

SUBDIVISION
REGULATIONS

UNITY NEW HAMPSHIRE

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**PLEASE NOTE: APPENDICES FORMS, FEES, AND CHECKLISTS ARE SUBJECT TO CHANGE

FEE SCHEDULE

All approved changes will require Tax Map Fees - \$50.00 fee not set by Planning Board.
Copies of the Subdivision Regulations will be available on CD's or emailed are \$6.00

Minor Subdivision

- Application \$100.00
- Newspaper Public Notification (per publication) \$80.00
- Abutters Notification by Certified Mail (per abutter) \$6.48
- Registry of Deeds (per page) \$26.00
- L-Chip \$25.00
- Filing – Delivery Fee \$15.00

Major Subdivision

- Application \$200.00
- Per Lot \$50.00
- Newspaper Public Notification (per publication) \$80.00
- Abutters Notification by Certified Mail (per abutter) \$6.48
- Registry of Deeds (per page) \$26.00
- L-Chip \$25.00
- Filing – Delivery Fee \$15.00

Site Plan Review

- Application \$300.00
- Newspaper Public Notification (per publication) \$80.00
- Abutters Notification by Certified Mail (per abutter) \$6.48
- Registry of Deeds (per page) \$26.00
- L-Chip \$25.00
- Filing – Delivery Fee \$15.00

Lot Line – Boundary Adjustment

- Application \$40.00
- Newspaper Public Notification (per publication) \$80.00
- Abutters Notification by Certified Mail (per abutter) \$6.48
- Registry of Deeds (per page) \$26.00
- L-Chip \$25.00
- Filing – Delivery Fee \$15.00

Mergers

- Application \$40.00
- Newspaper Public Notification (per publication) \$80.00
- Abutters Notification by Certified Mail (per abutter) \$6.48
- Registry of Deeds (per page) \$26.00
- L-Chip \$25.00
- Filing – Delivery Fee \$15.00

Regional Impact

- Preparation \$17.00
- Newspaper Public Notification (per publication) \$80.00
- Abutters Notification by Certified Mail (per abutter) \$6.48
- Filing – Delivery Fee \$25.00

Driveway Access Permits

- Driveway/Access/Logging Access \$30.00

Excavation Permits

- Application \$50.00
- Newspaper Public Notification (per publication) \$80.00
- Abutters Notification by Certified Mail (per abutter) \$6.48
- Registry of Deeds (per page) \$26.00
- L-Chip \$25.00

All fees subject to change

The Planning Board may require a professional review of a subdivision plan and the review will be paid for by the applicant, all payments will be held in escrow.

Additional Hearings subject to additional hearing fees - additional payments are due prior to subdivision signing.

SECTION 1- ADOPTION & PURPOSES

- 1.1 AUTHORITY: By authority given to the Unity Planning Board by the voters of the Town of Unity by vote of Town Meeting, March 1973, and consistent with N.H Revised Statutes Annotated Chapter 674: Section 35, et seq., the Unity Planning Board adopts the following Regulations governing the subdivision of land in the Town of Unity, New Hampshire.
- 1.2 TITLE: These Regulations shall be known as the Town of Unity Subdivision Regulations, and hereinafter referred to as "these Regulations".
- 1.3 PURPOSE: The purpose of these Regulations is to foster the development of an economically and environmentally sound and stable community and to protect the people of the Town of Unity from the consequences of improper subdivision, unplanned growth and haphazard development by:
 - 1.3.1 Protecting and preserving the rural character of the Town;
 - 1.3.2 Protecting neighboring and neighborhood property, interests, values and concerns through harmonious development of the Town and its environs;
 - 1.3.3 Preserving land values and avoiding increased property tax burdens; protect neighboring and neighborhood properties from light, sound, air pollution and odor impact;
 - 1.3.4 Promoting and protecting the amenities of the Town through provisions for parks, playgrounds and other recreation areas, and the preservation of the environment, natural beauty, trees, wetlands, lakes, ponds, bogs, streams and rivers, wildlife habitat (including deer yards), and other natural and historic resources, values and features;
 - 1.3.5 Preventing such scattered or premature subdivisions as would involve danger or injury to health, safety or prosperity by reason of but not limited to the lack of water supply, drainage, sewage disposal, transportation, schools or other public services; or necessitate excessive expenditure of public funds for the supply of such services;
 - 1.3.6 Assuring the adequate provision of safe and convenient traffic access and circulation, both vehicular and pedestrian, through the proper design, construction, arrangement and coordination of streets and ways within a subdivision and in relation to existing or planned streets;
 - 1.3.7 Requiring suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for fire fighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system;
 - 1.3.8 Requiring that the land indicated on plats submitted to the Board shall be of such character that it can be used for building purposes without danger to health;

- 1.3.9 Prescribing minimum areas of lots so as to assure adequate area, as may be needed for each lot, for on-site sanitary facilities;
- 1.3.10 Including provisions which will tend to create conditions favorable to health, safety, convenience, or prosperity; and
- 1.3.11 Providing uniform standards and procedures for observance by both the subdivider and the Board, thus, encouraging the equitable handling of all subdivision plans.

