have been set at the locations shown on the road design plan.

4.5.3 Private Roads

In the event that a road is planned and designed as a private road, it must still meet Town road specifications as set forth herein. For all major subdivisions, this provision cannot be waived. The Road Agent shall perform a final inspection to determine that the road meets town specifications. Refer to Table 2 Minimum Geometric and Structural Guides for Local Roads and Streets and NH DOT Standard Specifications for Road and Bridge Construction, as amended.

The owner(s) of any private road shall furnish the Planning Board with a notarized letter of the owner's legal responsibility for construction and maintenance of that road. Be advised that a driveway, by definition, can only serve one lot and not extend onto another abutting lot.

Definition: Driveway: A private way that serves not more than one lot.

The approval of a private road as a public maintained road is not a responsibility of the Planning Board. This is a responsibility of the Selectboard and that elected body must also consider other town-wide issues other than road standards as a part of the approval process.

4.6 Utilities

All subdivisions shall make adequate provision for water supply, sanitary sewage disposal, and required utilities and improvements. The installation of all such utility systems and any damages to existing systems shall be at the expense of the applicant. All utility systems shall be installed underground, unless waived by the Planning Board.

The Planning Board may require an extension of public water and sewers to and within a proposed subdivision, without cost to the Town or Village District, where existing lines are, in the sole judgment of the Planning Board, within a reasonable distance of the proposed subdivision.

The Planning Board may require installation of street lighting in any subdivision where it deems it necessary.

Water and sewer mains shall be constructed beyond the road and shoulder width wherever possible. Any disturbance of roads and/or shoulder for the installation of water or sewer mains or lines will require complete restoration to specifications in Section 4.6.1 following.

The applicant shall install laterals from all utilities in the street right-of-way to 10 feet beyond the street property line of each building lot. All lateral utility installations under existing Town roads or roads to be dedicated to the Town will require sleeves. Open cuts are not permitted on paved Town roads without the expressed permission of the Road Agent.

All utility systems shall be placed in conformity with the terms and specifications of the utility company involved; if the utility company requires an easement to provide service, no final approval shall be granted by the Planning Board until such easements are secured. If no easements are required, a letter of intent to provide service from the utility company must accompany the application.

Where underground utilities are to be furnished from a public source, all necessary mains, branch offsets to each lot, and fire hydrants shall be installed by the applicant, as approved by the corporation or municipal department having jurisdiction, and to the satisfaction of the Board of Selectmen, and without expense to the Town.

4.6.1 Restoration Requirements for Utility Installations

Any disturbance of existing Town roads and/or shoulders for the installation of water or sewer mains or lines is prohibited without the pre-approval of the Town Road Agent as per the restoration standards as follows:

Restoration Standards

1. The applicant shall provide plans to the Planning Board and the Road Agent that clearly show any proposed road cuts, disturbances or disturbances to shoulder areas.
2. All work within the traveled portion of the roadway will require traffic control provisions that meet the approval of the Road Agent. This may include signage, flagging and/or detours at the discretion of the Road Agent.
3. Road cuts are to be restored to grade with gravel base at the end of each construction day. Upon completion, any lateral cut will be restored with at least 12 inches of crushed gravel at 95% compaction on gravel roads or 12 inches of crushed gravel at 95% compaction and at least 2 inches of bituminous concrete (asphalt) properly compacted on asphalt roads. Cold mix may be used temporarily if hot material is not available. Final restorations shall be hot mix. Aggregate size required shall be at the discretion of the Road Agent. Lateral edges on paved roads shall be saw cut for final restoration.
4. Longitudinal cuts on asphalt roads which extend beyond 100 feet or extend 2 feet beyond the edge of pavement toward the center line will require, in addition to restoration as in #3 above for asphalt roads, a half width overlay of at least 2 inches of fine aggregate bituminous concrete.
5. Restorations shall be warranted by the applicant for 2 years after final acceptance by the Road Agent.

