



**Subdivision Regulations**  
Hanover, New Hampshire

adopted by the  
Hanover Planning Board  
December 10, 1969

and amended  
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## SECTION I: AUTHORITY

### ARTICLE 1 ADOPTION, AMENDMENT AND DESIGN OBJECTIVES

#### 1.01 Authority

Pursuant to the authority granted by the voters of the Town of Hanover, and in accordance with the provisions of Chapter 674: Section 35, N.H. Revised Statutes Annotated, the Hanover Planning Board adopts the following Regulations governing the subdivision of land, as defined in Chapter 672: Section 14, N.H. Revised Statutes Annotated, in the Town of Hanover, New Hampshire.

#### 1.02 Title

These Regulations shall be known as the Town of Hanover Subdivision Regulations, hereinafter referred to as "these Regulations".

#### 1.03 Validity

If any portion of these Regulations is found for any reason to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of these Regulations.

#### 1.04 Amendment

These Regulations may be amended whenever such action is deemed advisable by the Board following a duly noticed public hearing on the proposed amendment. All changes to these Regulations shall become effective when adopted and signed by a majority of the Planning Board members and filed with the Town Clerk and with the Board of Selectmen. The amendment shall be filed in a central file with the Office of State Planning.

#### 1.05 Subdivision Design Objectives

- Encourage flexibility and creativity in design in all districts while maintaining single-family subdivisions in the SR and RR Districts;
- Discourage developmental sprawl and consumption of rural, forested and agricultural land;
- Encourage appropriate use of land and provide adequate open space amenities adjacent to living areas;
- Preserve trees, open fields, scenic vistas and outstanding natural and geological features by allowing innovative land use patterns;
- Facilitate the economic and efficient provision of public services;
- Preserve the natural and rural character of the open land in the Town of Hanover for conservation, recreation and scenic qualities;
- Conserve the natural resources of the land in the Town of Hanover including water supplies, wildlife habitat, soils with agricultural production and forest management potential, prevent Soil erosion and degradation of the quality of water in streams and ponds;
- Special consideration shall be given to the protection of fields and ridges visible from public highways, significant natural areas and wildlife habitats,

existing recreational uses, buffer areas from existing houses, and existing agricultural or forestry practices which enhance the property to be subdivided.

## **ARTICLE 2 ADMINISTRATION AND ENFORCEMENT**

### **2.01 Administrative and Enforcement Officer**

The administrative and enforcement officer for these Subdivision Regulations shall be the Hanover Town Manager.

### **2.02 Approval by Planning Board**

All subdivisions of land in the Town of Hanover require approval by the Planning Board in accordance with these Regulations.

### **2.03 Zoning Permits**

No zoning permit for use of land or buildings related to a proposed subdivision shall be granted prior to review and approval of said subdivision by the Planning Board and the recording of an endorsed Final Plat in the Grafton County Registry of Deeds.

### **2.04 Prohibition of Construction Prior to Approval**

No construction, land clearing, or building development shall be initiated until the Final Plat of the proposed subdivision has been approved by the Planning Board, as evidenced by the issuance of the Notice of Action (Article 5.03 D).

### **2.05 Prohibition of Sale Prior to Endorsement and Recording**

No sale, rental, lease, or other conveyance of any part of a proposed subdivision shall be entered into by the subdivider until an approved Final Plat has been endorsed by the Planning Board and recorded in the Grafton County Registry of Deeds.

- A. In the event the Planning Board accepts a Performance Bond, in a form acceptable to the Town Manager after review by Town Counsel, the Final Plat shall be endorsed by the Planning Board at the time of approval and thereupon recorded in the Grafton County Registry of Deeds.
- B. If construction of the subdivision is not secured by a Performance Bond, construction of said subdivision shall be fully completed in accordance with Article 17, following which the approved Final Plat shall be endorsed by the Planning Board and recorded in the Grafton County Registry of Deeds.

### **2.06 Penalties**

As provided in RSA 676:16, any owner or agent of the owner of any land located within a subdivision who transfers or sells any land before a Plat of the said subdivision has been approved and endorsed by the Planning Board and recorded in the office of the Register of Deeds shall pay a penalty of five hundred dollars for each lot or parcel so transferred or sold. The Town may enjoin such transfer or sale and may recover the said penalty by civil action. As may be ordered by the

court, the prevailing party may recover reasonable court costs and attorneys fees.

**2.07 Appeals**

Any person aggrieved by any decision of the Board concerning a Plat or subdivision may present to the Superior Court a petition, duly verified, setting forth that such decision is illegal or unreasonable in whole or in part and specifying the grounds upon which the same is claimed to be illegal or unreasonable. Such petition shall be presented to the Court within 30 days after the filing of the signed Notice of Action or the signed Recommendations and Reservations in the Office of the Planning Board Administrator.

**2.08 Construction of Subdivision**

A subdivider shall construct the subdivision to comply with the approved Final Plat and all requirements set forth in the Notice of Action (Article 5.03 D). Construction of improvements shall be in accordance with the provisions of Article 17.

**2.09 Acceptance of Streets and Utilities**

Any new street or utility within a subdivision will not be considered for acceptance by the Town until such time as all improvements have been completed as shown on the Final Plat, in accordance with these Regulations and Town road construction specifications, and subject to any conditions established by the Board at the time of approval of the Final Plat. The Town shall be under no obligation to accept the offer to dedicate any street.

## **ARTICLE 3 WAIVERS OF COMPLIANCE**

**3.01 Relaxation of Requirements**

Upon the request of the subdivider, the Board may grant a relaxation of one or more of the provisions of these Regulations as it deems appropriate, provided the Board shall first determine the following:

- A. That the relaxation is related to unique physical conditions peculiar to the proposed subdivision;
- B. That the granting of the relaxation will not be contrary to the purposes and objective of these Regulations; and
- C. That the public good will not be adversely affected.

**3.02 Expedited Review for Minor Lot Line Adjustments and Boundary Agreements Which Create No New Lots or Nonconforming Lots**

- A. Notice is required.
- B. Any abutter may be heard on the application for review at the public meeting when the matter is discussed by the Board. If deemed necessary, the Board may adjourn its consideration to another date and time to allow further abutter participation.

- C. A site location map shall be submitted to the Board showing the original boundaries of the adjacent parcels.
- D. A detailed Plat shall be submitted to the Board showing the new property lines as a result of the Minor Lot Line Adjustment/Boundary Agreement.
- E. A statement shall be placed on the Plat stating as follows:

"This Plan shows a division of land for the purpose of Minor Lot Line Adjustment/Boundary Agreement as defined in the Hanover Subdivision Regulations and does not require the approval of the Hanover Planning Board as a subdivision."
- F. The Plat shall be filed in the Grafton County Registry of Deeds and with the Hanover Board of Selectmen.

## **SECTION II: PROCEDURES AND SUBMISSION REQUIREMENTS**

### **ARTICLE 4 APPLICATION PROCEDURE FOR SUBDIVISION**

#### **4.01 Submission of Application**

Application to the Planning Board for subdivision approval, and subsequent submission of required information, shall be made through the Office of the Planning Board Coordinator. Inquiries for advice concerning procedures, requirements, or the status of a particular application may be made to the Planning Board Administrator during regular business hours.

#### **4.02 Notice**

When notice is required, the Board shall give notice as follows:

- A. The notice shall include a general description of the proposed subdivision which is the subject of the application; shall identify the subdivider and the location of the proposed subdivision; and shall state the day, time, and place of the public meeting/hearing.
- B. A copy of the notice shall be sent to the abutters and the subdivider by certified mail, return receipt requested.
- C. For the purpose of these Regulations in counting days, the day on which notice is given and the day of the public meeting/hearing shall be excluded.
- D. Notice shall be mailed at least ten days prior to the public meeting/hearing.
- E. Notice to the general public shall be given by one publication of a copy of the notice in the *Valley News* or such other paper as may be designated by the Planning Board, at least ten days prior to the public meeting/hearing.
- F. The application shall include the names and addresses of the subdivider and all abutters as indicated in the Town records not more than 5 days before the day of filing. Abutters shall also be identified on any Plat submitted to the Board.
- G. The subdivider shall pay, in advance, all costs of notice to abutters. Failure

to pay costs may be the basis for disapproval of the Application.

#### **4.03 Additional Notice Requirements for Developments of Regional Impact**

Upon receipt of an application for subdivision, the Planning Board shall review it promptly and determine whether or not the development, if approved, reasonably could be construed as having the potential to impact on a neighboring municipality. Regional impact could result from a number of factors, such as, but not limited to, the following:

- A. Relative size or number of lots or units as compared with existing stock.
- B. Proximity to the borders of a neighboring community.
- C. Transportation networks.
- D. Anticipated emissions such as light, noise, smoke, odors, or particles.
- E. Proximity to aquifers or surface waters which transcend municipal boundaries.
- F. 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 State Regional Planning Commission and the affected municipalities the status of abutters for the limited purpose of providing notice and giving testimony.

Within 72 hours of reaching a decision regarding a development of regional impact, the Planning Board shall by certified mail, furnish the State Regional Planning Commission and the affected municipalities with copies of the minutes of the meeting at which the decision was made. At least 14 days prior to public hearing, the Planning Board shall notify, by certified mail, all affected municipalities and the State Regional Planning Commission of the date, time, and place of the hearing and their right to testify concerning the development.

#### **4.04 Filing Fees, Administrative Expenses, and Other Costs Incurred by the Town and Board**

The subdivider shall pay the filing fees according to the schedule of fees adopted by the Selectmen and placed on file in the Office of the Planning Board Coordinator. In addition, the Board may require the subdivider to pay additional reasonable fees to cover its administrative expenses and costs of special investigative studies, review of documents, and other matters which may be required by particular applications (RSA 676:4[g]). Such additional fees may also include an appropriate allocation of legal fees incurred by the Board.

#### **4.05 Types of Subdivision**

For the purposes of these Regulations five types of subdivision are defined. Types A. and B. may involve residential, commercial, or industrial development.

- A. Minor Subdivision  
A subdivision resulting in no more than 3 lots and requiring no new streets, utilities, or public improvements. The procedure, requiring only the Final Plat, is set forth in Article 6.
- B. Major Subdivision  
Any subdivision resulting in 4 or more lots or requiring new streets, utilities, or public improvements. Applications are normally processed in three steps: an informal discussion, a review of the preliminary layout, and a review of and public hearing on the Final Plat. Procedure and requirements are set forth in Article 7.
- C. Open Space Subdivision  
An optional form of subdivision for single-family housing allowing the division of land into lots of reduced dimensions and the sharing of open space. Procedure and requirements are set forth in Article 8.
- D. Subdivision for Planned Residential Development  
A form of subdivision for mixed housing types in which the buildings are grouped in a harmonious pattern allowing a greater proportion of open space than with Cluster Subdivision. Procedure and requirements are set forth in Article 9.
- E. Subdivision for Continuing Care Retirement Community  
A form of subdivision to allow a more useful and flexible pattern of retirement and elderly housing. Procedure and requirements are set forth in Article 10.

## **ARTICLE 5 PLATTING PROCEDURE AND SUBMISSION REQUIREMENTS**

The Planning Board believes that the best use of land is made when the characteristics of a property are thoroughly understood, the impact on land of high or moderate resource value is minimized, and the best places for buildings are selected from the remaining land. Land planning is not an exercise in geometry, but a rational process of site assessment and careful design. Therefore, all subdivisions of more than three lots shall include documentation of a four-step design process in determining the layout of proposed opens space, house sites, roads and lot lines, as described in Section 5.02 C6.

The Planning Board's review process for major subdivisions consists of three required phases: Concept Plan—Preliminary Conceptual Consultation, Design Review, and Final Plat, described below. By providing the applicant with the opportunity to meet with the Board informally for Concept Plan Review and again for Design Review prior to submitting the final plan set, the applicant will likely save the expense of revising a fully-engineered final plan set.

## **5.01 Concept Plan Review – Preliminary Conceptual Consultation - An informal, broad, and general discussion**

### **A. Objective**

Informal discussion of a concept plan is required by the Planning Board to help prospective applicants and the Board better understand the property and to help establish an overall design approach that respects its special features, while providing for the density permitted under the Zoning Ordinance. The scope of the informal discussion between the prospective applicant and the Board shall be broad and general. Its purpose is to familiarize the Board with the location and general character of the land and its surroundings, to discuss the Master Plan goals and policies with the prospective applicant, to inform the Board about the concept and type of development proposed, and for the Board to provide the prospective applicant with guidance about the requirements for process and submissions as set forth in the Subdivision Regulations.

### **B. Procedure**

Upon request of a prospective applicant, the Planning Board Administrator shall place a Concept Plan Review on the agenda of the Planning Board at a regularly scheduled meeting. No fee shall be assessed for the Concept Plan Review. Notice to abutters by the applicant **is not required but is recommended**.

### **C. Information Requested**

The concept plan should convey a general understanding of important features of a site proposed for subdivision. A formal survey is not necessary. Submission of the following information is recommended, as it will be helpful to the board's advice. The following information will be helpful in making an assessment:

1. Name and address of the legal owner and the applicant;
2. List of relevant sections of the Master Plan;
3. Name and address of the person responsible for preparing the plan, if applicable;
4. Bar scale (not greater than 1" = 200 ft.; however, dimensions on the plan need not be exact at this stage) and north arrow;
5. Approximate tract boundaries, sufficient to locate the tract on a map of Hanover;
6. Map of the project location in Hanover;
7. Zoning district;
8. Roads on and adjacent to the tract (both existing and proposed);
9. Approximate location of any wetlands and 100 year floodplain;
10. General location of topographic, physical, and cultural features including:
  - a. cover type and character, significant trees, views and knolls;
  - b. steep slopes (over 25%), rock outcrops, and soil types;

- c. water features on the tract and within two hundred (200) feet of the tract such as streams, ponds, ditches, and drains;
- d. existing rights-of-way and easements; and
- e. all cultural features such as all structures, foundations, walls, wells, dumps, storage tanks, trails, and serviceable woods roads.

11. Schematic layout indicating a general concept for land conservation and development; and
12. Abutting land uses (e.g. residence, business, park).

D. Action of the Board

Following the Concept Plan Review, the Board shall advise the prospective applicant as to subsequent submission requirements and procedures.

## 5.02 Design Review

### A. Objective

The applicant is required to submit a Design Review plan set to the Planning Board Administrator for design review by the Town staff and the Planning Board. Its purpose is to provide a full understanding of the site's potential, to carefully evaluate natural constraints and development options, to identify and consider concerns of the neighbors, to identify any municipal infrastructure limitations, and to facilitate effective exchange with the Planning Board. At the successful conclusion of this phase, both the applicant and the Planning Board will have agreed upon a preferred development and conservation concept for the area proposed for subdivision.

### B. Procedure

#### 1. Submissions

Submissions shall be made no later than noon on the first Tuesday of the submission month. Within two weeks, Town staff will review the Design Review Plan with the applicant and their professional design team. The staff evaluation at this stage will not entail a detailed engineering review. Staff comments will be limited to identifying potential challenges in providing any new municipal infrastructure and to addressing the impact on the municipal infrastructure. The Town staff may suggest modification to the Design Review Plan set prior to submission to the Planning Board. Seventeen copies of the Design Review Plan set shall be submitted to the Planning Board Administrator, no less than 13 days prior to the first Tuesday of the hearing month.

#### 2. Notice

The Planning and Zoning Staff shall provide notice of the submission of the application and of public hearing on the Town website, in two places in town, in the newspaper, to the applicant, to the abutters, to the consultants contributing to the plan submission, and to the holders of conservation easements on the property or abutting lands.