SECTION 2 - ADMINISTRATION AND ENFORCEMENT

- 2.1 INTERPRETATION: In the matters of interpretation of these regulations, the determination of the Board shall prevail.
- 2.2 WAIVERS: Upon written request of the sub-divider, the Board may waive compliance with any part of the Regulations if it determines:
 - 2.2.1 That strict conformity with the regulations would cause the sub-divider an unnecessary hardship; and.
 - 2.2.2 That granting the waiver shall not be contrary to the spirit and intent of these Regulations.
- 2.3 PROFESSIONAL REVIEW: The Board may require the sub-divider to pay the cost of a professional review of various parts or of the whole of the proposed subdivision upon such terms and conditions as the Board deems to be appropriate as provided by RSA 676:4, I (g). The Board shall select the professional(s). The sub-divider shall deposit with the Board the full estimated cost of any professional review prior to the Board initiating the professional review. Failure or refusal of the sub-divider to provide such funds may result in denial of the application, at the sole discretion of the Board.
- 2.4 DEVELOPMENTS OF REGIONAL IMPACT: Upon receipt of an application, the Board shall review it and determine whether or not the development, if approved, reasonably could be construed as having the potential for regional impact, as defined by RSA 36:55. 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 Board shall follow the notification process in RSA 36:57 and amendment thereto.
- 2.5 SECURING AND SIGNING OF THE PLAT: The Board must sign the final subdivision plat before it can be recorded which must occur before lots in the subdivision may be legally sold. The two methods available to the sub-divider to secure the Board's approval to sign the final plat are as follows:
 - 2.5.1 Security and the Signing of the Plat: Before the sub-divider starts installation or construction of improvements such as streets or roads, water or sewer service facilities, drainage structures or other utilities, the sub-divider shall furnish security in an amount and form acceptable to the Board. The purpose of this security will be to provide the funds necessary to install the improvements in the subdivision required by the Board in the event the sub-divider fails to do so for any reason, including, but not limited to, insolvency, and/or bankruptcy.
 - 2.5.1.1 Amount: The amount of security shall be determined by the Board and shall be sufficient to cover the costs of construction and installation of all subdivision improvements and the estimated cost of inflation over the projected term of the security (not to exceed three years), not to exceed 10% per year. The sub-divider must file with the Board a registered engineer's

detailed estimate of the costs of the improvements together with maps, plans and supporting data.

2.5.1.2 Form: Cash or an irrevocable letter of credit is the preferred forms of security. A suggested form for an irrevocable letter of credit is attached as Appendix D. Irrevocable letters of credit with language differing from the suggested form or alternative forms of security must be approved by the Board and may require consultation with Town Counsel at the Board's discretion. The Board will not accept mortgages or escrow accounts from each lot sale as security.

2.5.1.3 Release of Security: Release of any security after completion of all improvements shall be with the approval of the Board and only after a Temporary Certificate of Performance has been issued by the Board as provided in Section 2.11.1.

2.5.1.4 Signing and Recording the Plat: Where security has been furnished as required by the Board, the sub-divider shall then present the plat for signature by a majority of the Board and for recording. Upon the recording of the signed plat, the sub-divider may then sell lots even though the improvements have not yet been constructed.

2.5.1.5 Time for Completion of Improvements: Where security is required, the sub-divider must construct and install the improvements within 36 months from the date of the Board's notice of decision, unless otherwise specified as a condition of the Board's approval. The sub-divider may request a time extension beyond the 36 months for completion of the improvements and the Board may, for good cause shown, approve such a request. Alternatively the Sub-divider may apply for a voluntary merger to combine the subdivided lots and void the subdivision, providing for release of the security for the improvements. If the improvements have not been completed within 36 months and no time extension has been approved by the Board, then the Board may use the security to complete the improvements. The Board may also act to revoke its approval, pursuant to RSA 676:4-a.

2.5.2 Construction of Required Improvements and the Signing of the Plat: The sub-divider shall construct and install all improvements required by the Board within 36 months from the receipt of the notice of decision by the sub-divider from the Board. Within that same time period, the sub-divider shall present the plat to be signed by a majority of the Board after the improvements have been installed and a Temporary Certificate of Performance of Improvements has been approved by the Board. The plat will be recorded in the Sullivan County Registry of Deeds and the sub-divider may then sell and convey lots in the subdivision.