6. All work in shoulder shall require the pre-approval of the Road Agent based on plans submitted to the Planning Board and the Road Agent by the applicant. Any material, grass, shrubs, trees or structures removed must be restored to original or better condition. Traffic control may be required at the discretion of the Road Agent. See restoration form Appendix A.

4.7 Parking

All subdivision development shall contain off-street parking to be provided at the rate of at least three parking spaces per dwelling unit. In order to provide for the most efficient means of road maintenance, snow plowing and access by emergency, police and fire vehicles, no designated spaces for vehicles within the street shall be permitted.

4.7.1 On-site Parking

On-site parking areas serving a non-dwelling unit (s) shall:

1. Provide adequate access for emergency vehicles attempting to render emergency service.
2. Must adequately supply on-site parking during peak hours without reliance upon on-street parking.
3. Provide spaces close to the unit for people with disabilities in conformance with ADA requirements
4. Provide well-marked and visible on-site traffic circulation signage and signalization
5. Provide sidewalks connecting the unit to: transit stops or off-site, nearby residential neighborhoods, sidewalks located on surrounding roads located along lot boundaries and designated street crossings. The unit shall have sidewalks with curbing and ADA access along the side(s) of all unit entrances open to the public.

(This section updated June 6, 2006)

4.8 Bridges

For stream crossings with a span of 10 feet or more, the structure shall be designed to H15-S20 loading per The American Association of State Highway and Transportation Officials (AASHTO) Specifications, unless otherwise approved by the Planning Board. The minimum roadway width shall be 26 feet. Bridges will be constructed in accordance with NH DOT Standard Specifications for Road and Bridge Construction, as amended.

4.9 Sidewalks

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

4.10 Highway Bounds and Signs

Highway bounds of concrete or stone at least 36 inches in length and four inches square shall be installed at all intersections of streets, at all points of change in direction, and at any other points the Planning Board may deem necessary to designate the street lines. Signs shall conform to the NH DOT Manual of Uniform Traffic Control Devices and be installed after construction is complete.

4.11 Sediment and Erosion Control

Soil erosion and the resulting sedimentation must be controlled. Consistent with public health, safety, convenience, and general welfare of the community, provisions for water disposal and protection of soil surfaces during and after construction must be provided. The applicant shall bear the final responsibility for the installation and construction of all required drainage, slope stabilization, soil erosion and sediment control measures and structures according to the provisions following.

4.11.1 Spring or Surface Water

The applicant shall be required by the Planning Board to carry away by pipe or open ditch any spring or surface water that may exist either before or because of the subdivision. Such drainage facilities shall be located in the street right-of-way where feasible, or in perpetual unobstructed easements of appropriate width. In the design of the drainage system, natural waterways shall be utilized to the fullest extent feasible, and where possible natural drainage courses should be extended beneath a road and not diverted to roadside drainage ditches.

4.11.2 Culverts or Other Drainage

Culverts or other drainage facilities, in each case, shall be large enough to accommodate potential runoff from the entire subdivision. The Planning Board shall approve the design and size of facilities based upon anticipated runoff under conditions of total potential development. The applicant's engineer shall provide such information as the Planning Board deems necessary to the determination of the adequacy of the facilities.

4.11.3 Downstream Drainage

The applicant's engineer shall provide such information as the Planning Board deems necessary to determine the effect of the subdivision on the existing downstream drainage facilities outside the area of the subdivision. Where the Planning Board anticipates that the additional runoff incident to the development of the subdivision will overload an existing downstream drainage facility so that there will be damage to public or private property, the Planning Board shall not approve the subdivision unless the applicant underwrites the cost of the necessary improvements.