### 3. Review of the Design

At the hearing, the Planning Board shall review the Design Review Plan to assess its accuracy, conformance with the Master Plan and local ordinances, and likely impact upon the neighborhood and others, Town services and infrastructure, and natural and cultural resources on the property and abutting properties.

In its review of the Design Review Plan, the Planning Board shall request that the applicant explain the results of the four-step design process used to develop the Preliminary Layout (5.02 C7). The Board may request additional information to assist in its review of the Design Review Plan. The Board may solicit comments from abutters and other interested persons as it deems appropriate.

At the first meeting to review the Design Review Plan with the Planning Board, the applicant shall arrange for a site visit to the property with the Planning Board. The site analysis and other maps prepared for the Design Review Plan shall be available during the visit. The purpose of the visit is to familiarize Planning Board members with the property's existing conditions and special features, to identify potential site design issues, and provide an opportunity to discuss site plan concepts, including the layout of the open space and potential locations for proposed buildings and road alignments.

## C. Information to be Provided

The submission materials for the Design Review shall consist of the following elements, and be prepared in accordance with the drafting standards and plan requirements described herein. **The Board may request that specific additional items be submitted to assist them in their review.**

### 1. Ownership and Contact Information

Ownership and contact information is requested to facilitate contact with the professionals involved in preparing the submission.

- a. The following names, addresses and telephone numbers shall appear on the Design Review Plan:
  - (1) Name of municipality and subdivision;
  - (2) Name and address of the legal owner of the subject property, and the name and address of the applicant if not the same party;
  - (3) Name and address of every engineer, architect, land surveyor, soil scientist or designer responsible for preparing any part of the submission; and
  - (4) Names and addresses of abutters and holders of trail, conservation, preservation, or agricultural easements or restrictions on the subject property or on abutting properties.

- b. The applicant shall submit a deed or agreement of sale evidencing that the applicant is the legal owner of the land to be subdivided or has been authorized to represent the legal owner.
2. Description of Design Review Plans  
The Design Review Plans shall be submitted in 10 paper prints for staff review and, following staff review 17 paper prints for Planning Board review and hearing. Dimensions may be approximate; data may be tentative but shall be sufficiently clear to establish the basis of and to clarify the design requirements for the subdivision Final Plan. Guidelines for preparing plans for the Design Review are:
  - a. Except for the site context map, the plan shall be drawn to a scale of either 1"=100' or 1"=200', whichever would fit best on a standard size sheet no larger than 34" x 44" nor smaller than 17" x 22", unless otherwise approved by the Planning Board.
  - b. All plans shall include a bar scale, north arrow, date of revisions and list of revisions.
  - c. Dimensions shall be set in feet.
  - d. Each sheet shall be numbered and the plan shall provide an adequate legend indicating clearly which features are existing and which are proposed.
  - e. All plans and maps shall bear the contact information in Section 5.02 C1.
3. Site Context Map  
A map showing the location of the proposed subdivision within its neighborhood context shall be submitted. This map should clearly show how natural and cultural features on the site relate to natural and cultural features off the site. Guidelines for preparation of this map are:
  - a. For sites under 100 acres in area, maps shall be at a scale not less than 1"= 200', and shall show the relationship of the subject property to natural and man-made features existing within a distance sufficient to provide context for the development but not less than 200 feet from the boundary of the site.
  - b. For sites of 100 acres or more, the scale shall be 1" = 400', and shall show the relationship of the subject property to natural and man-made features within a distance sufficient to provide context for the development but not less than 200 feet from the boundary of the site.
  - c. The features that shall be shown on Site Context Map are:
    - (1) Topography (from U.S.G.S. maps),
    - (2) Stream valleys,
    - (3) Wetlands (from maps published by the U.S. Fish & Wildlife Service or the U.S.D.A. Natural Resources Conservation Service),
    - (4) Woodlands over one-half acre in area (from aerial photographs; check to see if available at Town Offices),

- (5) Ridge lines,
- (6) Public roads and trails,
- (7) Utility easements and rights of way, public land including but not limited to land in governmental ownership and land accessible to the public,
- (8) Land protected by conservation easements, and
- (9) Buildings, roads, trails, and driveways within a minimum of 200 feet from the property boundary.

4. Existing Resources and Site Analysis Plan

For all subdivisions (except those in which all proposed lots are to be fifty or more acres in area), an Existing Resources and Site Analysis Plan shall be prepared to provide the developer and the Planning Board with a comprehensive graphic analysis of existing conditions, both on the proposed development site and features within a distance sufficient to provide context for the development but not less than 200 feet from the boundary of the site. The purpose of this Plan is to identify site features that should be worked into the project design to be consistent with the principles of the Master Plan, to minimize environmental impact, and to benefit future residents.

Conditions beyond the parcel boundaries may be described on the basis of existing published data available from town and other governmental agencies, and from aerial photographs (Check to see if these are available at Town Offices.)

The following information shall be included in this Plan:

- a. A vertical aerial photograph enlarged to a scale not less detailed than 1"= 400', with the site boundaries clearly marked.(Check to see if available at Town Offices.)
- b. The best available topography, which may be the USGS 20- foot or 6- meter contour intervals information. The determination of appropriate contour intervals shall be made by the Planning Board, which may specify greater or lesser intervals for exceptionally steep or flat areas. Slopes between 15 and 25 percent and slopes exceeding 25 percent shall be delineated. (Concerns about slope are explained in the Master Plan, Chapter 3, pages 8-9, and Chapter 4, pages 8 and 14.)
- c. Location of water features such as ponds, vernal pools, streams, ditches, drains, and natural drainage patterns, as well as the 100-year floodplains, wetlands and wetland and waterbody setbacks, as defined in the Zoning Ordinance. (Concerns about water features are explained in the Master Plan, Chapter 3, pages 8-9, and Chapter 4, pages 2- 6 and 11- 14.)
- d. Vegetative cover conditions on the property according to general cover type including cultivated land, permanent grass land, meadow, pasture, old field, hedgerow, woodland and wetland. (Concerns about vegetation are explained in the Master Plan, Chapter 4, pages 8- 10 and 14- 15.)

- e. Soil types, as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service in the Grafton County soil survey, and accompanying data, published for each soil relating to its suitability for construction (and, in un-sewered areas, for septic suitability). If necessary, the Planning Board may request a more detailed soil survey of all or part of the property during the preliminary design phase. (Concerns about soils are explained in the Master Plan, Chapter 3, pages 7- 9, and Chapter 4, pages 7- 8, 11 and 14.)
- f. Ridge lines, hilltops and watershed boundaries shall be identified. (Concerns about ridgelines and hilltops are explained in the Master Plan, Chapter 3, pages 8-9, and Chapter 4, pages 10- 11 and 14- 15.)
- g. Identify significant views into the property from public roads and from public lands and public trails. (Concerns about views are explained in the Master Plan, Chapter 3, page 13, and Chapter 4, pages 10-11 and 15.)
- h. Geologic features such as rock out-croppings, cliffs, and eskers, based on available published information or visible on-site.
- i. All existing cultural features, including but not limited to roads, driveways, farm roads, woods roads, abandoned roads, buildings, foundations, walls, wells, dumps, storage tanks, utilities, fire hydrants, drainage fields, and storm and sanitary sewers. Off site public or private wells located within 100 feet of the property boundary should also be shown.
- j. Locations of all historic artifacts on the tract, including but not limited to cellar holes, stone walls, earthworks, and graves.
- k. Locations of trails that have been in public use, such as pedestrian, equestrian, snow machine and bicycle trails.
- l. All rights-of-way and easements that are or have been filed of record with the Register of Deeds of Grafton County shall be shown on the plan.
- m. Total acreage of the tract.

5. Density Analysis

In the case of a planned residential development, upon completion of the four-step design process described below and consistent with the objectives set forth for Planned Residential Developments in Section 502.1 of the Zoning Ordinance, the Planning Board may reduce the density from that set forth in the Zoning Ordinance, although a formal yield plan is not required.

For all other major subdivisions, a yield plan is required in order to determine the density suitable to the site. Determination of density (the maximum number of permitted lots or dwelling units) shall be based upon the density set forth in the Zoning Ordinance. A yield plan shall be prepared containing proposed lots that conform to the lot- based standards set forth in the Zoning Ordinance, roads, rights of way, and

other pertinent features. Although it must be drawn to scale, it need not be based on a field survey. However, it must be a realistic, reasonable, regular and ordinary layout reflecting a development pattern that could be expected to be implemented, taking into account the presence of wetlands, wetland setbacks, floodplains, steep slopes, existing easements and encumbrances, well placement and hydrologic yield and, if un-sewered, the suitability of soils for subsurface sewage disposal. The Planning Board may require test pits to demonstrate the suitability.

For any development subject to these regulations, the Planning Board may as a result of this process reduce the density permitted on a particular site.

## 6. Outcomes of the Four Step Design Process

The Planning Board believes that the best use is made of land when the characteristics of a property are thoroughly understood, impact on lands of high or moderate resource value is minimized, and the best places for buildings are selected from the remaining lands. Land planning is not an exercise in geometry, but a rational process of site assessment and careful design. Therefore, all subdivisions of more than three lots shall include documentation of a four-step design process in determining the layout of proposed open space, house sites, roads and lot lines, as described below. Applicants shall be prepared to submit a separate sketch map indicating the findings of each step of the design process, in this Design Review phase.

### a. Four Step Design Process for Major Subdivisions

#### Step 1: Delineation of Lands of High and Moderate Resource Value

- (1) Determine the minimum percentage and acreage of required open space lands, if any. Show the location of all environmentally sensitive lands of high resource value: floodplains, wetlands, headwaters of major streams, perennial stream courses and adjacent natural buffers, and steep slopes.
- (2) Lands of moderate resource value (lands with important agricultural soils and moderate slopes, aquifers, hilltops and ridgelines, significant identified wildlife habitats and corridors, and areas of identified biodiversity) should be indicated, but not necessarily shown as open space. In delineating lands of moderate resource value, the applicant shall prioritize natural and cultural resources on the tract in terms of their highest to least suitability for inclusion in the proposed open space. This determination may be refined in consultation with the Planning Board at the Design Review.

- (3) Proposed open space lands and the development land shall be designated using the Existing Resources and Site Analysis Plan, prepared for Design Review (5.02 C4), as a base map.
- (4) On the basis of those priorities and practical considerations given to the tract's configuration, its context in relation to resource areas on adjoining and neighboring properties, and the applicant's subdivision objectives, lands of moderate resource value shall be delineated to meet at least the minimum area percentage requirements for open space lands, if any, and in a manner clearly indicating their boundaries as well as the types of resources included within them.

**Step 2:** Location of Building Sites

Potential building sites shall be tentatively located, using the proposed open space lands as a base map as well as other relevant data on the Existing Resources and Site Analysis Plan such as topography and soils. Building sites should generally be located with careful consideration given to potential impacts on lands of high and moderate resource value. The potential negative impacts of residential development on such areas as well as the potential positive benefits of such locations to provide attractive views and visual settings for residences ought to be assessed. An adequate measure of protection against negative impacts should be provided by protective margins between development and lands of high and moderate resource value. Buildings, accessory buildings, and building setback lines should also be indicated.

**Step 3:** Alignment of Roads, Driveways and Trails

When building sites have been designated, a road and driveway plan shall be designed to provide vehicular access to each house, complying with the standards in Article 14 and bearing a logical relationship to topographic conditions. Impacts of the road plan on proposed open space lands and lands of high and moderate resource value shall be minimized, particularly with respect to crossing environmentally sensitive areas such as wetlands and traversing slopes exceeding 15%. Road connections shall generally be encouraged to minimize the number of new cul-de-sacs and to facilitate access to and from homes in different parts of the tract and adjoining parcels.

**Step 4: Drawing in the Lot Lines**

When steps 1 through 3 are completed, lot lines are drawn as required to delineate the boundaries of individual residential lots.

**b. Four-Step Site Design Process Option for Village Centers**

The design process for laying out Village Centers shall be a variation on the four-step process for subdivisions, as described above. In developments where traditional streetscape and "terminal vistas" are of greater importance, Steps 2 and 3 may be reversed, so that roads and squares are located during the second step, and house sites are located immediately thereafter.

**7. Preliminary Layout and Improvements Plan**

The results of the Four-Step Design Process (5.02 C6) provide the basis for development of the Preliminary Layout and Improvements Plan. The Preliminary Layout and Improvements Plan shows how the development proposed for the property has been integrated with the neighborhood features identified on the Site Context Map (5.02 C3) and the existing resources portrayed on the Existing Resources and Site Analysis Plan (5.02 C4). For clarity, this plan may be submitted as a plan set on a number of sheets.

This plan shall include the following items:

- a. Cultural resources, trails and significant natural features, including topography, areas of steep slope, wetlands, 100-year floodplains, drainage features, rock outcroppings, vegetation, existing utilities, and other site features, as indicated on the Existing Resources and Site Analysis Plan (5.02 C4).
- b. Boundaries and area of the entire parcel owned by the applicant, whether or not all land therein is to be subdivided, referenced to a public road intersection or USGS benchmark; north arrow, bar scale, date, and list of all revisions, including the date of each revision. Existing and approximate proposed lot lines, lot areas, any existing easements, deed restrictions and rights-of-way.
- c. Boundaries and designations of zoning districts within the subdivision, municipal boundary, if any, and land use designations from the Master Plan.
- d. Approximate location, alignment, width and tentative names of all proposed roads and road rights-of-way, including all road extensions or spurs that are reasonably necessary to provide adequate road connections and facilities to adjoining development or undeveloped areas; and preliminarily-engineered profiles for proposed roads. Developed in collaboration with the Department of Public Works, an assessment of the existing road system serving the development should be prepared for discussion with the Board.
- e. Approximate location of proposed significant drainage features, drainage easements, stormwater and other drainage structures.

Developed in collaboration with the Department of Public Works, an assessment of the existing drainage system serving the development, if any, should be prepared for discussion with the Board.

- f. Where community sewage service is to be permitted, the conceptual layout of proposed sewage systems, including but not limited to the tentative locations of sewer mains and sewage treatment plants. Developed in collaboration with the Department of Public Works, an assessment of the existing sewer system serving the development, if any, should be prepared for discussion with the Board.
- g. Where central water service is to be permitted, the conceptual layout of proposed water distribution facilities including water mains, fire hydrants, storage tanks and, where appropriate, wells and other water sources. Developed in collaboration with the Department of Public Works, an assessment of the existing water system, if any, serving the development should be prepared for discussion with the Board.
- h. Location of all boring data and test pits, including all failed pits including a brief description of the limiting factor, e.g. ledge, high water table, etc. Areas for leach fields should be large enough for both a State-approved primary and alternate bed for each septic system. Approved sites shall be clearly distinguished from unapproved sites.
- i. Approximate location and dimensions of proposed playgrounds, public buildings, public areas and trails, and parcels of land proposed to be dedicated or reserved for public use.
- j. If land to be subdivided lies partly in or abuts another municipality, the applicant shall submit information concerning the location and conceptual design of roads, layout and size of lots, and provisions of public improvements on land subject to the applicant's control within the adjoining municipality. The design of public improvements shall provide for a smooth, practical transition where specifications vary between municipalities.
- k. Preliminary road plan with rough indication of expected grades, road right-of-way lines, and approximate location of proposed road right-of-way lines.
- l. Utilities and Easements:  
Locations of existing utility easements and approximate locations of proposed utility easements, telephone, TV, cable, electric and fire protection lines, and existing and proposed fire suppression systems such as cisterns and fire ponds.