2.6 RECORDING OF FINAL PLAT: No sale or transfer of land within a subdivision may be entered into until an approved subdivision final plat has been recorded with the Register of Deeds of Sullivan County. The sub-divider shall submit to the Board two mylar copies of the approved final plat and the Board will record the plat, at the expense of the Sub-divider, with the Register of Deeds of Sullivan County. The act of recording an approved

subdivision plat shall not in itself constitute acceptance by the Town of any street or easement shown thereon. Within thirty days after the plat has been signed by a majority of the Board, the Board shall transmit to the Register of Deeds of Sullivan County the original plat for recording. It shall be the responsibility of the Board to notify the sub-divider of the book, page and date of recording. There is no time requirement concerning the sale of the subdivided land, but all subdivisions are subject to the terms of RSA 674:39.

2.7 FOUR YEAR EXEMPTION: As a condition of its approval, the Board, pursuant to RSA 674:39 may specify the level of construction or development activity that shall constitute "active and substantial development or building."

2.8 ADHERENCE OF SUBDIVISION TO APPROVED PLANS:

2.8.1 After the Board's approval of a plat, it will be the sub-divider's responsibility to see that construction does not deviate from the approved plat. Any changes to utilities, roads, or structures or other subdivision improvements as approved shall be presented to the Board for approval of the proposed changes.

2.8.2 Minor changes, by way of illustration, may include, but are not limited to, small changes to the location of roads, utilities, and building foundations due to subsurface conditions encountered during construction or improvement in design such as a lower street grade.

2.8.3 Major changes, by way of illustration, may include, but are not limited to, large changes in the location of roads, utilities and building foundations, downsizing utility lines, increasing road grades, and decreasing curve radii. Major changes shall require the resubmission of the final subdivision and approval by the Board before construction can proceed on the basis of the major changes.

2.8.4 Failure of the sub-divider to obtain the Board's prior approval of major changes in the approved plat may result in enforcement action by the Town, including but not limited to revocation of subdivision approval by the Board.

2.9 INSPECTION SERVICES DURING CONSTRUCTION: The Board shall require inspection services for all major subdivisions that include street and/or utility line construction, or for other subdivisions at the Board's discretion. The cost of the inspection services shall be borne by the sub-divider. The Board may require the inspection services to be provided by either Town employees or agents or by an outside consulting, civil engineering firm of the Board's choice. If the Board determines the need for outside inspection services and requires such as a condition of final plat approval, then prior to the start of construction the sub-divider shall provide the Board with necessary funds for such services, and the Town shall account for such funds separately from all other Town funds, pursuant to RSA 673:16, II. The sub-divider shall maintain a positive balance in the account at all times during construction to cover the expenses for inspection services or be subject to enforcement measures as deemed appropriate by the Town. Any remaining balance in the account after issuance of a Temporary Certificate of Performance of Improvements pursuant to Section 2.11.1 of these regulations shall be refunded to the sub-divider. Fees required shall be consistent with the Fee Schedule found in Appendix G.

2.10 INSPECTION: For inspections required during construction, the Contractor, Owner, or Developer shall coordinate with the Road Agent or the Board's consulting engineer. Inspections are required when:

2.10.1 Right-of-way has been cleared and before base has been laid.

2.10.2 Culverts and other drainage improvements are installed.

2.10.3 Fine grading of the subgrade, side and back slopes.

2.10.4 Base course(s) of sand and/or gravel have been laid and compacted.

2.10.5 Finish course of crushed gravel and shoulders have been laid, compacted and fine graded.

2.10.6 Surfacing with bituminous courses is in progress.

2.10.7 Such other operations as may be found necessary by the Road Agent or the Board or its agent.

2.11 RELEASE OF SECURITY:

2.11.1 Temporary Certificate of Performance of Improvements: Upon completion of all the required improvements associated with the subdivision approval, the sub-divider may make application to the Board in writing for a Temporary Certificate of Performance. This application shall include inspection reports from all affected Town departments and/or applicable outside agencies including, but not limited to, the Road Agent, the Fire Department, and the NH Department of Transportation. The Board shall issue the Temporary Certificate of Performance and release the original security filed with the Board if the Board determines that the following have been met:

2.11.1.1 All of the improvements are without material defects which need correction as determined by the Board, and

2.11.1.2 The Sub-divider has submitted security for a period of one year, which is acceptable to the Board to cover corrections of defects, omissions or failure of installation of the subdivision improvements to comply with the approved plans. The amount of security shall be determined by the Board and shall be sufficient to cover the costs of any defects, omissions, as well as failures of installation of the subdivision improvements and may include the estimated cost of inflation over the one-year period not to exceed 10% per year.