4.11.4 Standards

The following standards set forth herein and standards set forth in NH DOT Standard Specifications for Road and Bridge Construction, which ever is more stringent, shall be observed and followed unless otherwise directed by the Planning Board, its Agent or Road Agent, by the applicant in the design, layout, and engineering of the proposed subdivision in both the Preliminary Layout phase and the Final Plat phase:

1. The Erosion and Sediment Control Design Handbook for Developing Areas of N.H. prepared by U.S.D.A. Soil Conservation Service, as amended, will be used in design.
2. An erosion and sediment plan shall be submitted as part of the completed application and it shall show locations of erosion and sediment practices and contain a narrative which will discuss and address the following:

- a. Stripping of vegetation or other development shall be done in such a way that will minimize soil erosion
- b. Whenever practical, natural vegetation shall be retained, protected and supplemented
- c. The disturbed area shall be kept to a minimum and the duration of exposure shall be under a maximum of six months
- d. Temporary seeding and/or mulching shall be used to protect exposed critical area during development
- e. Provision shall be made to accommodate the increased runoff caused by changed soil and surface conditions during and after development
- f. Sediment in the runoff water shall be trapped until the disturbed area is stabilized by the use of sediment basins or other acceptable methods.

Section 5: Administration and Enforcement

These regulations shall be administered by the Planning Board. The enforcement of these regulations is per RSA 676.

5.1 Modifications

Requirements of the foregoing regulations may be modified when, in the opinion of a Planning Board majority, specific circumstances surrounding a subdivision, or condition of the land in such subdivision, indicate that such modifications will properly carry out the purpose and intent of the Town Master Plan and these regulations. Any modifications will properly carry out the purpose and intent of the Town Master Plan and these regulations. Any modification or waiver of Town road design as shown in *Table 2: Minimum Geometric and Structural Guides of Local Roads and Streets* must be approved by the Board of Selectmen.

5.2 Penalties and Fines

Violations of these regulations shall be subject to a civil fine as provided in RSA 676:16 and RSA 676:17, as amended. The Board of Selectmen or their agent is designated as the local authorities to institute appropriate action under the provisions of RSA 676:17.

5.3 Appeal

Any person aggrieved by official action of the Planning Board may appeal to the Zoning Board of Adjustment as set forth in RSA 676:5 or for Court Review as set forth in RSA 677:15.

5.4 Conflicting Provisions

Where these regulations are in conflict with other local, state or federal ordinances, the more stringent shall apply.

5.5 Separability Clause

If any section or part of section or paragraph only of these regulations shall be declared invalid or unconstitutional, it shall not be held to invalidate or impair the validity, force,

or effect of any other section or sections or part of a section or paragraph of these regulations.

5.6 Amendments

These regulations may be amended by the Planning Board following a public hearing on the proposed changes. Such changes shall not take effect until a copy of said changes, certified by a majority of the Planning Board, is filed with the Town Clerk.

5.7 Statutory Vesting

New Hampshire RSA 674:39 protects approved and recorded subdivisions plans from changes in Planning Board Regulations and Zoning Ordinances. In the first instance, every approved and recorded plan gets four (4) years exemption from regulation changes as follows:

Every approved and recorded subdivision or site plan is exempt from all subsequent changes in Planning Board Regulations and Zoning Ordinances (*except those regulations and ordinances which expressly protect public health standards, such as water quality and sewage treatment*) for a period of four (4) years after the date of approval; provided that:

1. Active and substantial development has begun in accordance with the approved subdivision plat within 12 months after the date of approval. The Planning Board may, for good cause, extend the 12-month period set forth.
2. Development remains in full compliance with public health regulations; and
3. The subdivision plat or site plan conforms to the planning board's regulations.

Once the project's improvements have been substantially completed, unless stipulated otherwise by the Planning Board, the project is permanently protected from subsequent ordinance or regulation changes, except for impact fees.

Source: Local Government Center, Boutin and Buckley – 2007

Section 6: Definitions

ADA: Americans with Disabilities Act

Abutter: Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. See also RSA 672:3.