8. Preliminary Resource Impact and Conservation Plan  
This requirement for a Preliminary Resource Impact and Conservation Plan may be waived by the Planning Board if, in its

judgment, the proposed development areas, as laid out in the Concept Plan or in the Design Review Plan, would be likely to cause no more than an insignificant impact upon the site's resources. Alternatively, several iterations of this Plan may be required to compare the impacts of the proposed Preliminary Layouts developed in the course of the Four-Step Design process.

Using the Existing Resources and Site Analysis Plan (as described in Section 5.02 C4) and the Preliminary Layout (as described in Section 5.02 C7), a Preliminary Resource Impact and Conservation Plan shall be prepared to categorize the impacts of the proposed activities and physical alterations on those resources. All improvements proposed in the other Preliminary Layout documents, including but not necessarily limited to grading, fill, roads, buildings, utilities and stormwater detention facilities, shall be taken into account in preparing the Preliminary Resource Impact and Conservation Plan. The applicant shall clearly demonstrate that site disturbance and off-site impacts have been minimized to the greatest extent practicable.

Using the Existing Resources and Site Analysis Plan as a base map, impact areas shall be mapped according to the following categories:

- a. Primary impact areas, i.e., areas directly impacted by the proposed subdivision,
- b. Secondary impact areas, i.e., areas in proximity to primary areas which may be impacted, and
- c. Designated protected areas, to be included as open space, such as dedication of a neighborhood park site, public recreation amenity or resource protection/ conservation area, and any open space areas designated for maintenance and improvement.

**D. Action of the Board**

After review of the Design Review Plan and site visit by the Board, the Board shall convey to the applicant its recommendations, reservations, and requirements with respect to the proposed subdivision and the advisability of preparing a Final Plat.

In its recommendations the Planning Board shall state the number of lots or units permitted in the proposed subdivision. The number may be less than that suggested by the Zoning Ordinance because of conditions of the site or of municipal infrastructure. In the SR-1, SR-2 and RR Districts, the Planning Board's recommendation on the layout shall state whether or not an Open Space Subdivision or Planned Residential Development is preferable and recommended, and shall advise the applicant concerning subsequent procedures and submission requirements. The applicant may submit a revised Design Review Plan for review by the Board prior to proceeding to development of a Final Plat.

## 5.03 Final Plat

### A. Objective

The purpose of this review is to ensure that the application is complete and that the Planning Board has sufficient information to make an informed decision. The decision involves ascertaining whether or not the final plat: conforms with the Master Plan and local regulations; provides a full understanding of the site's potential; carefully evaluates natural constraints; determines the impacts on the neighborhood, natural resources, town services and infrastructure; and responds to concerns of the neighbors and others.

### B. Procedure

#### 1. Submission for staff review and Planning Board review:

An application for Final Plan approval for review and action by the Board shall be submitted to the Planning Board Administrator. Submissions shall be made no later than noon on the first Tuesday of the submission month. It is required that prior to submission the applicant shall have developed a road and utility plan satisfactory to the Director of the Department of Public Works.

Within the following two weeks, but usually on the following Monday, Town staff will review the Final Plan with the applicant and design team. Depending upon comments from the Town staff, the Final Plan may need to be modified prior to submission to the Planning Board. When the applicant has prepared a Final Plan with waiver requests as necessary, which constitutes a submission that is in the determination of Town Staff acceptable for review and sufficient for the Planning Board to make an informed decision, 17 copies of the Final Plan shall be submitted to the Planning Board Administrator. If the Town staff should determine that the Final Plan is insufficient, the applicant must provide the pertinent information or request a waiver from the Planning Board for that part of the submission. This final submission shall be made no less than 13 days prior to the first Tuesday of the hearing month, which shall be the month immediately following the submission month in most cases.

#### 2. Notice for Submission to the Planning Board and Public Hearing

The Planning Board Administrator shall cause notice to be posted on the Town website and in two places in town, to be published in a newspaper, and to be sent to the applicant, abutters, consultants contributing to the plan submission, and holders of conservation easements on the property or abutting lands. As provided by law, any public meeting or hearing for which notice was required may be adjourned without additional notice. The Board shall announce at the prior public meeting or prior public hearing that such meeting or hearing shall be adjourned to a fixed day, time, and place. For a valid adjournment the records of the Board must contain a statement that such announcement was made and include also the day, time, and

place when the adjourned meeting or hearing is to be held.

3. Necessity of a Complete Application

Before any review of the proposed Final Plan application, the Board shall first determine if the application is complete. The application shall be presented to the Board by the applicant at a public meeting of the Board for which notice has been given. The Board, by motion, shall accept or reject the application as complete at the public meeting or a continued session thereof, and such action shall be noted on the application and in the records of the Board.

4. Review of the Final Plan

Once the application is deemed to be complete, the Board shall review the Final Plan to assess the character of the land proposed for development, conformance with the Master Plan and local ordinances, and likely impact upon the neighborhood and others, town services and fiscal health, and natural and cultural resources on the property and abutting properties.

In its review of the Final Plan, the Planning Board shall request that the applicant explain the results of the four step design process used to develop the Preliminary Layout (5.02 C6) and Final Plan. The Board may request additional information to assist in its review of the Final Plan. The Board may solicit comments from abutters and other interested persons as it deems appropriate.

At the first meeting with the Planning Board, the applicant may be requested to arrange for a site visit to the property with the Planning Board. The site analysis and other maps prepared for the Final Plan shall be available during the visit. The purpose of the visit is to familiarize Planning Board members with the property's existing conditions and special features, to identify potential site design issues, and provide an opportunity to discuss site plan concepts, including the layout of the open space and locations for proposed buildings and road alignments.

C. Information Required for a Complete Final Plan Application

**The Planning Board will not review insufficient applications.** The Planning and Zoning Department is directed to not advertise for a public hearing any application, which in the judgment of the Planning and Zoning Staff is insufficient. Any application found by the Planning and Zoning staff to be insufficient shall be returned in its entirety to the applicant. Any sufficient application shall be placed on the Board's next available agenda for review.

The Planning Board will make the final determination of completeness of each application.

1. Description of Final Plan:

The proposed Final Plan shall be submitted on three full size and 17 reduced size paper prints. The Final Plan shall contain or be

accompanied by all of the information listed in Section 5.02 C for the Design Review, but updated to reflect the final design. In addition, the Final Plan shall contain the following information:

- a. A boundary survey certified by a land surveyor licensed to practice in the State of New Hampshire.
- b. Contour lines at 2 foot intervals in the development area and 10-foot intervals for the rest of the parcel to be subdivided.
- c. Soil test data shall include the location of all percolation tests, including all failed test pits or perc test sites as well as those approved. Approved sites shall be clearly distinguished from unapproved sites. In addition to the primary leach field, an alternate leach field site shall be indicated. Sewage disposal information and approvals as required in Article 11.07 shall also be submitted.
- d. Existing and proposed wells, if applicable.
- e. Existing and proposed lot lines and building sites, angles and dimensions, lot sizes in square feet and acres, consecutive numbering of lots.
- f. Existing and proposed road right-of-way lines; dimensions of tangents, chords, and radii; location of all monuments to be set at road intersections; points of curvature and tangency of curved roads and angles of lots; names of existing and proposed roads.
- g. Base flood elevation data with a reference to the nearest USGS benchmark, if the proposed subdivision is located in the Flood Plain District as described in the Town Zoning Ordinance.

2. Additional Information for Final Plan  
As part of the Final Plan submission, the Board may require the applicant to submit the following information:
  - a. Existing Resources and Site Analysis Plan:  
A plan as stipulated in Section 5.02 C4 consistent with the terms of Design Review recommendations and modified as necessary to reflect the proposal for final approval.
  - b. Density Analysis (5.02 C5)
  - c. Results of the Four-Step Design Process (5.02 C6)
  - d. Subdivision Grading and Drainage Plan:  
This Plan shall be submitted on a separate sheet or sheets and shall provide the following information for the entire area of the proposed subdivision, unless there is a determination by the Board that a lesser area is sufficient:
    - (1) Limit-of-disturbance line, which must be exact in relation to the retention of existing trees proposed to be saved.
    - (2) Basic road and lot layout, with all lots or sites numbered consecutively.
    - (3) Location of all existing buildings and approximate location of proposed buildings, if known.

- (4) Contours of existing grade at interval of not more than 5 feet. Intervals less than 5 feet may be required, depending on the character of the topography.
- (5) Final identification, location, elevation, grades and/or contours at intervals of not more than 2 feet for the existing and proposed drainage ways, drainage easements, drainage structures, and water bodies. Intervals of less than 2 feet may be required by the Board, depending on the topography.
- (6) Final identification and location of proposed soil erosion and sediment control measures and structures.
- (7) Final drawings and specifications for each proposed soil erosion and sediment control measure in accordance with the standards set forth in Article 16.
- (8) Final drawings, details, and specifications for proposed flood hazard prevention measures and structures and for proposed storm water retention facilities for ground water recharge.
- (9) Final slope stabilization details and specifications.
- (10) A timing schedule indicating the anticipated starting and completion dates of the subdivision development and the duration of exposure of each area prior to the completion of effective soil erosion and sediment control measures.

e. Subdivision Road and Utility Plan

This Plan shall be submitted on a separate sheet or sheets and shall provide the following information:

- (1) Complete plans, cross sections and profiles of all proposed roads, including but not limited to grades, horizontal and vertical curve data at the road centerline, road stationing every fifty feet, intersection and turnaround radii, existing and proposed road right-of-way lines, side slopes, widths of roads, and typical sections of proposed roads including details relating to thickness, crowning and construction materials, and proposed names of new roads.
- (2) Location and details of all existing and proposed utilities (including water mains, sewer lines, cable, telephone, electric, television distribution lines, and any other underground active or abandoned installations) on and adjacent to the land to be subdivided.
- (3) Layout of all proposed drainage structures and drainage ways, location of all inlets and culverts and any proposed connections with existing facilities, drainage analysis and computations for structure sizing, plan of sub-watershed areas within the site, the available storm water facilities downstream of the subdivision, and analysis of downstream impacts.

- (4) Complete plans and profiles of all proposed sanitary sewers, including invert elevations, original and finished ground profiles, grades of sewer lines, type and class of material used, and anticipated sanitary sewer flow. If treatment facilities are proposed, the type and degree of treatment intended and the size and capacity of treatment facilities.
- (5) The location of proposed on-site sewage facilities and all soils test pit and boring data, including groundwater elevations.
- (6) The location of proposed on-site water facilities and any existing wells within 100 feet of the property.
- (7) A statement as to the adequacy of water flow and pressure for the proposed subdivision and surrounding properties, the flow available on existing and proposed water mains given the proposed number of units.
- (8) A statement from the appropriate utility company that utilities will be placed underground and that the work will be done within a reasonable time and without expense to the Town.
- (9) Any other details pertinent to road and/or utility construction.
- (10) The applicant shall submit an Engineering Certification stating that the layout of proposed roads, utilities, house lots, and open space lands is designed to comply with the Hanover Department of Public Works' standards, and the standards in the Hanover Zoning Ordinance and Subdivision Regulations. This certification requirement is meant to provide the Planning Board with assurance that the proposed plan can be accomplished within the town's current regulations and standards for construction. The certification shall also note any waivers needed to implement the plan as drawn.

In the case of a waiver, this certification shall identify any shortcomings in the existing municipal service or infrastructure that will support the proposed development and include comments from the Town Administration including but not limited to the Town Manager, Public Works Department, Fire Department, Police Department, as well as the Conservation Commission and Affordable Housing Commission. If the subdivision is to be served by public water supply or public sewer, a statement from the municipal department or company involved, attesting to the availability of such service. Recommendations from other boards and officials, such as cable service provider, shall be included.

f. Fire Protection and Emergency Access Plan  
This Plan shall be submitted to show conformity with the recommendations of the Hanover Fire Department.

g. Final Resource Impact and Conservation Plan  
This plan shall comply with all of the requirements for the Preliminary Resource Impact and Conservation Plan, as set forth in Section 5.02 C8 to reflect all proposed improvements described in the other Detailed Final Plan documents as required under Section 5.03.

In addition to the requirements of Section 5.02 C8 the applicant shall submit an accompanying Resource Assessment Report divided into the following sections:

- (1) Description of existing resources (as documented in Section 5.03 C2g),
- (2) Impacts of the proposed subdivision on existing resources, correlated to the areas depicted in the Final Resource Impact and Conservation Plan,
- (3) Measures taken to minimize and control such impacts both during and following the period of site disturbance and construction. The qualifications and experience of the preparer of this report shall be provided, and
- (4) Plans for open space maintenance and improvement.

h. Final Improvements Construction Plan

Where public or private improvements other than monuments and road traffic signs are to be required for any subdivision or land development, an Improvements Construction Plan and specifications, prepared by a registered professional engineer, shall be filed, setting forth the precise nature and exact location of the work and all engineering data necessary for completion of the work. The improvements construction plan and specifications shall be subject to approval of the Director of Public Works and the Board as a prerequisite to approval of the Detailed Final Plan. The Improvements Construction Plan shall conform to the following standards and contain the following information:

- (1) All information required in Existing Resources and Site Analysis Plan (Section 5.03 C2a) relating to existing features and resources on the site.
- (2) Detailed profile sheets for all proposed roads within the tract.
- (3) If required, a plan, with details and specifications of road lights to be installed, together with the necessary contract for road light installation for approval by the town.
- (4) Detailed design of any stormwater management facilities that may be required.
- (5) Where off-site or community sewer service is to be provided, the final detailed design of all facilities,

including, but not limited to, sewer mains, manholes, pumping stations, and sewage treatment facilities.

(6) Where off-site or central water service or water supply is to be provided, the final detailed design, including location and size of water service facilities within the subdivision, shall be shown, including wells, storage tanks, pumps, mains, valves, and hydrants.

(7) Detailed designs for all other improvements as required by these regulations.

i. Final Stormwater Management and Erosion and Sedimentation Control Plan

j. Final Open Space Ownership and Management Plan  
Using the Final Plan as a base map, the precise boundaries, exact acreage, and proposed ownership of all proposed open space areas shall be shown. A narrative report shall also be prepared detailing the entities responsible for maintaining various elements of the property and describing management objectives and techniques for each part of the property. This report should be prepared in conjunction with the entity holding any conservation easement proposed for the property.

k. Final Landscape Plan  
In addition to all of the new vegetation proposed, the plan should show existing vegetation, including significant trees or stands of trees and how they will be protected during construction.

l. Studies and Reports  
As determined by the Board, in cases involving large subdivision and land development proposals or smaller development plans where the Board believes that potential impacts could be significant, the Final Plan submission shall include one or more of the following studies to assist in determination of the impact of the project upon natural resources, and municipal services and facilities:

- (1) Sewer and Water Feasibility Report
- (2) Groundwater Protection and Replenishment Study
- (3) Erosion and Sedimentation Control Plan
- (4) Traffic Impact Study
- (5) School Enrollment Impact and Facility Capacity Analysis

Any additional information required by the Planning Board to serve the purposes of these Regulations, including but not limited to fiscal and other pertinent studies.

m. Community Association Document  
(1) Community Association Document, also known as a Homeowner's Association Document or a Condominium Association Document, shall be provided for all subdivision applications which propose lands or facilities to be used or owned in common by all the residents of that

subdivision and not deeded to the town or other conservation organization.