2.11.2 Final Certificate of Performance of Improvements: After the one year waiting period has expired, then the sub-divider may make application to the Board for a Final Certificate of Performance. This application shall include inspection reports from all affected Town departments and/or applicable outside agencies indicating the acceptability of the completed improvements after completion of the one year waiting period. If all the improvements are without material defects, which need

correction as determined by the Board and Section 2.12 has been met then the Board shall issue a Final Certificate of Performance and release the remaining security. If any of the subdivision improvements are proposed to be turned over to the Town as public improvements, with the Town being responsible for maintenance, then the sub-divider may apply to the Town for acceptance of these improvements only after the Board has issued a Final Certificate of Performance.

2.12 SUBDIVISION AS-BUILT PLANS: Following completion of all improvements, the sub-divider shall submit As-Built Plan(s) to the Board. This plan shall be drawn to scale and shall indicate by angles and dimensions, all underground utilities, road profiles and centerline elevations and, final grading plan showing swales and ditches. The plan shall show easements, dedicated roadways, and roadbeds.

2.13 ACCEPTANCE OF STREETS, OPEN SPACE AND/OR UTILITIES:

2.13.1 Nothing herein is intended to modify the requirements of law with reference to the acceptance of streets and/or utilities by the Town.

2.13.2 Nothing herein is intended to modify or control the construction, reconstruction, or extension of streets and/or utilities by the Town or State.

2.13.3 No street or open space shall be submitted to the Town for acceptance until such time as all improvements have been carried out as shown on the Final Plat, in accordance with the requirements of these Regulations, and subject to any conditions established by the Board at the time of Final Plat approval, and until the Board has approved a Final Certificate of Performance of Improvements.

2.13.4 Final subdivision approval by the Board does not constitute acceptance of the street(s) by the Town of Unity. Acceptance of a street for public maintenance shall require the vote of the Town at Town Meeting.

2.14 REVOCATION OF BOARD APPROVAL: A subdivision plat that has been properly filed with the Registry of Deeds may not be revoked in whole or in part by the Board except pursuant to RSA 676:4-a.

2.15 AMENDMENTS: These Regulations may be amended or rescinded from time to time whenever this action is deemed necessary or advisable by the Board, and in accordance with the provisions of RSA 675:6.

2.16 NUMBERING: After amendments are adopted, the Board shall have the authority to renumber the sections consecutively.

2.17 CONFLICT WITH OTHER REGULATIONS: Where these Regulations are in conflict with other Federal, State or local laws, ordinances, bylaws or regulations, the more stringent shall apply.

2.18 APPEALS: Any person, aggrieved by an official action of the Board, may appeal therefrom in accordance with the provisions of RSA 677:15.

2.19 VALIDITY: If any section, subsection or phrase of these Subdivision 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.

2.20 ENFORCEMENT: These Regulations shall be enforced by the Board of Selectmen or its duly authorized representative.

SECTION 3 - APPLICATION PROCEDURES AND SUBMITTAL REQUIREMENTS

3.1 GENERAL CONSIDERATIONS FOR ALL APPLICATIONS

3.1.1 Application for Approval: The completed application shall:

- 1) Include the application form in Appendix A;
- 2) Conform to the requirements and specifications outlined in these Regulations;
- 3) Include the appropriate Appendix I or J checklist; and
- 4) Specify the regularly scheduled meeting of the Board at which the application will be formally submitted to the Board.

3.1.2 Filing of Application: All applications made to the Planning Board shall be submitted to the Office of the Planning Administrator at least thirty (30) days prior to the date of a Planning Board meeting at which the applicant or his agent wishes to appear. Application and plans will be reviewed by the Planning Administrator for conformance with the requirements of these regulations. Applicants will be notified of any deficiencies, which must be corrected in order to be placed on a Planning Board agenda for Planning Board acceptance and formal consideration. After such notice, the applicant may revise the plan(s). The revised plan, which must meet the requirements of a completed application, shall be resubmitted at least fifteen (15) days prior the Planning Board meeting at which the applicant or his agent wishes to appear. The applicant shall file the application by delivering the application to the designated agent of the Board at least fifteen (15) days prior to the regularly scheduled public meeting of the Board at which the applicant will formally submit the application to the Board for acceptance as a complete application. The application shall include the names and addresses of the applicant and each abutter as shown in the Town records and shall also include all others as required by RSA 676:4, I (d).