Applicant: An individual, firm, association, syndicate, partnership, corporation, trust, or any other legal entity, or agent thereof that undertakes the activities governed by these regulations. The term "applicant" is intended to include the terms "developer" and "builder."

Condominium: A building or a group of buildings in which units are owned, leased or rented individually, and the structure, common areas, or facilities are owned by all the

owners on a proportional, undivided basis. Condominiums shall be considered a subdivision under the requirements of RSA 356-B and reviewed accordingly.

Ditchline: A line parallel to the roadway and measured from the centerline of the road to the center of the ditch. Where all water is directed to and flows to the nearest culvert or runoff.

Driveway: A private way that serves not more than one lot.

Dwelling Unit: Any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and sanitation. A non-dwelling unit's primary purpose is not for provisions of living facilities, sleeping, eating, cooking and sanitation.

Final Plat: See Plat, Final

Frontage: A portion of a lot bordering on a highway, street or right-of-way.

Light Trespass: Light emitted by luminaire that shines beyond the boundaries of the property on which the luminaire is located.

Lot: A designated parcel, tract, or area of land established by plat, subdivision, or as otherwise defined by law, to be separately owned, used, developed or built upon. Refer to RSA 674: 24: II.

Lot Line Adjustment: A line to indicate an exchange of abutting land among two or more lots that does not increase the number of owners or the number of lots. This is deemed a subdivision by these regulations.

Lot Merger: See Voluntary Lot Merger

Manufactured Housing: As defined in RSA 674:31

As used in this subdivision, "manufactured housing" means any structure, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, is 320 square feet or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical heating systems contained therein. Manufactured housing as defined in this section shall not include presite built housing as defined in RSA 674:31-a.

Master Plan: A long-range planning guide for development of the Town of Haverhill, NH in accordance with the provisions of RSA 674: 2-4.

Major Subdivision: See Subdivision, Major

Minor Subdivision: See Subdivision, Minor

Non-Dwelling Unit: The primary purpose of a non-dwelling unit is not for provisions of living facilities, sleeping, eating, cooking and sanitation.

Parking Space: An off-street space for exclusive use as a parking area for one motor vehicle with a minimum size of 9' x 18'.

Peak Hour: A one hour period representing the highest hourly volume of traffic on the adjacent street system during the morning (AM peak hour), during the afternoon or evening (PM peak hour); or representing the highest volume of traffic entering or exiting a subdivision site (peak hour of generation).

Private Road: A road maintained by the applicant, developer or abutting landowners that meets Town standards.

PUD: Planned Unit Development: An area of a minimum contiguous size, as specified by ordinance to be planned, operated, and maintained as a single entity and containing one or more residential centers.

Plat: Map(s), drawing(s) or chart(s) on which is shown the applicant's subdivision plan.

Plat, Final: The final map(s), drawing(s) or chart(s) of an applicant's subdivision including a Mylar that will be submitted to the Grafton County Registrar of Deeds for recording.

Reconsideration Period: The 30 day period after Planning Board approval in which the Planning Board has the opportunity to correct any errors in its decisions.

Street: A state highway (Class I, II, IV), or a highway or road which is lawfully existing and maintained by the Town (Class V) for vehicular traffic. The word "street" shall include the entire right-of-way. The term "road" may also be used.

Subdivision: Per RSA 672: 14

I. "Subdivision" means the division of the lot, tract, or parcel of land into 2 or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided.

II. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision under this title.

III. The grant of an easement in gross to a public utility for the purpose of placing and maintaining overhead and underground facilities necessary for its transmission or distribution network such as poles, wires, cable, conduit, manholes, repeaters and supporting apparatus, including any unstaffed structure which is less than 500 square feet, shall not be construed as a subdivision under this title, and shall not be deemed to create any new division of land for any other purpose.