(2) The elements of the Community Association Document shall include, but shall not necessarily be limited to, the following:

- (a) A description of all lands and facilities to be owned by the Community Association. This description shall include a map of the proposal highlighting the precise location of those lands and facilities.
- (b) Statements setting forth the powers, duties, and responsibilities of the Community Association, including the services to be provided.
- (c) A Declaration of Covenants, Conditions, and Restrictions giving perpetual easement to the lands and facilities owned by the Community Association. The Declaration shall be a legal document that also provides for automatic Association membership for all owners in the subdivision and shall describe the mechanism by which owners participate in the Association, including voting, elections, and meetings. Furthermore, it shall give power to the Association to own and maintain the common property and to make and enforce rules.
- (d) Statements prescribing the process by which Community Association decisions are reached and setting forth the authority to act.
- (e) Statements requiring each owner within the subdivision or to become a member of the Community Association.
- (f) Statements setting cross covenants or contractual terms binding each owner to all other owners for mutual benefit and enforcement.
- (g) Requirements for all owners to provide a pro rata share of the cost of the operations of the Community Association.
- (h) A process of collection and enforcement to obtain funds from owners who fail to comply.
- (i) A process for transition of control of the Community Association from the developer to the unit owners.
- (j) Statements describing how the lands and facilities of the Community Association will be insured, including limit of liabilities.
- (k) Statements notifying all owners that they shall remain responsible for safe condition and operation of all common facilities and that the Town of Hanover shall not assume any such responsibility.

- (l) Provisions for the dissolution of the Community Association in the event the Association should become unviable.
- n. Additional Approvals, Certificates and Documents
  - (1) All offers of dedication of realty or structures and all declarations, easements and covenants governing the reservation and maintenance of undedicated open space for the Final Plan shall be in such form as shall be satisfactory to the Board.
  - (2) A copy of such deed restrictions, easements, covenants and declarations that are to be imposed upon the property to comply with the Final Plan as approved by the Board. All such documents shall be in such form as is satisfactory to the Board.
  - (3) Evidence of approval of this information by appropriate officials of the adjoining municipalities also shall be submitted.
- o. Phasing Plan  
Where the applicant proposes to install the improvements in phases, limits of work for each phase shall be indicated.
- p. Requests for Waivers  
Waivers may be requested from a standard or for the submission of a required item. Unless a waiver is requested, a feature of the final plat shall be deemed to be inadequate in the case of an unmet standard, or not submitted in the case of a submission requirement. Unmet standards and incomplete submissions are grounds for denial of an application. All requests for relaxation of standards or requirements (as described in Section 3.01) shall be communicated to the Board in writing.
- q. Security for Work to be Performed  
If security for work to be performed is requested, the applicant shall furnish an estimate of the full cost of all improvements and a description of the security to be offered to secure the improvements yet to be performed.
- r. Additional Information to be Considered in the Application with Regard to an Open Space Subdivision, Planned Residential Development, or a Continuing Care Retirement Community  
Applications for an Open Space Subdivision, Planned Residential Development, or a Continuing Care Retirement Community shall include the information required under Section 8.02, Section 9.02, or Section 10.02.
- s. Other Plans  
The Board may require such other information as it deems necessary to serve the purposes of these Regulations.

**D. Action of the Board****1. Time Limits**

The accepted application shall be deemed to be submitted to the Board as of the date on which the Board accepted the application as complete. Within 30 days of such date the Board shall begin formal consideration of the application at a public hearing for which notice has been given. The Board shall act to approve, approve with conditions, or disapprove the Application within 65 days of the date of submission. The Board may apply to the Board of Selectmen prior to the expiration of the 65 day period for an extension of time not to exceed 90 days before acting to approve or disapprove the application. The applicant may consent to an extension of time for the Board to act beyond the statutory review period on the condition that such consent shall be in writing and shall be made part of the Board's record.

**2. Failure of the Town Boards to Approve or Disapprove the Application Within the Specified Time Limits**

The applicant, upon the failure of the Board to approve or disapprove of the application within the time specified, may obtain from the Selectmen an order directing the Board to act within 30 days. The failure of the Board to act within 30 days shall cause the Board of Selectmen to certify on the applicant's application that the plat is approved pursuant to RSA 676:4I(c)(1) unless, within 40 days of the issuance of the order, the Board of Selectmen has identified in writing some specific subdivision regulation or zoning ordinance or other ordinance provision with which the application does not comply. Such certification citing RSA 676:4I(c)(1) shall constitute final approval for all purposes including filing and recording and court review.

Failure of the Board of 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 first determines that the proposed subdivision complies with the existing Subdivision Regulations, Zoning, and other applicable Ordinances. If the Court determines that the failure to act within the time specified was the fault of the Board and was not justified, then the Court may order the Board to pay the applicant's reasonable costs and attorney's fees incurred in securing the Court order.

**3. Notice of Action on the Final Plan**

The Board shall notify the applicant, by notice in writing signed by the Chairman, of its actions on the Final Plan. In case of disapproval, the grounds for such disapproval shall be set forth in the notice which shall become part of the records of the Board. In case of approval, the Notice of Action may set forth the following when applicable:

- a. A copy of any deed restrictions submitted by the applicant and accepted by the Board.

- b. All requirements for off-site improvements.
- c. A description of land, if any, to be dedicated to widen existing roads or accomplish some other public purpose.
- d. Requirements, if any, relative to underground utilities.
- e. The Statement of Responsibility for possible damage to adjacent property as described in Article 11.08.
- f. All agreements, if any, between the applicant and the Board concerning matters not required by these Regulations, but to be performed by the applicant.
- g. A statement that all improvements required by the Planning Board shall be completed and constructed at the sole expense of the applicant or the successors and assigns of the applicant.
- h. A reference to the security to be provided by the applicant as guarantee of performance in construction of the subdivision as set forth in Article 5.03 D and Article 17 of these Regulations.
- i. Lots that are in the F Zoning District have the following statement added to the plan:

“These lots are in the F Zoning District and as of date of approval by Planning Board, only seasonal dwellings are allowed by Special Exception of the Zoning Board of Adjustment.”
- j. Applicant shall obtain all Federal, State, and other local permits and approvals prior to construction.
- k. Construction workers be required to park on private property and not occupy public parking spaces.
- l. Digital and hard copy as-builts shall be submitted upon completion of the project.

4. Security for Work to Be Performed

When the Board agrees to accept security for work to be performed, the applicant shall submit security providing for and securing to the Town the completion of the actual construction and installation of all improvements and utilities within 3 years from the date of the Notice of Action. The security shall be in an amount determined by the Planning Board in consultation with the Director of Public Works, in a form satisfactory to the Town Manager and in conformity with the requirements of Article 17.03.

5. Description and Recording of Final Plan

The applicant shall submit to the Board 2 mylar copies and 3 blackline paper prints of the approved Final Plan. Sheet sizes shall be in accordance with the requirements of the Grafton County Register of Deeds. Space shall be reserved on the Plat for endorsement by the Board. The Final Plat shall contain the following statement:

“The Subdivision Regulations of the Town of Hanover and the Notice of Action are a part of the Plan, and approval of this Plan requires the completion of all the requirements of the Notice of

Action and said Subdivision Regulations excepting only any relaxation of requirements granted in writing by the Board."

The Planning Board Administrator shall cause one copy of the Final Plan to be recorded in the Grafton County Registry of Deeds and shall deliver the second copy to the Town for its records. All graphic material and presentations shall be on that surface of the mylar plat that is suitable for writing. The act of recording an approved subdivision Plat shall not in itself constitute acceptance by the Town of any road or easement shown thereon.

**6. Failure to Record**

No sale or transfer of land within the sub-division may be entered into until an approved subdivision Final Plan has been recorded in the Grafton County Registry of Deeds. Approval of a Final Plan shall lapse if such Plan is not recorded in the Registry of Deeds within 3 years from the date the Notice of Action (Section 5.03 D3) unless the Planning Board extends the time.

**7. Modification of Official Map**

When there exists an Official Map of the Town, the recording of an approved Final Plan shall without further action modify the Official Map. The act of modifying the Official Map shall not constitute acceptance by the Town of any road or easement shown thereon.

## **ARTICLE 6 MINOR SUBDIVISION**

### **A. DEFINITION**

**6.01 Definition**

A Minor Subdivision is any division of land resulting in no more than 3 lots, each fronting on an existing street, and not involving any new street or extension of municipal facilities nor the creation of any public improvements.

### **B. PROCEDURE**

**6.02 Re-subdivision**

A parcel of land which has been subjected to minor subdivision shall not be eligible for further subdivision under the Minor Subdivision procedures for a period of 10 years from the date of the most recent minor subdivision approval.

**6.03 Standards**

All Minor Subdivisions shall conform to applicable standards set forth in Sections III and IV. In addition, the subdivision may not adversely affect any lot or lots which may be subject to future subdivision, nor any adjoining property.

**6.04 Procedure for Review**

The Minor Subdivision process requires only the submission of the Final Plat, as set forth in Article 6.07 below. At an informal meeting with the subdivider, the

Board shall first determine that the proposed subdivision qualifies for the Minor Subdivision procedure, following which the subdivider may submit the Final Plat immediately or at a subsequent meeting of the Board. Review of the Final Plat shall be in accordance with the procedures in Article 5.03.

#### **6.05 Expansion of Procedures**

If, in the judgment of the Board, the subdivision as initially presented does not meet the requirements for a Minor Subdivision as stated in the definition, the Board shall require the subdivision to be processed as a Major Subdivision.

### **C. SUBMISSION REQUIREMENTS**

#### **6.06 Description of Final Plat**

The Final Plat shall be in permanent black ink on permanent reproducible polyester film. It shall be submitted in 2 polyester film copies and 5 blackline paper prints. Sheet sizes shall be in accordance with the requirements of the Grafton County Register of Deeds. Space shall be reserved on the Plat for endorsement by the Board. The Final Plat shall contain the following statement:

“The Subdivision Regulations of the Town of Hanover and the Notice of Action are a part of the Plat, and approval of this Plat requires the completion of all the requirements of the Notice of Action and said Subdivision Regulations excepting only any relaxation of requirements granted in writing by the Board.”

#### **6.07 Information Required**

For Minor Subdivision, the map shall be drawn at a scale of no more than 100 feet per inch, unless otherwise specified by the Board. The Final Plat shall contain the following information:

1. Name of municipality and subdivision; names and addresses of the subdivider and the designer.
2. Names and addresses of abutting property owners, subdivisions and buildings within 100 feet of the parcel to be subdivided; roads, streets, and driveways within 200 feet of the parcel to be subdivided.
3. Name and seal of engineer and/or land surveyor licensed by the State of New Hampshire who prepared the Final Plat.
4. A general site location map locating the proposed Minor Subdivision boundaries in relation to major roads.
5. Boundaries and areas of the entire parcel referenced to a public street intersection or USGS bench mark; north point, bar scale, date and dates of any revisions. The Board may waive the requirement of a perimeter survey for the entire parcel and may require specific data only for lots for which sale or lease is contemplated; in such instances, the Final Plat shall include a general map insert which indicates approximately the size and shape of the entire parcel to be subdivided.

6. Approximate contour lines at 10 foot intervals for the entire parcel, sketched from a standard USGS map or a Town base map.
7. Existing and proposed building sites and lot lines, angles and dimensions, lot sizes in square feet and acres, consecutive numbering of lots.
8. Location of existing and proposed easements, deed restrictions, building setback lines, parks and other open space, water courses, and significant natural and man-made features.
9. Soil test data, sewage disposal information and approvals as required in Article 11.07.
10. Where the Minor Subdivision is to be served by public water supply or sewers, the Plat shall show the location of such existing service. A statement from the municipal department or company involved attesting to the availability of such service shall be submitted.
11. A statement from the Chief of the Hanover Fire Department with comments and recommendations for fire protection and emergency access.
12. Boundaries and designations of Zoning Districts within the subdivision; municipal boundary, if any; land use designations from Zoning Ordinance.

#### **6.08 Other Information**

When in the judgment of the Board additional information is required to serve the purposes of these Regulations, the Board may require such other information as set forth in Article 5.03 C, Final Plat requirements.

## **ARTICLE 7 MAJOR SUBDIVISION**

#### **7.01 Definition**

A Major Subdivision is any division of land which results in 4 or more lots or which requires new streets, utilities, or public improvements.

#### **7.02 Standards**

All Major Subdivision shall conform to the requirements of Articles 11 through 16, Standards for Subdivision Design, and to those of Article 17, Standards for Construction.

#### **7.03 Procedure for Review**

The procedures of Article 5 shall be followed for the review of Major Subdivision. These procedures involve three steps: an Informal Discussion for which no fee shall be assessed, a review of the Preliminary Layout, and a review of and public hearing on the Final Plat. Prior to submission of the Final Plat, the subdivider may exercise the option of complying with the procedures of either the Informal Discussion or the Preliminary Layout. If the Informal Discussion is selected, the Board upon review may at its discretion require the subdivider to submit a Preliminary Layout.

**7.04 Submission Requirements**

Submission requirements for Major Subdivision shall be as set forth in Article 5.

**ARTICLE 8 OPEN SPACE SUBDIVISION****8.01 Definition**

An Open Space Subdivision is an optional form of subdivision for single-family housing which provides for lots of reduced dimensions and the sharing of open space. The maximum density is set by the Zoning Ordinance.

**8.02 Standards**

An open Space Subdivision shall conform to the design objectives in Article 1.05 and to all of the standards for a Major Subdivision as set forth in Article 7.02. In addition, the following special standards shall apply:

- A. All requirements of the Zoning Ordinance for Open Space Subdivision shall be met and indicated on the Final Plat.
- B. A buffer zone, an area with no structures, roads or parking areas, conforming to the Open Space Requirements, and not less than 100 feet in width, shall be provided on all sides of the property. In the SR District, the buffer zone shall be not less than 50 feet.
- C. Each lot shall have reasonable access to the common open space lands but need not front directly on such land.
- D. The subdivision plan shall provide for the convenience and safety of vehicular and pedestrian movement within the development and to public streets and recreation areas.
- E. The requirements for off-street parking shall be as set forth in Section 4.04 of the Zoning Ordinance.

**8.03 Procedure for Review**

The procedures for review of Open Space Subdivision shall be as set forth in Article 5.

**8.04 Review Under Article 11 (General Provisions)**

Upon review by the Planning Board under Article 11 of these Regulations, the following restrictions may apply:

- A. The allowable density of the subdivision may be required by the Planning Board to be less than the maximum permitted by the Zoning Ordinance. The reasons for the reduction shall be clearly indicated in the records of the Board.
- B. A subdivision may be required by the Planning Board to be developed in phases to be determined by the Board.

**8.05 Submission Requirements**

Submission requirements shall be the same as for a Major Subdivision, as set forth in Article 5, together with the additional submissions required by Article 8.02.

**8.06 Open Space Requirements**

- A. The amount of open space shall be at least the minimum as determined by the Zoning Ordinance.
- B. Open space shall meet the standards and requirements as set forth in Article 13, Open Space Requirements.