3.1.3 Notice of Application- Fees: Notice of the application shall be provided by the Board in accordance with RSA 676:4, I (d). All costs of such notice, including secretarial time and disbursements, shall be paid in advance by the applicant. Failure to pay such costs shall constitute valid grounds for the Board to terminate further consideration and to disapprove the plat without a public hearing. The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursement of consultants to the Board, including but not limited to engineers, surveyors, lawyers, and planners. Fees are specified in Appendix G.

3.1.4 Submission and Acceptance of Completed Application: The completed application shall be submitted to and accepted for review by the Board at the public meeting of the Board specified in the notice provided for in Section 3.1.7. The Board shall, by motion, accept the application, but only if the application is complete and all costs of notice of the application have been paid. If during the application approval process any changes regarding ownership of record the Board will require a new application

to be submitted. If the Board determines an application is incomplete, then the Board shall notify the applicant in writing of the reasons for this determination. Acceptance of the application as complete by the Board is sufficient to invoke jurisdiction of the Board per RSA 676:4, I (b).

3.1.5 Formal Consideration at Public Hearing- Time Limits: The Board shall begin formal consideration of the final application within thirty (30) days after receipt of the completed application by the Board or its designee. If notice of the public hearing has been included in the notice of submission of the completed application, then additional notice is not required. The Board shall act to approve or disapprove the application within the time limits established by RSA 676:4, I(c), subject to extensions as indicated in RSA 676:4, I (f).

3.1.6 Disapproval: In case of disapproval of any application, the grounds for such disapproval shall be adequately stated in the minutes of the Board's meetings, a copy of which shall be mailed to the applicant.

3.1.7 Notification of Approval: The Board will notify the Board of Selectmen, Building Inspector, Fire Chief, Health Officer and Road Agent of the final approval.

3.2 MAJOR SUBDIVISIONS:

3.2.1 General: Anyone proposing a major subdivision as defined in these regulations may request the Board for a non-binding Conceptual Consultation Review (see Section 3.2.2.1) or apply to the Board in writing for a Design Review or a Final Plat Review (see Sections 3.2.2.2 and 3.2.3). Only the latter is obligatory.

3.2.1.1 The Board shall not grant approval to any subdivision application where the Conditional Use Permits (one dwelling per one acre) will comprise more than 10% of the total residential units of the proposed subdivision. Whenever any subdivision of land is proposed, and before any construction, land clearing or building development is begun, and prior to filing any subdivision plat for recording in the Sullivan County Register Deeds, the Sub-divider or the Sub-divider 's authorized agent shall apply for and secure approval of such proposed subdivision in accordance with the following procedures.

3.2.2 Pre-Application Review:

3.2.2.1 Non-binding Conceptual Consultation: (a) there is no application fee or time limit for this, nor is this consultation and review binding in any way on either the applicant or the Board. The owner of record of the land to be subdivided may authorize an agent** to serve on his behalf. Notice to abutters is not required. All requests for conceptual consultations must be made in writing and received no less than fifteen (15) days prior to the meeting at which the applicant wishes to appear. The applicant may bring in a site location map or a base map of the site, which provides minimal detail of the proposal. The board and the applicant may discuss the basic concept of the proposal, review the proposal with regard to the master plan and the

zoning ordinance, explain the applicable local regulations and provide guidance relative to other state and local requirements.

3.2.2.2 Appointment of Agent form may be needed see Appendix G1

3.2.3 Final Plat: Any person desiring approval for subdivision as defined in these regulations, MUST apply to the Board in writing on the designated Application Form (see Appendix A) and pay the required fees (see Section 3.1.3).

3.2.4 Major Subdivision Submittal Requirements: A complete application for a Major Subdivision Final Plat shall include the following plans and documents with the application or the requirement of submission must be waived by the Board; otherwise the application will not be complete and will not be accepted by the Board for review. Provide five (5) copies of each item, except as otherwise stated:

3.2.4.1 A completed application form and payment of all fees. The application shall include the name and address of the owner of record, the sub-divider, and any agent for the sub-divider and/or any professional(s) working for the Sub-divider on this application. The applicant shall also provide the names and addresses of anyone else requiring notification in accordance with RSA 676:4, I (d). The application shall also identify the name of the subdivision, the zoning district(s) encompassed by the subdivision and the presence of any municipal boundary line.