IV. The rent, lease, development, or grant of an easement to a person for the purpose of placing and maintaining a wireless communications facility shall not be construed as a subdivision under this title, and shall not be deemed to create any new division of land for any other purpose. For purposes of this paragraph, "wireless communications facilities" means any towers, poles, antennas, or other unstaffed structure of less than 500 square feet intended for use in connection with licensed transmission or receipt of radio or television signals, or any other licensed spectrum-based transmissions or receptions. This paragraph shall not be deemed to affect other local zoning, site plan, or regulatory authority over wireless communications facilities.

Subdivision, Major: Any subdivision not classed as a minor subdivision.

Subdivision, Minor: A subdivision of land into three or fewer lots that do not require new roads, utilities, or other municipal improvements.

Voluntary Lot Merger: Pursuant to RSA 674:39, a lot owner may merge adjoining lots for municipal planning and taxation purposes. Once merged, the lots would require subdivision approval to be sold separately.

Sandy Schmid, Planning Board Chairperson

Date

HAVERHILL SUBDIVISION REGULATIONS

Certification: Certified to be a true copy attest

BY: _____
Sandra Roy, Deputy Town Clerk

Date

AUTHORIZATION: 1969

ADOPTED: 1970

AMENDED: 1982, 1990, 1999, 2002, January 2005, October 2005, June 2006, June 2007, October 2008

APPENDICES

APPENDIX A: RESTORATION FORM

1. Restoration Requirements for Utility Installations Form

**Final Acceptance:
Restoration Requirements for Utility Installations**

District/ Precinct: _____ Office Telephone Number: _____

Commissioners: _____

Project Title: _____

Project Location/ Address: _____

Contractor: _____ Telephone Number: _____

Construction Completion Date: _____

Restoration Completion Date: _____

Questions: Have Restoration Requirements for Utility Installation been met?

Restoration Standards:

#1 Comment: _____

#2 Comment: _____

#3 Comment: _____

#4 Comment: _____

#5 Comment: _____

#6 Comment: _____

4 inches minimum of Loam: _____

Conservation Grass Seed: _____

Mulch: _____

Final Acceptance:

Date

Signature of Road Agent
Town of Haverhill

cc: Town of Haverhill Road Agent, District/Precinct, Haverhill Town Office and Contractor

APPENDIX B: CHECKLISTS

1. Applicant Subdivision Review Checklist
2. Plat Contents Check Sheet

Applicant Subdivision Review Checklist

Print Legibly or Type

File Number: _____
(Office use only)

Applicant's Name: _____

Mailing Address: _____

Telephone Number: _____ E-mail Address: _____

Tax Map Number(s): _____ Lot Number(s): _____

Physical Location of the Property: _____

Type of Application: Check one.

_____ Preliminary Layout for Major Subdivision [append Major Subdivision Checklist]

_____ Completed Application for Major Subdivision [append Major Subdivision Checklist]

_____ Completed Application for Minor Subdivision (ref. 676: 4 III) [append Minor Subdivision Checklist]

_____ Lot Line Adjustment or Boundary Agreement (Ref. RSA 676: 4 I) [append Lot Line Adjustment Checklist]

_____ Voluntary Lot Merger (Ref. RSA 674: 39-a)

All* Applications must contain the following:

_____ Name and address of applicant

_____ Names and addresses of ALL abutters [see also RSA 676:4 I (b)]

_____ Check for fees. This including mailing*, advertising* and recording fees (non-refundable)

_____ Four copies of a map used to describe the Applicant's plan* (See map description checklist below)

In addition a checklist specific to the type of subdivision request must be appended as indicated in "Type of Application" above.

* Not required for Voluntary Lot Merger

Notes: 1. Check with the Board of Selectmen Office or the Planning Board Clerk for the appropriate dates you need to have a **COMPLETED APPLICATION** delivered to the Board of Selectmen Office. Deadlines are usually 15 days prior to a scheduled meeting. However, please understand that these may be adjusted due to holidays or other scheduling issues.