**8.07 Phased Development**

The approval procedure for phased development shall be as follows:

- A. The entire subdivision plan shall meet the requirements of the Preliminary Layout as set forth in Article 5.02 C.
- B. The first portion to be developed (Phase 1) shall meet the requirements of the Final Plat in accordance with Articles 5.03 C and 5.03 D.
- C. Review of succeeding phases by the Board shall proceed in one of three ways:
  1. No Change:  
When there are no changes from the accepted Preliminary Layout, the subdivider may proceed to presentation of the Final Plat.
  2. Minor Change:  
A minor change shall be one which respects the approved plan's basic land and building site allocations in terms of use and density, type and variety of facilities, and dwelling units. The Board may hold a public hearing on the proposed change after notification to all abutters. After approval by the Board the subdivider may proceed to presentation of the Final Plat.
  3. Major Change:  
Any requested change which in the Board's judgment does not qualify as minor change shall be required to be resubmitted as a separate Open Space Subdivision plan for review as a Major Subdivision in accordance with these Regulations.

**8.08 Streets and Driveways**

All streets serving more than 6 lots shall conform to the standards in Article 14.13 of the Subdivision Regulations.

- A. In an Open Space Subdivision, streets serving 6 lots or fewer shall conform to the following minimum design standards in order to achieve the planning objectives in the Zoning Ordinance:

Travel Width	Shoulder Width	Curve Radius	Maximum Grade	Sight Distance
16'	2'	100'	12%	150'

- B. In an Open Space Subdivision, all roads serving 6 lots or fewer may have gravel surfacing. Refer to Appendix A, Highway and Road Specifications.
- C. The minimum length of a permanent cul-de-sac street shall be equal to the minimum lot frontage required by the Zoning Ordinance, configured in such a way that the frontage requirement of at least one lot is met prior to the turnaround portion of the cul-de-sac. Cul-de-sacs shall be no longer than 2000 feet, and shall terminate in a turn-around with an outer radius of not less than 50 feet and shall be provided with a landscaped island in the center of the turnaround as depicted in the Highway and Road Specifications (Appendix A).
- D. In an Open Space Subdivision, Common Driveways shall be permitted to serve no more than 3 lots. Common driveways shall be provided with pull-offs within sight of each other, and with suitable turning space for emergency vehicles at the point where individual driveways begin, and shall conform to the following standards:

Travel Width	Shoulder Width	Curve Radius	Maximum Grade	Sight Distance
12'	1'	50'	12%	125

- E. In an Open Space Subdivision, the requirements for tree clearing and ditching shall be reduced to the minimum amount needed to maintain sight distance and proper drainage. Existing trees, boulders, or other natural or scenic features such as stone walls, shall remain within the right-of-way as long as public safety and emergency access can be maintained.
- F. The Planning Board may require that fire ponds or storage tanks be provided within 2000 feet of each principal structure in the subdivision, and that emergency vehicles shall have adequate access to within 200 feet of the principal structure on each lot. Such access shall be approved by the Fire Department.

## **ARTICLE 9 PLANNED RESIDENTIAL DEVELOPMENT**

### **9.01 Definition**

Planned Residential Development (PRD) is a form of subdivision intended for mixed housing types, from single-family to multi-family, in which buildings are grouped in patterns which allow a large percentage of open space to be retained for common use. The maximum density shall not exceed that set by the Zoning Ordinance; however, the allowable density may be reduced by the Planning Board under Article 9.04.

### **9.02 Standards**

A Planned Residential Development shall conform to all of the standards for a Major Subdivision as set forth in Article 7.02. The following special conditions shall also apply:

- A. All requirements of the Zoning Ordinance for Planned Residential Development shall be met and indicated on the Final Plat.
- B. The proposed Planned Residential Development shall conform to the requirements of the Site Plan Review Regulations.
- C. The Planning Board may require the subdivider to pay the costs of professional review of the proposed Planned Residential Development upon such terms and conditions as the Planning Board deems appropriate.
- D. Typical elevations, location, size and type of all buildings shall be shown on the Final Plat.
- E. A buffer area, suitably landscaped, shall be provided between buildings or parking areas and adjacent abutting property lines in accordance with standards set by the Site Plan Review Regulations. The Board may require additional buffer areas between buildings and groups of buildings both within a phase and in the total development.
- F. The requirements for off-street parking shall be as set forth in Section 4.04 of the Zoning Ordinance.
- G. Distances between nearest points of principal buildings within the PRD shall be not less than 20 feet in the RR Zoning District and shall be not less than 5 feet in the GR- 1 and GR-2 Zoning Districts.
- H. Distances between nearest points of principal buildings and the street right-of-way within the PRD shall be not less than 20 feet. Parking spaces within the distances may be allowed, but they may not be entered directly from the street right-of-way.
- I. The Planning Board may reduce the distances within the PRD under Article 3.01, Relaxation of Requirements.

### **9.03 Procedure for Review**

All PRD applications shall follow the procedures set forth in Article 5. These procedures involve three steps: an Informal Discussion for which no fee shall be assessed, a review of the Preliminary Layout, and a review of and public hearing on the Final Plat. It is intended at both the review of the Preliminary Layout and the Final Plat that the Planning Board will apply the requirements of the Site Plan Review Regulations to avoid duplicate review procedures.

### **9.04 Review under Article 11 (General Provisions)**

Upon review by the Planning Board under Article 11 of these Regulations, the following restrictions may apply:

- A. The allowable density of the subdivision may be required by the Planning Board to be less than the maximum permitted by the Zoning Ordinance. The reasons for the reduction shall be clearly indicated in the records of the Board.
- B. Subdivision of more than 49 dwelling units may be required by the Planning Board to be constructed in phases over a period of years to be determined by

the Board.

#### **9.05 Submission Requirements**

Submission requirements shall be the same as for Major Subdivision as set forth in Article 5, together with the additional submissions required by Article 9.02.

#### **9.06 Open Space Requirements**

- A. The amount of open space shall be at least the minimum as determined by the Zoning Ordinance.
- B. Open space shall meet the standards and requirements as set forth in Article 13, Open Space Requirements.

#### **9.07 Phased Development**

The approval procedure for phased development shall be as follows:

- A. The entire subdivision plan shall meet the requirements of the Preliminary Layout as set forth in Article 5.02 C.
- B. The first portion to be developed (Phase 1) shall meet the requirements of the Final Plat in accordance with Article 5.03.
- C. Review of succeeding phases by the Board shall proceed in one of three ways:
  1. No Change:  
When there are no changes from the accepted Preliminary Layout, the subdivider may proceed to presentation of the Final Plat.
  2. Minor Change:  
A minor change shall be one which respects the approved plan's basic land and building site allocations in terms of use and density, type and variety of facilities, and dwelling units. The Board may hold a public hearing on the proposed change after notification to all abutters. After approval by the Board the subdivider may proceed to presentation of the Final Plat.
  3. Major Change:  
Any requested change which in the Board's judgment does not qualify as a minor change shall be required to be resubmitted as a separate PRD plan for review as a Major Subdivision in accordance with these Regulations.

#### **9.08 Roads and Driveways**

- A. Roads shall conform to standards in Article 14.13 of the Subdivision Regulations.
- B. In a PRD, a driveway may serve more than 2 units, on application to and approval of the Board.
- C. Private roads may be allowed in a PRD when a legal entity shall be in place, having financial substance to assure maintenance of such roads. It shall

provide right of access to the Town to meet public safety requirements. The form of entity and the details of rights of access shall be approved by the Town Manager.

- D. All parking areas and accesses thereto shall be specifically approved by the Planning Board.

## **ARTICLE 10 CONTINUING CARE RETIREMENT COMMUNITY**

### **10.01 Definition**

Continuing Care Retirement Community (CCRC) is a community for the elderly which includes a contract for lifetime care of the residents. A CCRC shall have common facilities, including licensed intermediate and skilled nursing facilities primarily for and adequate to meet the needs of the residents, and other services which are not accessory to other permitted uses. The Community and all of its facilities shall be under one ownership.

### **10.02 Standards**

A Continuing Care Retirement Community shall conform to all of the standards for a Major Subdivision as set forth in Article 7.02. The following special conditions shall also apply:

- A. All requirements of the Zoning Ordinance for a Continuing Care Retirement Community shall be met and indicated on the Final Plat.
- B. The proposed Continuing Care Retirement Community shall conform to the requirements of the Site Plan Review Regulations.
- C. The Planning Board may require the subdivider to pay the costs of professional review of the proposed Continuing Care Retirement Community upon such terms and conditions as the Planning Board deems appropriate.
- D. Typical elevations, location, size and type of all buildings shall be shown on the Final Plat.
- E. A buffer area, suitably landscaped, shall be provided between buildings or parking areas and adjacent abutting property lines in accordance with standards set by the Site Plan Review Regulations and Zoning Ordinance. The Board may require additional buffer areas between buildings and groups of buildings.
- F. The requirements for off-street parking shall be as set forth in Section 4.04 of the Zoning Ordinance.
- G. Distances between nearest points of principal buildings within the CCRC shall be not less than 20 feet.
- H. Distances between nearest points of principal buildings and the internal street rights-of-way within the CCRC shall be not less than 20 feet. Parking shall not be allowed within this designated distance.

- I. A strip of land at least 100 feet in width shall be maintained as a landscaped area abutting all property lines.

#### **10.03 Procedure for Review**

All CCRC applications shall follow the procedures set forth in Article 5. These procedures involve three steps: an Informal Discussion for which no fee shall be assessed, a review of the Preliminary Layout, and a review of and public hearing on the Final Plat. It is intended at both the review of the Preliminary Layout and the Final Plat that the Planning Board will apply the requirements of the Site Plan Review Regulations to avoid duplicate review procedures.

#### **10.04 Review under Article 11 (General Provisions)**

Upon review by the Planning Board under Article 11 of these Regulations, the following restriction may apply:

- A. The allowable density of the CCRC may be required by the Planning Board to be less than the maximum permitted by the Zoning Ordinance. The reasons for the reduction shall be clearly indicated in the records of the Board.

#### **10.05 Submission Requirements**

Submission requirements shall be the same as for Major Subdivision as set forth in Article 5, together with the additional standards required by Article 10.02.

#### **10.06 Open Space Requirements**

- A. The amount of open space shall be at least the minimum as determined by the Zoning Ordinance.
- B. Open space shall meet the standards and requirements as set forth in Article 13, Open Space Requirements.

#### **10.07 Roads and Driveways**

- A. Roads shall conform to standards in Article 14 of the Subdivision Regulations.
- B. In a CCRC, a driveway may serve more than 2 dwelling units, on application to and approval of the Board.
- C. All parking areas and accesses thereto shall be regulated by Site Plan Review Regulations Article IX.

### **SECTION III: STANDARDS FOR SUBDIVISION DESIGN**

#### **ARTICLE 11 GENERAL PROVISIONS**

##### **11.01 Compliance with Other Ordinances**

All subdivisions shall be in harmony with the Master Plan and shall be in

conformance with the Official Map, when such exists, and shall be in conformance with other applicable federal, state and local by-laws, ordinances, and regulations. Where these Regulations are in conflict with such other ordinances or regulations, the more stringent or those setting the higher standard shall apply.

#### **11.02 Character of Land for Subdivision**

Land of such character that it cannot, in the opinion of the Board, be safely used for building development because of danger to health or peril from fire, flood, poor drainage, excessive slope, or other hazardous conditions, shall not be platted for residential, commercial, or industrial subdivision, nor for such other uses as may increase danger to life or property. All proposals for subdivision of land shall be consistent with the need to minimize flood damage. Land with inadequate characteristics or capacity for on-site sanitary sewage disposal shall not be subdivided for residential, commercial, or industrial subdivision purposes unless each lot is connected to a public sewer system.

#### **11.03 Prohibition of Premature or Scattered Subdivision**

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

#### **11.04 Preservation of Existing Features**

Prominent natural features within a subdivision, such as trees, scenic points, brooks, streams, rock outcroppings, water bodies, stone walls, boundary markers, and historic landmarks, shall be preserved and protected to the maximum extent possible by the subdivider. The subdivider shall demonstrate to the satisfaction of the Board the manner by which he or she intends to protect existing features.

#### **11.05 Off-site Improvements**

If, upon the finding of fact, the Board determines that the proposed subdivision will adversely affect existing public facilities, such as streets, sidewalks, drainage, sewer, and water supply, causing them to be inadequate to meet the additional needs created by the subdivision, then the subdivider shall pay for such upgrading of the public facilities to an extent necessary to protect the public interest. If other properties benefit from the upgrading of such off-site public improvements, the Board shall determine the portion of the cost to be paid by the subdivider, taking into consideration the following elements:

- A. the character of the area,
- B. the extent that other public and private property will be benefited by the upgrading, and
- C. any other factors that the Board deems appropriate to establish a rational connection between the needs created by the subdivision and the amount to be paid by the subdivider.

**11.06 Fire Protection Requirement**

All subdivisions shall meet the approval of the Hanover Fire Department relative to fire prevention and protection and emergency access.

**11.07 Sewage Disposal Requirement**

No subdivision of land will be approved by the Board where it creates a lot or site that will not meet the minimum design and construction standards and requirements imposed by the State of New Hampshire Water Supply and Pollution Control Commission for subdivision for building purposes, and any standards imposed by Town of Hanover municipal regulations.

- A. When the proposed subdivision will be connected to the Hanover Municipal Sewer system or other state approved central sewage system the requirements shall be the standard specifications for a sewer line shall be met. [see Appendix B]
- B. When the proposed subdivision [all major and minor subdivisions with lots 5 acres or less] will not be connected to a central sewage system, all proposed lots shall include an "approval for subdivision for building purposes" for at least one subsurface disposal system on each lot, in accordance with the most recent regulations of the New Hampshire Water Supply and Pollution Control Commission.
- C. When the proposed subdivision [minor subdivisions with lots larger than 5 acres] will not be connected to a central sewage system, State approval may not be required, as follows:
  1. For lots greater than 5 acres an opinion by a registered Professional Engineer, when supported by soil data, that a suitable site for a subsurface disposal system exists may be substituted for State approval.
  2. For lots larger than 10 acres a request for a waiver from the requirement in (c.1) may be made, when supported by soil data.
- D. In all instances where State review has not been obtained, the Plat shall specifically indicate for each lot that NHWS&PCC "approval for subdivision for building purposes" has not been granted.

**11.08 Prohibition Against Damage to Adjacent Property**

The proposed development shall be laid out in such a way as to mitigate adverse effects of lighting, shadow, noise, odor, traffic, utilities, or contamination of water sources on neighboring properties. The construction and development of the proposed subdivision shall not cause damage to adjacent property including public or private property, drainage facilities, waterways, streams or brooks, including but not limited to soil erosion or damage to trees and vegetation. The subdivider shall sign a Statement of Responsibility for possible damage to adjacent property and shall deliver it with the Performance Bond.

## **ARTICLE 12 LOT AND SITE LAYOUT**

### **12.01 Compliance with Zoning Ordinance**

The general layout of lots, sites, and buildings shall conform to the requirements of the Hanover Zoning Ordinance.

### **12.02 Lots on Public Streets**

All lots shall abut on a regularly maintained public street, or, at the discretion of the Board, on a street planned, built, and maintained to Town specifications and standards.

### **12.03 Entrance into Public Streets**

Where lots abut existing Town, State, or federal streets, there shall be a minimum number of driveways and/or streets entering into said Town, State, or Federal streets.

### **12.04 Marking of Lots**

At the earliest practical stage during the application, the subdivider shall place on the ground clearly observable survey stakes or ribbons marking the corners of all proposed lots or sites. At the time of submission of the Final Plat, the subdivider shall place iron pins at the corners of all lots.