3.2.4.2 Written authorization from the landowner of record for any agent(s) to represent the owner;

3.2.4.3 Maps: An initial submittal to the Board shall include two (2) complete sets of plans on paper sized 22" x 34" and five (5) complete sets of plans on paper sized 11" x 17". A submittal to the Board for final approval shall included two (2) complete sets of plans in permanent black ink on Mylar sized 22" x 34" and five (5) complete sets of plans on paper sized 22" x 34". A complete submittal shall include the following:

3.2.4.3.1 Site Survey: The site survey will show the following information and conform to the following specifications:

(a) Be in permanent black ink on permanent reproducible polyester film;

(b) Have sheet sizes in accordance with requirements of Sullivan County Register of Deeds, but not smaller than 22" x 34" or as otherwise permitted by the Board;

(c) Have scale no smaller than one hundred (100') feet per inch, unless otherwise permitted by the Board;

(d) Be prepared, signed and sealed by a New Hampshire Registered Surveyor or Engineer;

- (e) Show complete boundaries and area of entire parcel, north point, bar scale, date and dates of any revisions;
- (f) Show existing and proposed street travel width and width of right-of-way lines, dimensions of tangents, chords and radii; have points of curvature and tangency of curved streets; and angles to lot lines; have names of existing and proposed streets;
- (g) Show existing and proposed lot lines, angles and dimensions, lot sizes in square feet or acres, consecutive numbering of lots, monuments at lot corners;
- (h) Show location of existing and proposed easements and areas affected by existing and proposed covenants, reservations and restrictions, benefiting or burdening the property [Note: "Easements" include old wells, water rights and rights-of-way];
- (i) Show location of existing and proposed parks and other open space, and significant natural and man made features;
- (j) Show location of existing and proposed utilities, wells, septic systems, buildings, drives, parking areas, storm water drainage lines, drainage structures and drainage ways;
- (k) Show location and type of all proposed and existing survey monuments; and
- (l) Show abutting property lines located within two hundred (200) feet of the parcel of land to be subdivided and show the names and addresses of those abutting property owners.
- (m) Show current setback line.

3.2.4.3.2 Site Location Map: The site location map shall be drawn at a scale that is appropriate to the proposed location in the town and shall show the location of the proposed subdivision in relation to the general area of the subdivision.

3.2.4.3.3 Topographic Map: The topographic map shall be drawn to the same scale as the site survey and shall show existing topography and proposed changes in topography at the following intervals:

<u>Grade</u>	<u>Contour Interval</u>
0-2%	2-foot plus spot elevations
2+-5%	2-foot
5+%	5-feet

Also, all low points, high points and other areas needing spot elevations shall be shown. Contours shall be shown in dashed lines. Contour lines

shall extend a responsible distance as necessary to define critical areas beyond the subdivision boundary. Contour lines are to be actual and not interpretations of USGS maps for all major subdivisions involving the design and construction of roads or other subdivision improvements. For minor subdivisions and major subdivisions not involved with the design and construction of roads or other subdivision improvements, interpretation and use of USGS Topographic Maps is acceptable.

3.2.4.3.4 Soils Map: The soils map shall be drawn to the same scale as the site survey and shall show the location of all percolation test sites, soil test pits and borings, and soil mapping units and boundaries as classified by the U.S. Natural Resources Conservation Service with such corrections as are required to reflect the results of all soil tests. A legend on the soil map shall identify mapping unit symbols and soil names.

3.2.4.3.5 Hydrology Map: The hydrology map shall be drawn to the same scale as the site survey and shall show all surface water on and within two hundred (200) feet of the site, including rivers, streams, intermittent streams, lakes, ponds, marshes, wetlands; areas of high and moderate ground water favorability; flood prone areas; and drainage ditches and swales.

3.2.4.4 Access: An analysis of the traffic to be generated by the proposed subdivision, including direct and indirect volume of traffic, impact on the area surrounding the subdivision and the Town as a whole, capacity of the public roads leading to the area of the subdivision to serve the subdivision safely and efficiently, and statement of work required on existing roads serving or leading to the subdivision to meet the minimum road standards set forth in the these Regulations.

3.2.4.5 Soils Report: Results of all soil tests, including dates, locations by reference to soil map, percolation rates, soil profile with depth to ledge, clay, hard pan and existing and seasonal high water table, and analysis of suitability of soils in areas proposed for septic systems, roads, drives, and buildings, including Natural Resources Conservation Service rating of the affected soils for the proposed uses taking topography into account. If the property is presently being farmed, describe the effect of the proposed subdivision on the farming activity.