2. Check to ascertain if you need to go to the Zoning Board of Adjustment for an exception to an ordinance such as the Aquifer Protection Ordinance.

Plat Contents Check Sheet

Prior to approval of a subdivision plat, the owner or owner’s agent must address items listed on this form and submit the form to the Planning Board. The form identifies items that may or may not be required on the plat to be considered. Please use the subdivision regulations or consult with the Planning Board to determine items required for your specific application. The Planning Board will use this form and the Subdivision Regulations during the process leading toward application approval. The signed form indicates that the applicant has considered each item listed below and the submitted plat reflects requirements of Haverhill Subdivision Regulations.

Should the applicant have a question regarding an application, please contact the Planning Board Clerk, Haverhill Planning Board, Haverhill Selectboard Office, 603-787-6800

Owner: _____

Tax Map #: _____ Lot # (s): _____

Check One: _____ Major Subdivision _____ Minor Subdivision

Applicant Check for yes or na for not applicable

- | | |
|----------------------------------------------------------------------------------------|-------|
| 1. Required Plat Information [Sections 3.7 and 3.7.1] | _____ |
| • Type of Survey | |
| • Owner of Record | |
| • Title | |
| • Tax Map Number/ Lot Number | |
| • Name of Town | |
| • Date of Plat and Revisions | |
| • Scale, North Arrow | |
| • Certifications, seals, and approval blocks | |
| 2. Subdivision Name [Section 3.7.1] | _____ |
| 3. Names of Abutters [Section 3.7.1] | _____ |
| 4. Proposed Property Lines [Section 3.7] | _____ |
| 5. Location of water supplies, mains, septic, and sewer [Section 3.7] | _____ |
| 6. Location, name, and width of streets [Section 3.7] | _____ |
| 7. Profile of proposed streets – Town Standards [Sections 3.7.1 and 4.5] | _____ |
| • Horizontal Scale 1 inch to 50 feet [Section 3.7.1] | _____ |
| • Centerline detail [Section 3.7.1] | _____ |
| • Sideline detail [Section 3.7.1] | _____ |
| • Centerline Grade detail [Section 3.7.1] | _____ |
| • Sidewalks/Pedestrian Walks/Bike Paths [Sections 3.7.1, 4.1.13, 4.2.1, 4.9] | _____ |
| • All elevations per USGS Topographic map [Section 3.7.1] | _____ |
| • Rates of gradient in percent of grade [Sections 3.7.1 and 4.5.1.6] | _____ |
| • Property contours (not > 5’ and may require 2’) [Section 3.7.1] | _____ |
| • Parking [Sections 4.7 and 4.7.1] | _____ |
| • Road Design Plans [Section 4.5.2.6.1] | _____ |
| 8. Irregular Lot may NOT be Acceptable [Section 4.1.8] | _____ |
| 9. Lot size and Usable Land [Section 4.1.8] | _____ |
| 10. Location/data for soil test pits, percolation pits and wells per lot [Section 3.7] | _____ |
| 11. Location of fire ponds/dry hydrants [Sections 3.7.1, 4.1.3, and 4.2] | _____ |
| 12. Adequacy statement for fire protection water [Section 3.7.1] | _____ |
| 13. Location of land dedicated to common use [Section 3.7.1] | _____ |
| 14. Preliminary designs for bridges and culverts [Sections 3.7.1 and 4.8] | _____ |