### **12.05 Lots on Turnaround Portion of Cul-de-sac**

- A. The minimum lot frontage required for lots on the turnaround portion of a cul-de-sac shall be 80 feet. A lot shall be considered to be on the turnaround portion of a cul-de-sac if 50% or more of the lot frontage is located on the turnaround portion.
- B. A maximum of four driveways shall be located on the turnaround portion of a cul-de-sac. If more than four lots are proposed to access the turnaround portion of a cul-de-sac, the applicant must utilize shared driveways to comply with the limit stated above. Shared driveways will be approved subject to the judgment of the Planning Board as to their feasibility and safety.

## **ARTICLE 13 OPEN SPACE REQUIREMENT**

### **13.01 Reservation of Land**

#### **A. Reservation of Land in Lot-Based Subdivisions:**

When deemed necessary in the judgment of the Board, land for open space within a lot-based subdivision shall be reserved. The applicant shall determine whether such land shall be deeded to the Town, whether a conservation easement shall be given to a government entity or a conservation organization acceptable to the Town, or whether such land shall be conserved and reserved for the common use of all property owners of the subdivision by covenant in the deeds to the lots. The open space

required shall be based on a specific need related to the nature of the development including its location relative to other open space and recreational resources, the development's future population, the open space system envisioned in the Hanover Master Plan and the characteristics of the land to serve the open space functions listed in section 13.02 c.

B. Payment in Lieu of Land:

When the Board and the applicant agree that due to size, topography, or location of the subdivision, land for open space cannot properly be located therein, or if the Board and the applicant agree that open space is not desirable within the subdivision, the applicant shall pay to the Town a sum of money equivalent to the value of the lot area at the selling price of the lots. This cash payment shall be remitted to the Town for the acquisition or development of land for public open space purposes. The Board may approve a combination of the reservation of land and payment in lieu of land in making provision for open space.

**13.02 Open Space Standards and Requirements in Open Space Subdivisions, Manufactured Housing Subdivisions, Planned Residential Development and Continuing Care Retirement Communities**

The following standards and requirements shall apply to Open Space Subdivisions, Manufactured Housing Subdivisions, Planned Residential Development and Continuing Care Retirement Communities:

A. Amount of Open Space

The amount of open space shall be at least the minimum as determined by the Zoning Ordinance.

B. Location of Open Space

Open space areas shall be located so as to protect the visual, natural, and cultural values of the property and the surrounding area, subject to the approval of the Planning Board. Special consideration shall be given to the protection of fields and ridges visible from public highways, significant natural areas and wildlife habitats, access to recreation areas, buffer areas separating the development from existing houses, and existing agricultural or forestry practices which enhance the property to be subdivided.

C. Open space functions

Open space in a proposed planned residential development, continuing care retirement community, manufactured housing subdivision or open space subdivision, shall be categorized by the applicant as natural open space or community open space. These functions are discussed in depth in the Open Space Priorities Plan (Chapter 1) and summarized in the Hanover Master Plan (Chapter 5). The following standards apply to natural open space and community open space:

1. Natural open space:

The land shall have an infiltrative surface and preferably connect with open space, if any, on lots adjoining the proposed subdivision. The purposes of natural open space shall be to serve the following functions:

- Protection of water supply
- Protection of surface water quality
- Protection of wetlands
- Protection of wildlife habitat
- Protection of biodiversity
- Provision of connections and/or buffers to other open spaces
- Provision of access to a Class VI road and/or protection of the frontage along a Class VI road
- Protection of a scenic asset visible from a public highway or trail or provision of a view to a scenic asset
- Conservation of an historic and/or cultural landscape
- Conservation of productive agricultural or forest soil
- Agricultural field or pasture
- Protection of a natural feature or historic or cultural landscape that offers and will be accessible for educational opportunities
- Outdoor recreation

2. Community Open Space

Community open space is intended for more intensive use by people than is natural open space. The purposes of community open space shall be to serve the following open space functions:

- Relief from the built environment using vegetation or water features
- Protection of a scenic asset visible from a public highway or sidewalk or provision of a view to a scenic asset
- Outdoor recreation
- Provision of a place for casual or formal public gathering
- Provision of a connection and/or buffer to a public trail or other open space

3. Judgment of the Planning Board

- a. It shall be the responsibility of the applicant to demonstrate the functions served by any particular area of open space.
- b. The Planning Board shall make a judgment as to whether any particular area qualifies or does not qualify as open space.
- c. It shall also be within the purview of the Planning Board to request that an area proposed to be developed as community open space be designed as a natural open space because of its nature or aspect.

- D. Legal restrictions to preserve land for open space purposes shall run with the open space land. Open space shall be protected from development by means such as conveyance of the land or of a conservation easement to a government or conservation organization, or homeowner's association. The recipient entity of such a conveyance or assignment of responsibility for the conservation of the open space shall be an entity capable of protecting the open space and acceptable to the Planning Board. If a conservation easement is used to restrict development, it shall prohibit activities that would diminish the open space benefit or function.
- E. Where necessary as determined by the Planning Board, restrictions shall provide for the management and maintenance of the open space, including the manner and source of providing funds for these purposes. These restrictions may be contained in any suitable legal instrument, as approved by the Town Manager in a written statement that the restrictions proposed by the applicant are in conformity with these requirements, prior to approval of the Final Plan.
- F. Subsequent to the approval of the Final Plan and upon written request of the entity holding title to the open space, any use restrictions as have been provided may be modified by the Planning Board but only if, following modification, the restrictions still conform to the original conservation purposes. The Planning Board shall hold a hearing on the request for modification in the same manner and with the same notice as for a hearing on the Final Plan. Such modification shall be in compliance with the zoning provisions in place at the time of request for the modification and shall be subject to terms and conditions deemed by the Planning Board as necessary to carry out the purposes and intent of open space. If modifications to a conservation easement held by the Town are proposed, Town Meeting and Board of Selectmen approval may also be required.

### **13.03 Review and Comment by Conservation Commission**

All plans for open space preservation within a subdivision shall be reviewed by the Hanover Conservation Commission prior to submission of the Final Plan, and the Commission shall state its views of the proposal to the Board at the time of submission of the Final Plan.

## **ARTICLE 14 STREET LAYOUT AND DESIGN**

### **14.01 Street Design and Function**

In general, the character of a street will complement the character of the land it serves and will be consistent with its function in the town street system. In every case, the town recognizes that streets are meant to carry goods and people whether by vehicle, by bicycle, or on foot. Street rights-of-way will be considered multi-purpose in order to accommodate these modes of transportation. Stormwater treatment must be considered in the design and construction of streets. The design features are as follows:

- A. Downtown “main” streets are characterized by on-street parking, sidewalks, pedestrian cross walks, signalized intersections, street furniture, street trees, through traffic, the slowest speeds, motorized vehicles sharing the road with bicycles, commercial activity, and public spaces. They may be classified as local, collector or arterial depending on traffic volume.
- B. Downtown residential neighborhood streets are characterized by occasional on-street parking, traffic calming, sidewalks, signed intersections, street trees, and slow speeds. Motorized vehicles share the road with bicycles and pedestrians. These streets abut private yards and may serve as local or connector roads depending on traffic volume.
- C. State-numbered arterials connect villages and more densely settled places. They are characterized by signalized intersections, street trees and sidewalks close to downtown, bike lanes, and faster speeds.
- D. Rural arterials connect hamlets and less densely settled places. They are characterized by signed intersections, slow to moderate speeds, and paving. Motorized vehicles share the road with bicyclists and pedestrians.
- E. Rural roads may be local or collector roads and are characterized by variety of terrain, lanes shared with bicycles and pedestrians, slow speeds, signed intersections, and a mix of paved and unpaved roads.
- F. Class VI roads are not maintained by the town. They provide access to wild land and wood lots, and are characterized by unmanaged road-side vegetation, year-round recreational use, and minimal or no vehicular use.

#### **14.02 Conformance with Official Map**

The layout of all streets shall conform to the Official Map, if such exists.

#### **14.03 Connection with Existing and Possible Future Subdivisions**

Where terrain permits and connectivity would be enhanced, new roads and recreation corridors or easements reserved for future roads or recreation corridors may be required by the Planning Board to extend to the boundaries of the subdivision to provide for future connectivity to adjacent parcels. Such roads, corridors or easements should be shown on the final plat.

New road extensions and recreational corridors should be aligned so as to provide access to existing and possible future roads or recreational corridors in adjacent subdivisions.

#### **14.04 Adjustment of Street Alignment or Right-of-Way**

Where a subdivision abuts an existing street and the alignment or right-of-way width of such street is rendered inadequate because of the needs created by the proposed subdivision, the applicant shall include in the street dedication all land needed to meet the standards established by these Regulations and as approved by the Board, and such street dedication shall be shown on the Final Plat. The applicant may be required to correct the inadequacy.

**14.05 Street Pattern**

The layout of the street pattern shall be based on a local street system connected to a collector street system connected to an arterial street system, in conformance with the standards set forth in Article 14.13 and 14.15. Whenever possible, local streets should form a well-connected network that provides for safe, direct and convenient access by vehicles and pedestrians.

**14.06 Harmony with Topography**

Street patterns shall give due consideration to contours and natural features. Subdivision streets shall be laid out to blend with the existing topography. Applicants shall consider the following guidelines in laying out new streets:

- A. An alignment should be chosen that blends with the terrain and adjusts to important natural and scenic features.
- B. In most instances, the appropriate alignment will be characterized by curves that continually adjust to the rolling topography of natural landforms. A curvilinear alignment is visually and functionally preferable to straight segments that cut through hillsides, leaving steep, unsightly, and unstable embankments. Blending with the landscape reduces cut and fill quantities, may offer more efficient use of natural drainage channels, and better controls roadside erosion because natural vegetation is preserved.
- C. Where the land is level or a strong linear direction is created by landscape elements, such as a long row of trees or patterns of fields or stone walls, the use of a straight segment may be justified. When a straight segment is used, it should be directed toward a natural or man-made focal point.
- D. A road that climbs a hillside should wind to the crest, traversing the contours, rather than climbing straight up.
- E. A roadway that crosses a ridge should be located in a saddle or low area along the ridge top.
- F. Natural and man-made features provide variety and contrast that maintain the traveler's interest. Whenever possible, alignments should be located to bring more interesting features into view.
- G. Near the edges of surface water, woods, or a break in topography, alignments should echo or emphasize the shape of the edges.
- H. A roadway that approaches important features should first allow a distant view of the object, then curve away, and finally bring the feature close for a contrasting view.
- I. Consistency in the scale of horizontal and vertical elements should be maintained whenever possible. Small dips and humps should be avoided in what is actually a uniform grade, and short sharp curves should be avoided in what is actually a long curve.
- J. Transitions between the beginning and ending of horizontal and vertical curves should be gradual.

**14.07 Intersection Alignment and Grades**

Streets intersecting at 90 degrees create the safest street intersections. Any variance from a 90-degree intersection will be considered favorably only when there are safe sight distances, but in general the intersection of two streets at less than a 75-degree angle may only be approved if found by the Planning Board and Director of Public Works to be safe and convenient. The grade within 75 feet of a travel-way of the intersection shall be no more than 5%.

No object shall impair corner visibility.

Where necessary in the judgment of the Board, signals or other intersection improvements may be required at the intersection of the existing street providing access to the subdivision with the new street or at an existing intersection. When such need has been created by the subdivision, the Board may require the applicant to pay for some or all of the signals or intersection improvements outside the subdivision.

**14.08 Multiple Intersections**

Intersections involving a junction of more than four street segments shall be prohibited unless configured as a round-about. Except at roundabouts, the minimum distance between centerlines of successive intersections shall be 150 feet.

**14.09 Connectivity and Closed-End Streets**

The preferred design for street layout is one that enhances connectivity of new streets with existing streets. However, terrain limitations and other land use constraints sometimes prevent connections. In these cases, a closed end street may be appropriate and may offer several advantages. When a closed end street is proposed, the length and layout should be designed to facilitate compact development close to existing streets, to protect open space and wildlife habitat in unfragmented tracts of land and to prevent disruption of headwater areas and waterbodies in order to protect water quality.

- A. Closed-end streets, especially long ones, are generally discouraged because:
  1. An accident, a stalled vehicle, a fallen tree, a wash-out, a snow pile or construction can block the access segment and the ability to reach lots farther along the closed-end street.
  2. Traffic from all of the lots served by the closed-end street is concentrated at one end.
  3. The first equipment arriving at a fire or other emergency may block other traffic or equipment arriving later or interfere with the maneuvering of the equipment.
  4. Closed-end streets tend to isolate neighborhoods from other neighborhoods.
- B. Where reasonably possible, closed-end streets should be connected to other nearby closed-end streets or other nearby parts of the street system with bicycle and pedestrian corridors on public easements or rights-of-way. Such connections to adjacent subdivision streets and recreational corridors shall

be reserved.

- C. The length of the access segment of a closed-end street shall be at least equal to the minimum lot frontage required by the Zoning Ordinance, or 150 feet, whichever is more, configured in such a way that the frontage requirement of at least one lot is met prior to the turnaround portion of the closed-end street.
- D. The maximum centerline length of the access segment of a closed-end street shall not exceed 500 feet, unless public benefits, such as reduced natural resource impact, enhanced open space, preservation of valuable natural or man-made features, enhancement or preservation of features of visual or scenic quality, or affordable housing, are provided and documented to the satisfaction of the Planning Board.
- E. No lot in a lot-based subdivision lot, or building in a Planned Residential Development (PRD) or Continuing Care Retirement Community (CCRC), on a closed-end street shall be located more than 500 feet from a public through-street; however, this distance may be increased up to a maximum of 1000 feet, if all of the following standards are met:
  - 1. The extension is approved in writing by the Fire Chief, Director of Public Works and Director of the Hanover Water Works Company (if applicable);
  - 2. If the lots are to be served by municipal water and the system is not otherwise looped, there is an easement from the turnaround to another street to provide a looped water system;
  - 3. There are hydrants along the closed-end road and at the turnaround, or the houses are sprinklered;
  - 4. Neighborhood connectivity is accomplished via bike paths or pedestrian ways or emergency-only links; and
  - 5. Public benefits, such as reduced natural resource impact, enhanced open space, preservation of valuable natural or man-made features, enhancement or preservation of features of visual or scenic quality, or affordable housing, are provided and documented to the satisfaction of the Planning Board.
- F. A permanent closed-end street shall terminate in a suitable turnaround. The turnaround shall be designed and maintained to provide for adequate drainage and maneuverability of emergency and road maintenance vehicles.

#### **14.10 Temporary Closed-end Streets**

In the case of temporary closed-end streets, where future extension to another outlet is approved by the Board, the full width of the right-of-way to the subdivision property line shall be reserved as a street right-of-way and shall be shown on the Final Plat. For a closed-end street of a temporary nature, a turnaround shall be provided and provision shall be made for future extension of the street through to adjacent property and for reversion of any excess right-of-way to the adjoining properties.

In a phased development, a street shall not be considered “closed-end” if shown on the approved subdivision plan as ultimately having more than one open end intersecting with the street network of the Town.

#### **14.11 Curb Cuts**

Curb cuts of local and collector streets onto arterial streets shall be minimized.

#### **14.12 Traffic Calming**

Local residential streets shall be designed to encourage connectivity, but discourage through traffic.

In order to encourage low speeds and promote safety streets should be designed to gently follow landforms.

Slow vehicle speeds are safer for motorists and pedestrians. Both on-site and off-site traffic calming may be required as a result of projected traffic impacts of proposed new development, and the applicant may be required to provide off-site traffic calming measures or to pay some or all of the costs of such measures. (see Hanover’s Traffic Calming Policy)

Options for retrofit include roadway striping, edge line markings, roundabouts, chokers, flashing warning signs, intersection modifications, roadway medians, speed tables, redesign of streets, sidewalks, landscaping and streetscape, on- street parking, and other traffic calming devices.