3.2.4.6 Sewage Disposal: All proposed sewage disposal plans, in detail, including all computations and an analysis and description of impacts on surface and ground water quality, adequacy of site for septic system sewage disposal, identification of area(s) proposed for backup leach field(s) in the event of field failure, and provision for an adequate buffer zone between all portions of a septic system including area(s) reserved for backup leach field(s)] and surface water (see Section 4.8 of the Subdivision Regulations). * Reference Section 4.2.1 Steep Slope Regulations *

3.2.4.7 Water Supply: All proposed water supply plans, in detail, with a description and analysis of proposed water supply, including computation of requirements and analysis of source in terms of flow rates and quality. Public Water Supply systems [systems which will serve more than twenty-five (25) persons for sixty (60) days or more per year] must be designed and constructed, at a minimum, in compliance with State Design Criteria. For hook-up to existing water supply systems, provide two (2) copies of a statement of acceptance into the system- by-system management.

3.2.4.8 Construction Plans:

3.2.4.8.1 Plans: Plans of all areas to be disturbed for construction of streets, drives, drainage ways and structures; sewer, water and electric lines, erosion and sediment control structures, and other areas to be disturbed for the construction of improvements shall be made with existing topography shown in dashed lines and proposed contours shown in solid lines at a contour interval no greater than two (2) feet plus spot elevations, soil types and boundaries shown in dotted lines, existing tree lines and proposed trees and all other plantings, edge of all paved or graveled areas, location and size of all structures, piping and other materials, horizontal curve data at street center lines, center line stationing of all proposed roads at fifty (50) foot intervals and the location of all adjacent lot lines with the lot numbers of each lot taken from the site survey. Plans shall be drawn at a scale of not more than one- (1) inch equals one hundred (100) feet.

3.2.4.8.2 Profiles: Profiles of all proposed roadways (including drives) showing existing and proposed elevations along the centerlines; and all structures, piping and other materials. Profiles shall be drawn at a scale of one (1) inch equals one hundred- (100) feet horizontal scale and one (1) inch equals ten- (10) feet vertical scale.

3.2.4.8.3 Cross-sections: Cross-sections of all proposed roadways at one hundred (100) foot stations and at all catch basins, bridges or culverts showing the roadway and all areas to be disturbed for the construction of all proposed roadways, existing grades, proposed subgrades, proposed final grades and all utilities and other structures. Cross- sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet, both the horizontal and vertical scales shall be the same.

3.2.4.8.4 Details: Construction details of all roadways, curbing, drainage structures, sediment and erosion control structures and any other required improvements shall be shown at a convenient scale.

3.2.4.9 Surface Water Runoff, Sedimentation and Erosion: All plans to control surface water runoff so as to protect surface water quality and prevent sedimentation and erosion. Such plans should include the following information:

- 3.2.4.9.1 Identification of all easements, express or implied, for the drainage of surface water onto or across the property from other properties, and from the property onto or across other properties.
- 3.2.4.9.2 Identification of the complete watershed area within which the property is located with boundaries marked on the applicable USGS Topographic Maps.
- 3.2.4.9.3 Computation of rate of runoff before and after completion of the subdivision for a twenty-five (25) year, twenty-four (24) hour rainfall.
- 3.2.4.9.4 Computation of storm water drainage capacity based on estimated rate of runoff for a twenty-five (25) year, twenty-four (24) hour rainfall following completion of all phases of the subdivision, including impact on downstream drainage structures.
- 3.2.4.9.5 Drawings, specifications and calculations for each proposed runoff, erosion and sediment control measure, including identification of and location of natural drainage ways on the property and surrounding area, and the location of the proposed measures for runoff, erosion and sediment control, including provision for adequate buffer zones [not less than one hundred (100) feet measured horizontally] between developed areas (e.g. roofs, drives, parking areas, etc.) and surface water, with the distance measured to the top of the bank above the surface water.
- 3.2.4.9.6 Analysis and description of the impact of the proposed subdivision on surface water quality.
- 3.2.4.10 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. Such plans shall include the following information:
 - 3.2.4.10.1 Basic street and lot layout, with all lots numbered consecutively;
 - 3.2.4.10.2 Location of all existing buildings and approximate location of proposed buildings, if known;
 - 3.2.4.10.3 Contours of existing grade at intervals of not more than five (5) feet. Intervals less than five (5) feet may be required depending on the character of the topography (see Section 3.2.4.3.3). Contour lines shall extend a minimum of two hundred (200) feet beyond the subdivision boundary. Contour lines are to be actual and not interpretations of USGS maps;
 - 3.2.4.10.4 Final identification, location, elevation, grades and/or contours at intervals of not more than two (2) feet (less interval may be required depending on topography) for the existing and proposed drainage ways, drainage easements, drainage structures and water bodies;