- 15. Location/Identification of Wetlands [Section 3.7.1 and Wetland Ordinance] _____
- 16. Location/Identification of Flood Prone/Hazard Areas [Section 4.1.11] _____
- 17. Grading and Drainage Plan [Sections 3.7.1, 4.11.1, 4.11.2] _____
- 18. Description of site markings and ground control [Section 3.7.1] _____
- 19. Preliminary Erosion and Sediment Plan [Section 4.11] _____
- 20. Copy of applications and approvals as prescribed by Law - DES [Section 3.7] _____
- 21. Environmental/Economic Impact Statement [Sections 3.7.1, 4.2, 4.2.1] _____
- 22. Open Space [Sections 4.1.10 and 4.3] _____
- 23. Licensed NH surveyor, scale and North point – Include license# [Section 3.7] _____
- 24. Detailed Soil Map [Section 3.7.1] _____
- 25. Location of wells – one per lot [Section 3.7.1] _____
- 26. Buildings and other man-made features [Section 3.7.1] _____
- 27. Notarized letter of owner’s legal responsibility for construction and maintenance of private road(s). [Section 4.5.4] _____
- 28. Location of installed/to be installed underground utilities [Section 4.6] _____
- 29. Performance Bond/Irrevocable Letter of Credit – uncompleted roads [Section 3.9] _____
- 30. Lighting – Commercial [Section 4.1.14] _____
- 31. Locate and Identify Rights-of-Way and Easements [Sections 3.7.1 and 4.5.1.3] _____
- 32. Access to Subdivision by Class VI Road: ____yes ____no

Comments (if any)

Applicant Signature

Date

Appendix C:

**Applicant Letter
&
Application for Subdivision Approval**

Note: The Subdivision Regulations complete with checklists and forms is available on the Town of Haverhill Official Website: www.haverhill-nh.com

APPLICANT LETTER

Dear Applicant:

Attached is a copy of the Haverhill Subdivision Regulations and an Application Form. Please read them carefully. No boundary line transaction of land can be recorded at the Grafton County Registry of Deeds without first being approved by a vote of the Haverhill Planning Board. A Preliminary Consultation is recommended by Board, but is not required. A Design Review may also be held with the Board before the Application is submitted to the Board.

There are three types of boundary line transactions a property owner may choose from: Voluntary Lot Merger, Lot Line Adjustment or Subdivision. A Subdivision is divided into two categories: Minor and Major. Please review the Subdivision Regulations to determine the appropriate type of boundary line transaction you seek so you can provide correct and timely information to the Haverhill Planning Board.

Regardless of the type of boundary line transaction, the Planning Board, by law, cannot act until you provide all of the required information. The Board cannot accept an incomplete application. Please use the attached checklist(s) to ensure that all proper information is being supplied, and to keep track of your application process. A Lot Line Adjustment, Minor Subdivision and Major Subdivision require that a licensed New Hampshire surveyor prepare the planned boundary line transaction while other professionals, such as engineers and soil scientists, may have to be consulted in some cases. You, as the Applicant, must bear all costs connected with reviewing your proposed boundary line transaction.

Read the Subdivision Regulations carefully, prepare a complete application, and submit your application to the Board at least 15 days prior to a Planning Board Meeting. Your application will be reviewed and acted on in a timely and efficient manner. We look forward to working with you.

Sincerely,

Haverhill Planning Board

Attachments:

1. Town of Haverhill, New Hampshire, Subdivision Regulations, revised 2008
2. Application for Subdivision Approval

Application for Subdivision Approval Haverhill Planning Board

Print Legibly with Blue or Black Ink or Type.

Check One:

Major Subdivision Minor Subdivision Lot Line Adjustment

NAME AND MAILING ADDRESS OF APPLICANT:

NAME OF SUBDIVISION: _____

LOCATION (STREET): _____

TELEPHONE NUMBER: _____

TAX MAP NUMBER: _____ LOT NUMBER: _____

TOTAL ACREAGE: _____ NUMBER OF PROPOSED LOTS: _____

NAME AND ADDRESS OF LICENSED NH SURVEYOR:

NAME AND ADDRESS OF YOUR AGENT (if you are not acting for yourself):

NAME AND ADDRESSES OF ALL PERSONS WITH 10% OR MORE INTEREST:

Please attach a sheet listing the names and mailing addresses of all abutters as defined by NH RSA 672.3.

If a variance is requested, please explain on an attached sheet.