#### **14.13 Conformance with Construction Standards**

All streets shall be constructed in conformance with the construction standards and specifications adopted by the Town of Hanover Public Works Department. All bridges, culverts, drainage structures, storm sewers, gutters, drainage ditches, and other improvements shown on the Final Plat and required by accompanying documents, if any, shall be installed in conformance with the construction standards and specifications adopted by the Town Public Works Department.

#### **14.14 Road Status**

If the applicant wishes to offer dedication of a proposed roadway to the Town as a public street, the Planning Board in approving a Final Plan may recommend to the Board of Selectmen that it be accepted as a public street. In deciding on such a recommendation, the Planning Board shall consider:

- A. Whether the roadway will be used solely for the benefit of the residents of the development, or also or predominantly by the public at large;
- B. The number of residences served by the roadway, and associated public safety issues; generally, roadways directly providing primary access to more than twenty dwellings should be public streets;
- C. Whether the cost to or impact on the Town is proportionate to the number of residents benefited;
- D. Whether there is to be a homeowners’ association that will be capable of maintaining the roadway as a private way; and whether or not other

amenities or site features are proposed to be owned in common by the residents of the development and be maintained by a homeowners' association;

- E. Input from neighbors of the proposed development;
- F. Whether the roadway is to be built to Town standards; as a general rule, roadways that do not meet Town standards will not receive the recommendation from the Planning Board to become a public street.

Approval of the Final Plan does not constitute any obligation or representation that any roadway shown on the plan will be accepted by the Town of Hanover as a public street or that the Town will ever take responsibility for the roadway or its maintenance or repair.

#### 14.15 Classification of Streets

Whether maintained by the Town or a private entity, all streets shall provide safe access for the residents, visitors, delivery and emergency vehicles. Street rights-of-way shall provide adequate width for utility lines.

The standards for design for a two-way street shall be as set forth in Table A:

**Table A Standards for Two- Way Street Design**

ADT	Min Lane(ft)*	Min Shoulder(ft)	Min ROW(ft)	Max Grade(%)	Max # Units
<25	7	2	20	12	3
25 - 50	8	2	50	10	6
51 - 200	9	2	50	10	25
201 - 400	10	2	50	10	50
>400	11	3	50	8	>50

ADT = average daily traffic and assumes 8 trips per day per dwelling unit

Min = Minimum

Max = maximum

\* Private streets may be less wide as long as they are safe in the opinion of the Planning Board.

NB: The values on this table do not include an 8' aisle if parking on the street is to be provided, or a 4'-5' bike lane. Wider shoulders may be required to accommodate bicycles.

**Table B Minimum Stopping Sight Distances for Streets (Wet Pavements)**

Design Speed (mph)	Stopping Sight Distance (ft){1}	K Value for Crest Vertical Curve{2}	K Value for Sag Vertical Curve
25	150	20	30

{1} Sight distance shall be measured between two points along the centerline of the street on a straight line entirely within the street right-of-way and clear of obstructions, one of the points to be at the surface and the other 4½ feet above the surface.

{2} Parabolic curves are defined by the K value: the length of curve divided by its change in grade %. A vertical curve that goes from 2% grade to 6% grade in 40 m. has a K value of 10 m./% (40 m. / (6% - 2%)).

**14.16 Marking of Proposed Streets**

At the earliest practical stage during the application the applicant shall place on the ground clearly observable survey stakes or ribbons marking the centerline of all proposed streets.

**14.17 Stormwater Treatment Measures**

A major goal of road design is to minimize runoff and the concentration of stormwater from roads. Measures to accomplish this will:

- A. Avoid excessive grading, clearing, soil compaction and site disturbance;
- B. respect natural hydrology by dispersing stormwater on site;
- C. Minimize amount of impervious surfaces;
- D. Use existing landscape features or add new landscaping measures to retain and filter stormwater caused by paving.

**14.18 Alteration of Gradient**

The Planning Board may modify the maximum and minimum gradient for short lengths of street where, in the judgment of the Board, existing topographic conditions or the preservation of natural features indicate that such modification will result in the best subdivision of land.

**14.19 Alteration of Right-of-Way or Travel Surface**

The Planning Board may require greater width of right-of-way and/or travel surface where, in the judgment of the Board, the demands of present or future traffic make it desirable or where topographic conditions create a need for greater width for grading.

**14.20 Curbing**

The Planning Board may require curbing with closed drainage systems in the in-Town area. Where curbing is required it shall be granite curbing. Landscaped bio-retention areas should be utilized when possible to minimize the need for closed drainage.

**14.21 Dispersal of Runoff**

Where appropriate, roads should be designed to minimize collection and concentration of roadway runoff.

- A. Driveway runoff shall disperse and not add to runoff on adjoining roads.
- B. Road grades should cause sheet flow to the down-gradient slope and into vegetated buffers.
- C. The clearing of existing roadside vegetation should not extend the full width of the right-of-way, but rather permit existing vegetation to infiltrate and filter road runoff that arrives as sheet flow. Clearing, grubbing and soil compaction should not be permitted beyond what is necessary to create the road and its shoulder.

- D. Concentration of stormwater should be carried in grass swales, and diverted to cross culverts or dispersion trenches at ends of cut sections. In the case of fill sections, down-hill side ditches should be avoided if possible.
- E. In more urban areas, concentrated stormwater should be diverted to bioretention areas to filter and infiltrate at least the 1" storm. Flatter areas in the right-of-way shall be reserved for this purpose. Such devices shall be placed as deemed necessary by the Director of the Department of Public Works.
- F. Road shoulders should contain sand/gravel, capped with several inches of topsoil and seeded with a tough cover crop such as clover, to filter sediment and other pollutants from runoff, and to prevent erosion of shoulders.
- G. Runoff from sidewalks shall be diverted away from the road.

#### **14.22 Pedestrian Walks, Sidewalks, and Bicycle Paths**

Where necessary in the judgment of the Planning Board, rights-of-way for pedestrian and/or bicycle travel and access may be required between parts of the subdivision or between a subdivision and public property. When such need has been created by the subdivision, the Board may require the applicant to provide sidewalks and/or bicycle paths outside the subdivision, or to pay some or all of the costs of such improvements. New street designs should reserve future pedestrian and recreation corridors, sometimes separated from the main street.

#### **14.23 Street Lighting**

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

#### **14.24 Naming of Streets**

No street shall have a name which will duplicate or closely duplicate the name of an existing street. The continuation of an existing street shall have the same name. The names of streets shall be determined and approved by the Town Communications Coordinator before approval of the final plat.

#### **14.25 Tree Plantings**

In subdivisions where appropriate to the nature and character of the land, the Planning Board may require the planting of trees and/or shrubs within the street right-of-way. Such plantings shall be indicated on the Final Plat.

#### **14.26 Other Street Features**

- A. All mailbox installations shall conform to the requirements of, and be approved by, the United States Postal Service. Any proposed grouping of mailboxes, together with any associated structures or any pull-off or other separate vehicular access, shall be shown on the subdivision plans, and shall be subject to the approval of the Director of Public Works. When an individual mailbox for each house is proposed, the mailbox shall be located so that its face shall be a minimum of one foot from the edge of street

pavement.

B. If on-street parking is planned, street width shall be as determined by the Director of Public Works.



#### Connectivity Patterns

The road pattern north of the Main Street (wide street shown running left to right through the middle) is not well connected and therefore is not preferred. The connectivity offered by the road pattern south of the Main Street is preferred.

## **ARTICLE 15 UTILITIES, DRAINAGE, AND SEWAGE DISPOSAL**

### **15.01 Provision for Utilities and Drainage**

All subdivisions shall make adequate provision for water supply, storm water and sanitary sewage disposal, and required utilities and improvements. The Board may require the extension of public water and sewer to and within a proposed subdivision without cost to the Town, where, in the sole judgment of the Board, existing lines are within a reasonable distance of the proposed subdivision. Where a subdivision requires expenditures by the Town to improve existing utilities to conform to minimum requirements, the Board may disapprove such subdivision as premature in accordance with Article 11.03 until the Selectmen shall certify that funds for the utility improvements have been assured by the municipality.

### **15.02 Avoidance of Flood Damage**

All public utilities and facilities, such as sewer, gas, electrical, and water systems shall be located, elevated, and/or constructed to minimize or eliminate flood damage. All utilities and drainage construction in subdivision shall conform to the flood plain protection requirements of the Hanover Zoning Ordinance.

### **15.03 Installation of Utilities**

All utility system installation shall be at the expense of the subdivider and shall be installed under the supervision of the Town Manager.

### **15.04 Installation of Lateral**

The subdivider shall install laterals from all utilities in the street right-of-way to 5 feet inside the property line of each building lot within the subdivision.

### **15.05 Underground Placement of Utilities**

Unless otherwise approved by the Board, electric, telephone, cable television distribution, and alarm systems shall be placed underground, including services to street lights. The subdivider shall coordinate subdivision design with the utility companies to insure adequate and suitable area for underground installations.

### **15.06 Storm Water Drainage System**

An adequate surface storm water drainage system for the entire subdivision area shall be provided by the subdivider. Adequate draining shall be provided so as to reduce exposure to flood hazards. The subdivider shall provide a suitably designed on-site drainage retention system wherever possible. Otherwise, storm drainage shall be carried to existing watercourses or shall connect to existing storm drains. If the storm water drainage system creates an additional flow over any adjacent property, the subdivider shall hold the Town harmless from any claims for damage resulting therefrom. For the purpose of preparing drainage plans, storm sewers and subdivision drainage facilities shall be based on a ten-year storm design flow.

### **15.07 Sewage Disposal Design**

The design of sewage disposal systems for all subdivisions shall meet the

requirements of Article 11.07.

## **ARTICLE 16 SEDIMENT AND EROSION CONTROL**

### **16.01 Purpose**

The purpose of this section is to control soil erosion and to prevent the resulting sedimentation from occurring in subdivision areas by requiring proper provision for water disposal and protection of soil surfaces during and after construction, in order to promote the public health, safety, convenience, and general welfare of the community.

### **16.02 Standards**

The following standards shall be observed by the subdivider in the design, layout, and engineering of the subdivision:

- A. Stripping of vegetation, regrading, or other development shall be done in such a way that will minimize on-site and off-site 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 less than a maximum of six months.
- D. Temporary seeding and/or mulching shall be used to protect exposed critical areas during development.
- E. The subdivider shall make provision to accommodate the increased runoff caused by changed soil and surface conditions during and after development.
- F. The subdivider shall make reasonable effort to trap sediment in the runoff water until the disturbed area is stabilized by the use of sediment basins or other acceptable methods.
- G. Diversions, sediment basins, and other erosion control mechanisms shall be constructed by the subdivider prior to any on-site grading or disturbance of existing surface material.

## **ARTICLE 17 CONSTRUCTION OF SUBDIVISION**

### **17.01 Administrative Officer**

During construction of an approved subdivision the administrative officer for these Regulations shall be the Hanover Town Manager.

### **17.02 Time for Completion of Construction**

The subdivider shall construct the subdivision and shall comply with all requirements of the Final Plat as set forth in the Notice of Action within three years from the date of acknowledgment and acceptance of the Notice of Action

(Article 5.03 D). Upon written request of the subdivider, when the Board finds that conditions beyond the control of the subdivider prevent compliance within the three year period, the Board may grant an additional period of time for compliance with the Notice.

### **17.03 Performance Bond**

As provided in Article 5.03 C, the subdivider shall execute and deliver to the Town Manager a Performance Bond conditioned on the performance of all terms and conditions of the Final Plat approval.

A. Amount of Bond:

The Public Works Director shall furnish to the Town Manager an estimate of the full cost of all improvements. Such estimate shall be reviewed by the Manager who will make a recommendation on the amount of the Bond to the Board.

B. Surety or Security:

The subdivider's obligations as set forth in the Performance Bond shall be secured by surety or security as approved by the Town Manager.

C. Reduction of Security:

The security may be reduced during the course of construction by the Manager in such amounts as he deems to be in the best interest of the Town but on the condition that the remaining security shall be sufficient to complete all remaining construction.

D. Release of Bond:

The Performance Bond shall be released when the Manager is satisfied that the subdivider has complied with all requirements as set forth in the notice. The decision to release the bond shall be based upon an assessment of the plans, the engineers' preparatory work for construction, engineering inspection during construction, and the final plans on completed work. The Manager shall notify the Board that all conditions of the Bond have been performed and shall have the authority to release the bond unless, after notification, the Board directs otherwise.

E. Enforcement of Bond:

If the subdivider has not totally complied within three years of the date of the recording of the Final Plat in the Grafton County Register of Deeds, the Town shall enforce its rights under the Performance Bond and the surety or security given to secure it. In the event that the Town is required to enforce the bond, it shall be entitled to have reasonable attorney's fees paid by the subdivider and awarded by the court.

### **17.04 Modification of Design and Improvements**

If at any time before or during the construction of the subdivision the Board determines that unforeseen conditions make it necessary or desirable to modify the location or design of any of the required improvements or installations, the Board may authorize such modifications which shall be set forth in writing and signed by the Chairman of the Board.

**17.05 Inspection of Construction**

Prior to commencing construction, the subdivider shall pay to the Town an amount of money estimated by the Manager to compensate fully the Town for all inspection and testing charges deemed necessary. The subdivider shall notify the Manager in writing of the time when construction is proposed to commence so that the Manager may cause inspection to be made to insure that all Town specifications and requirements shall be met. It shall be the responsibility of the subdivider to notify the town during the period of construction when inspection is to be made in the same manner as an owner or contractor notifies the Code Enforcement Office under the Town Building Code for inspection.

**17.06 Certification of Compliance**

The subdivider shall notify the Board in writing when all requirements of the Final Plat have been met. The subdivider's engineer shall certify compliance with the notice including total recertification to the extent necessary of any original installation, the guarantee, and damage deficiencies.

**17.07 Completion of Project**

The Town Manager or his agent shall examine the improvements installed by the subdivider and compare them with the requirements imposed in the Notice of Action and with the specifications contained in the Subdivision Regulations and other applicable Ordinances and Statutes. When the Manager determines that the improvements have been completed in full, the subdivider is entitled to a release of the Performance Bond unless there is a guarantee period to be covered.

**17.08 Correction of Deficiencies**

If the Manager determines that any of the required improvements have not been completed in accordance with the plans and specifications as filed by the subdivider and as required by the Town, the Manager shall notify the subdivider in writing of any such deficiencies. The subdivider shall rectify all deficiencies at the expense of the subdivider. If the subdivider does not substantially rectify all deficiencies within a reasonable time as determined by the Town, the Town shall take all necessary action to protect and preserve the Town's rights and interests including suspension or revocation of Final Plat approval. In the event of legal action, the Town shall be entitled to have reasonable attorney's fees paid by the subdivider and awarded by the court.

**17.09 Guarantee of Installation of Improvements**

For a period of two years after completion of all improvements or one year after the correction of all deficiencies as described above, whichever occurs last, if the Manager determines that the improvements have failed for any reason or do not meet the specifications as filed by the subdivider and as required by the Town, the Manager shall notify the subdivider in writing of such failure and the subdivider shall rectify all failures at the expense of the subdivider. If the subdivider does not substantially rectify all deficiencies within a reasonable time as determined by the Town, the Manager shall take all necessary action to protect and preserve the Town's rights and interests. In the event of legal action, the Town shall be entitled

to have reasonable attorney's fees paid by the sub-divider and awarded by the Court.

#### **17.10 Liability for Damage to Adjacent Property**

The Statement of Responsibility will be in effect for a period of two years after completion of all required improvements in accordance with the plans as filed by the subdivider and as required by the Town. Should any condition within the subdivision cause damage to adjacent property as described in Section 11.08, the Town Manager shall notify the subdivider in writing of such damage and the subdivider shall correct all damage at the subdivider's expense within a reasonable period of time from the date of the notice. Upon default by the subdivider the Town shall take all action necessary to enforce the obligations of the subdivider, and the Town shall be entitled to have reasonable attorney's fees awarded by the court and paid by the subdivider.

#### **17.11 Maintenance of Streets and Improvements**

Upon completion of improvements and approval by the Town, the subdivider shall furnish a Bond covering maintenance of roads and improvements for a period of two years from completion as may be required by the Town Manager in an amount based on the cost of such improvements.

#### **17.12 Erosion Control After Construction**

For a period of one year after completion of all improvements, the subdivider shall be responsible for the control of soil erosion and any resulting sedimentation, in accordance with the requirements of Article 16.

#### **17.13 Subdivision As-Built Plans**

Following completion of all improvements, the subdivider shall submit an As-Built Plan. This plan shall be drawn to scale and shall indicate by dimensions, angles and distances, as applicable, the location of sewer and drain Y-branches, laterals, manholes, catch basins, hydrants, valves, curb shut-offs, road profiles and center line elevations, and final grading plan showing swales and ditches. The plan shall show easements, dedicated roadways, and roadbeds.

#### **17.14 Monuments**

Permanent survey monuments shall be set in the boundary of rights-of-way at intersecting streets, point of curvature, and point of tangency of curves; the point of intersection of short curves may be used instead, where such is practical, at the discretion of the Manager. Monuments shall be placed on one side of the street only and at only one corner of intersecting streets. Adjacent monumented points shall be in sight of one another.

Monuments shall be referenced to a public street intersection, USGS benchmark or other recognized existing monument. Monument locations and benchmark locations and elevations shall be shown and dimensioned on the As-Built Plans.

Monuments shall be of stone, concrete, or other material acceptable to the Town Manager, and not less than 4 inches in diameter or square, and not less than 42

inches long. Concrete monuments shall be reinforced with steel rods. A plug, brass plate, or pin shall serve as the point of reference, and a magnetic rod or other suitable metal device shall be placed adjacent to the monument to allow for recovery.

Iron pipes shall not be considered permanent monuments for the purpose of these Regulations.

### **17.15 Offer of Cession**

Upon completion of the construction of the subdivision, the subdivider shall convey all necessary deeds and documents pertaining to easements and rights-of-way as may be required under the Notice of Action.

## **ARTICLE 18 DEFINITIONS**

### **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 Planning Board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall also include any person who is able to demonstrate that such person's land will be directly affected by the proposal under consideration.

### **Access segment**

The section of a closed-end street that runs from the intersection of the closed- end street with the street that provides access to it, to the point where the closed-end street divides.

### **Approval**

Recognition by the Planning Board that the Final Plat submission meets the requirements of these Regulations.

### **Boundary Agreement**

An agreement between adjoining owners of real estate for the purpose of establishing a common boundary. Reference is made to RSA 472, entitled "Boundary Lines", for an example and form of a boundary line agreement under State law.

### **Board**

The Planning Board of the Town of Hanover, New Hampshire.

### **Building Development**

The creation of sites to be occupied by buildings.

### **Building Site**

The estimated location, as shown on a subdivision Preliminary Layout or Final Plat, of a proposed building. A building site may be assigned a specific size and shape. The location of an accessory building shall not be considered a building site.

**Closed-End Street**

A street having only one open end which intersects with the general street network of the Town; the other end or ends of a closed-end street give no access to any other street otherwise connected to the Town's street network and may have a permanent or temporary terminus, whether a tee, a hammerhead, a loop, a set of driveways, or a cul-de-sac bulb; a closed-end street is incapable of carrying through traffic.

**Condominium**

The division of a building lot, tract, or parcel of land into two or more lots or building sites for the purpose whether immediate or future of condominium conveyance under RSA 356-B. More than one building site on land submitted to the condominium form of ownership shall constitute a subdivision.

**Disturbed Area**

An area where vegetation, soil, and/or existing surface material is proposed to be altered.

**Driveway**

A road improved with gravel, macadam, concrete or other similar substance giving access from a street to a building or parking area.

**Easement**

A right of use which one party may have in the land of another, normally, but not limited to, a strip of land used or intended to be used for a sanitary sewer or storm sewer line, other utility, or driveway.

**Endorsement**

Certification of approval of a Final Plat, as evidenced by the signature of the Chairman of the Planning Board on the Final Plat.

**Erosion**

The wearing away of land surface by the action of wind, water, or other natural forces.

**Final Plat**

The final drawing or drawings on which a plan of subdivision is indicated, prepared as required under the provisions of Article 5 of these Regulations.

**Improvements**

The alteration of land being subdivided, including the installation of utilities, roads, drainage systems, and sewage disposal systems.

**Lot**

A lot is a parcel of land occupied or to be occupied by only one main building and the accessory buildings or uses customarily incidental to it, except as provided in Section 502, Planned Residential Development, of the Zoning Ordinance. A lot shall be of sufficient size to meet minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as are herein required except as provided below. Such lot shall have frontage on an improved public street, or other means of

access approved by the Board of Adjustment, provided that in no case of division or combination shall any residual lot or parcel be created which does not meet the requirement of these Regulations. A lawful lot may be used for any use permitted or allowed in the zoning district in which it is located as provided in this Ordinance or any amendment thereto. A lawful lot is a lot which meets the minimum size requirements of the Zoning Ordinance in effect at the time the lot was created. All lots shown on a subdivision plan which has received final plat approval from the Planning Board shall be separate lots regardless of whether there is separate ownership or common ownership of contiguous lots.

### **Lot-Based Subdivision**

A land use pattern common in the middle and latter part of the 20<sup>th</sup> century when subdivisions were designed to assign all of the land of an existing lot to new house lots except that land which would be used for road purposes. Typically, a lot-based subdivision is designed by subtracting the area of the new subdivision road from the total acreage, dividing the remaining land into lots meeting the minimum lot size and arraying those new lots along the road system so as to conform to dimensional controls set forth in the Zoning Ordinance. In Hanover, lot-based subdivision is a type of subdivision distinct from planned residential development, open space subdivision and continuing care retirement community. Lot-based subdivision differs from what are known as conservation development, open space development, planned residential development, or similar types of land development forms which include open space, infrastructure, or amenities held in joint, common, trust, or public ownership.

### **Lot Line**

The property line dividing a lot from a street right-of-way, a body of water, or adjacent property.

### **Master Plan**

The comprehensive plan or plan of development for the Town of Hanover as defined in RSA 674:1.

### **Minor Lot Line Adjustment**

An exchange of land or the transfer of part of one lot to the adjoining landowner where such exchange or transfer does not create a new lot as defined in the Regulations.

### **Official Map**

Map of the Town showing the location of the exterior lines of streets, of the whole or of any part of the Town existing, laid out and established by law as public streets, and the location of the exterior lines of parks as authorized by RSA 674:10.

### **Open Space**

The primary purpose of land designated as open space shall be to serve open space functions as stated in the Hanover Master Plan and Subdivision Regulations. Open space is the area of a lot with no buildings or other man-made improvements except those improvements which specifically support the use of the open space, such as a path, fence or seating. The lands may be in their natural state to serve important environmental

and/or aesthetic functions, or they may be used for agriculture, forestry and/or outdoor recreation.

The open space shall generally be unfragmented, contiguous and continuous, that is, not interrupted by buildings, roads, driveways or other improvements which support development of the site. Smaller, discrete areas of open space on the development parcel may be considered at the sole discretion of the Planning Board when such areas serve the open space goals of the Hanover Master Plan and when the small area contributes to the protection of natural features which cross a property line or when such an area serves the open space needs of the residents of the development.

**Plat**

Shall mean Final Plat.

**Preliminary Layout**

A plan of a proposed subdivision prepared as required in Article 5 of these Regulations and submitted to the Board prior to preparation of the Final Plat.

**Sediment**

Solid material, both mineral and organic, that is in suspension, is being transported, or has been moved from its site of origin, by air, water, or gravity as a product of erosion.

**Site**

Shall mean building site.

**Street or Public Street**

A public highway which the town or state has the duty to maintain regularly or a right-of-way shown on a subdivision plat approved by the Planning Board and recorded with the County Register of Deeds, providing the principal means of access to abutting property.

**Subdivider**

The owner of record of land to be subdivided, or the agent of any such owner.

**Subdivision**

The division of a lot, tract, or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance, building development, or other form of conveyance. When appropriate to the context, subdivision refers to the process of sub-dividing or to the land subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision. A division of land resulting from the laying out of a public street or streets shall be considered a subdivision.

**Time**

For the purposes of these Regulations in counting days, the day on which the filing or notice, etc., is done and the day of the public meeting or public hearing shall be excluded.

**Zoning Ordinance**

The Zoning Ordinance of the Town of Hanover.

## SECTION IV: APPENDIX

### **APPENDIX A STANDARD SPECIFICATION FOR HIGHWAY CONSTRUCTION**

Before any construction begins, the developer and/or owner, road contractor and the Director of Public Works will have a pre-construction meeting. The purpose of this meeting will be to clarify the following required Town construction standards. When reference is made to the Director of Public Works, it shall also mean the Director's designee.

Compliance with these construction standards, and the approval of the Director of Public Works, is required as a condition of acceptance of newly developed roads for public ownership. These standard specifications are a summary of the Town's Construction standards. For more details or standards, please contact the Public Works Department. The Director of Public Works reserves the right to modify standards specifications from time to time in the interest of the Town and as material availability dictate.

Design standards describing width, surface, horizontal and vertical profiles, and drainage are specified by the Subdivision Regulations and reviewed by the Planning Board.

When in doubt, assume permits are needed. Contractors should obtain all Excavation, Driveway, Obstruction, Water, and Sewer Permits prior to any excavation in the public right-of-way or easement area.

#### **I. Grade Work**

##### **A. Clearing and Grubbing**

1. The limits of the clearing and grubbing will be laid out before any work commences.
2. Clearing by cutting and disposing of all trees, downed timber, stubs, brush, bushes and debris, 5 foot beyond cut and fill areas will be completed.
3. Prior to grubbing, temporary erosion control measures shall be installed including temporary driveway tracking pads. Grubbing also will be completed prior to construction by removal and disposal of all stumps, roots, duff, grass, turf, debris or other objectionable material. This will be done within the excavation limits and within fill limits where the embankments are to be made to a depth not more than 5 feet below sub-grade.
4. Inspection:  
All clearing and grubbing will be complete in the area where earth work is to be done. The Director of Public Works, or designee, shall be notified so that approval of clearing and grubbing can be made.

##### **B. Excavation and Embankment**

1. General:  
All materials will be of suitable nature with no stumps, roots, sod or frozen lumps allowed. All excavation and embankments shall be

brought within required lines and grades. Fine grading of the sub-grade will be within 1/2" of the true grade.

2. Earth Excavation:  
Earth excavation shall consist of all material not classified as rock. Any unsuitable material may be used to flatten slopes where possible.
3. Earth Embankments:  
Earth embankments shall consist of all suitable materials other than rock. The soil shall be placed in not more than 12" layers with 95% compaction, as determined by Modified Procter, before successive layers are placed.
4. Rock Excavation:  
Shall consist of removal of all solid rock to the required sub-grade.
5. Rock Embankment:  
Shall consist of all solid rock placed in not more than 4' layers. Rock will be placed so as to be to the best advantage in constructing the roadway. Blasting of solid rock sub-grade shall consist of drilling and blasting of solid rock to a depth 4' below sub-grade elevation.
6. Muck Excavation:  
Muck excavation shall consist of the removal and disposal of organic matter which is not suitable for foundation material.

## **II. Drainage**

- A. Construction:  
All culverts shall be HDPE or RCP with a minimum cover of 3'. Catch basins and head walls will be constructed as shown in Illustration 3 or as directed by the Director of Public Works. Backfill of culverts, catch basins, and head walls shall be in 12" layers and compacted.
- B. Inspection:  
All material supplied for the project shall be certified by the vendor. Before any placement of the material it shall be inspected by the Public Works Director. The Highway Superintendent or the Director of Public Works shall be notified as to when the installation will occur. No back filling will be done until the installation has been inspected. All back filling will be inspected by a representative from the Town.
- C. Under drain may be required where necessary.

## **III. Gravel Base Course**

- A. SubBase:  
The base shall be a minimum of 24" of gravel including material up to 6" with 25-70% passing through #4 sieve and 0-12% passing the No. 200 sieve. Gravel shall be thoroughly compacted to 95% as determined by Modified Procter, with a 10 ton roller in layers not exceeding 12". The top course shall be fine graded to within 1/2" of the required grade.

**B. Base**

The base course shall be coarse crushed gravel a minimum of 6" deep, uniformly graded material and free of silt, loam, clay or organic matter meeting the following gradation:

Gradation	Percent Passing
3" sieve	100%
2" sieve	95-100%
1" sieve	55-85%
No. 4 sieve	27-52%
No. 200 sieve	0-12%

Gravel shall be thoroughly compacted to 95% or determined by the Modified Procter.

**C. Inspection:**

The source of gravel to be placed on the project shall be approved by the Director of Public Works. A sieve analysis may be required. Before any gravel is placed, the sub-grade shall be approved by a representative from the Town.

**IV. Surface Course****A. Bituminous Concrete Pave:**

This work shall consist of one 2" layer of NH DOT Type B 3/4" binder course and 1" layer of NH DOT Type E 1/2" wearing course. Both courses to meet the New Hampshire Department of Transportation standard specifications for bituminous concrete pavement, materials and placement.

**B. Non-paved Surface:**

A 6" layer of coarse crushed gravel shall be placed on subbase gravel. Gravel surface stabilization shall be employed. Techniques shall be approved by the Director of Public Works. Allowed techniques shall include: reclaimed asphalt pavement in lieu of gravel at a minimum of 4" in thickness.

**C. The Director of Public Works shall approve the paving contractor and materials to be used on the project. No paving shall be done until the sub-grade has been approved. A representative from the Town shall be present during any paving operation.****V. Miscellaneous Items****A. Utilities:**

Utilities will be placed after the project has been brought to sub-grade and rough slope work has been completed. The lines will be inspected by their respective companies.

**B. Bituminous Concrete Sidewalk:**

Shall be laid in 2 courses and meet the requirements for the New Hampshire Department of Transportation standard for bituminous concrete.

- C. Guardrail:  
Guardrail will be required where slopes extend more than 10' on a 2:1 slope or in other hazardous areas which are determined by the Director of Public Works.
- D. Markers:  
Markers will be placed where required by the Director of Public Works.
- E. Topsoil:  
Topsoil shall be placed where poor growing conditions exist. The material shall be approved by the Director of Public Works before being placed.
- F. Seeding:  
All graded areas shall be seeded with conservation mix (USDA approval) at the rate of 60 lbs. per acre.
- G. Fertilizer:  
All seeded areas shall be fertilized. The fertilizer shall have an analysis of 5-10-10 and be applied at the rate of 3 lbs. per 100 sq. ft.
- H. Mulch:  
All seeded areas shall be mulched within 24 hours after seeding. A good quality of mulch hay should be used and applied at the rate of 2 tons per acre.