The undersigned subdivider hereby submits to the Haverhill Planning Board on _____, 20____, a completed application as required by the Haverhill Planning Board Subdivision Regulations, and respectfully requests its approval of said application. In consideration for approval and the privileges occurring thereto, the applicant hereby agrees:

1. To carry out the improvements agreed upon as shown and intended by said plat, including any work made necessary by unforeseen conditions that became apparent during construction.
2. To post all streets "private" until accepted by the Town of Haverhill. Standard Street Signs are to be installed by the Town of Haverhill at the expense of the subdivider.
3. The Subdivider needs to obtain the correct 911 numbering from the Town Office.
4. To give the Town, on demand, proper deeds for land or rights-of-way reserved on the plat for streets, drainage or other purposes agreed upon.
5. To hold the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
6. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or a plat of re-subdivision is submitted to and approved by the Board.

The undersigned subdivider understands that the Haverhill Planning Board must have on file a Completed Application as outlined in its Subdivision Regulations fifteen [15] days prior to a regularly scheduled meeting of the Board, or to accommodate holidays and/or extenuating circumstances at a date to be determined by the Planning Board. Once the Planning Board accepts the Completed Application at a regularly scheduled meeting, it has ninety [90] days to approve or disapprove the Completed Application subject to extension or waiver as provided in accordance with NH RSA 676:4.

Fees:

See fee schedule for a list of current fees to be submitted with completed application.

Fees are non-refundable. These fees are payable to the Town of Haverhill upon submission of this application.

If any of the information in the application is incorrect, your subdivision may be revoked per RSA 676:4-A.

I hereby designate _____ as the person(s) to whom all communications to the Applicant may be addressed and the person to whom legal process may be served with any proceedings arising out of the agreement herein.

Signed: _____

Date: _____

Appendix D: Application for a Voluntary Lot Merger

1. Notice of Voluntary Lot Merger Form

NOTICE OF VOLUNTARY MERGER OF LOTS OR PARCELS

Pursuant to RSA 674: 39-a, the owner(s) of the following described lots or parcels located in the Town of Haverhill, Grafton county, New Hampshire, has merged them for municipal planning and taxation purposes. The following described lots or parcels can no longer be conveyed separately without subdivision approval.

Owners of Record: _____ Mailing Address: _____

Lots or Parcels to be Merged:

PID # (Map and Lot)	Registry Book and Page	Reg. of Deeds Plan #
_____	_____	_____
_____	_____	_____

Applicant(s) certifies that consent has been obtained from and person(s) holding mortgages, liens, encumbrances or other interests in said lots or parcels,

_____ Said Consent is attached hereto _____ There are no such encumbrances against said lots or parcels

IN WITNESS WHEREOF, _____
have executed this Notice of Voluntary Merger this _____ day of _____, _____.

Witness

Owner

Witness

Owner

STATE OF NEW HAMPSHIRE, COUNTY OF GRAFTON

The foregoing instrument was acknowledged before me this _____ day of _____, _____

Before me,

Notary Public/Justice of the Peace

Application (recording) fee (\$13.00) _____
Amount Paid

Date Paid

The merger of the foregoing lots or parcels was approved by the Haverhill Planning Board pursuant to RSA 674:39-a on _____.

Chair, Haverhill Planning Board

form revised: January 1,2002

Appendix E: Unit Cost Estimating Sheet

1. Unit Cost Estimating Sheet Summary
2. Unit Cost Estimating Sheet – Roads
3. Unit Cost Estimating Sheet – Drainage
4. Unit Cost Estimating Sheet – Sewer
5. Unit Cost Estimating Sheet – Sewer continued
6. Unit Cost Estimating Sheet – Water
7. Unit Cost Estimating Sheet – Water continued
8. Unit Cost Estimating Sheet – Stabilization
9. Unit Cost Estimating Sheet – Other Project Considerations
10. Unit Cost Estimating Sheet – Other Project Considerations continued