- 3.2.4.10.5 Final identification and relative location of proposed soil erosion and sediment control measures and structures;
- 3.2.4.10.6 Final drawings and specifications for each proposed soil erosion and sediment control measure in accordance with guidelines acceptable to the Board;
- 3.2.4.10.7 Final drawings, details and specifications for proposed flood hazard prevention measures and structures and for proposed storm water retention facilities;
- 3.2.4.10.8 Final slope stabilization details and specifications; and
- 3.2.4.10.9 A timing schedule indicating the anticipated starting and completion dates of the subdivision development and time of exposure of each area prior to the completion of effective soil erosion and sediment control measures.
- NOTE: The sub-divider shall bear the final responsibility for the installation and construction of all required drainage, slope stabilization, soil erosion and sediment control measures and structures according to the provisions of these Regulations.
- 3.2.4.11 Preservation of Significant Natural and Historic Features: Identify and describe plans for the preservation and protection of significant scenic points, brooks, streams, water bodies, marshes, wetlands, wildlife habitat, other natural resources and historic buildings and features.
- 3.2.4.12 Preservation of Farmland: Identify and describe plans for maximizing the preservation and protection of any agricultural land.
- 3.2.4.13 Open Space: Description of areas to be set aside for park or playground use, open space, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
- 3.2.4.14 Fire Safety: An analysis of and plans to assure fire safety, including fire safety of buildings, access by men and equipment to the site and to buildings on the site, and availability and adequacy of water supply for fire fighting. Depending on the nature of the subdivision, an analysis of forest fire danger may be required.
- 3.2.4.15 Title Matters and Legal Data: Provide two (2) copies of each of the following:
- 3.2.4.15.1 All present and proposed easements, covenants, reservations or restrictions benefiting or burdening the property. The location of all areas affected or to be affected thereby shall be clearly identified by appropriate reference to the site survey;
- 3.2.4.15.2 Most recent deed to the property; certified by The Sullivan County Registry of Deeds.

3.2.4.15.3 Agreement to convey to the Town land to be used for streets, open space and other public purposes, with transfer of title to such interests to be effective on such date as the Town accepts such land;

3.2.4.15.4 Description of easements and rights-of-way for public purposes over property to remain in private ownership;

3.2.4.15.5 Descriptions of easements to drain onto or across other property, whether public or private, including a street;

3.2.4.15.6 Security for subdivision improvements described in Section 2.5;

3.2.4.15.7 A written acknowledgment of the Sub-divider's responsibility for maintenance of easement areas and common areas, and the assumption by the sub-divider of liability for injuries and damages that may occur on lands to be dedicated for public use, until such land has been legally accepted by the Town; and

3.2.4.15.8 In event of damage to Town property or facilities, incurred by or from work performed by or for the developer, the developer shall indemnify, defend and hold harmless the Unity Highway Department for subsequent maintenance of pavement, shoulders, catch basins, culverts, storm sewers and any additional costs.

3.2.4.16 Agency Approvals: Submit one (1) complete copy of all applications submitted to, communications with and approvals from, any Federal, State or Town agency having jurisdiction over any aspect of the proposed subdivision, including but not limited to the following:

New Hampshire Department of Environmental Services, Water Supply and Pollution Control Division

- * Subdivision Approval for On-Site Wastewater Treatment Systems
- * Water Supply Systems
- * Site Specific

New Hampshire Department of Environmental Services, Wetlands Board

- * Wetlands Permit for Dredge and Fill

New Hampshire Department of Highways

- * Driveway Permit for access onto State Highway Planning Board
- * Driveway Permit for access onto a town road

3.2.4.17 Subdivisions located within Flood Prone Areas: The Sub-divider of any proposed subdivision which includes land which has been designated as a Flood Prone Area by the National Flood Insurance Program shall provide the following:

3.2.4.17.1 The sub-divider shall submit all necessary permits from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

3.2.4.17.2 The sub-divider of any subdivision proposal greater than 50 lots or 5 acres, whichever is the lesser, shall submit base flood elevation data.

3.2.4.17.3 The sub-divider shall submit sufficient evidence such as construction drawings, grading and land treatment plans in order for the Board to determine that:

(a) All such proposals are consistent with the need to minimize flood damage;

(b) Utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and

(c) Drainage is provided so as to reduce exposure to flood hazards.

3.2.4.18 Additional Information: The Board reserves the right to call upon the applicant for additional information in the course of reviewing the proposed subdivision. All such requests will be in writing, addressed to the applicant or his agent.

3.3 MINOR SUBDIVISIONS:

3.3.1 General: The application procedure for a Minor Subdivision shall be the same as for Major Subdivision as outlined in Section 3.2, including preapplication review. The goal of Minor Subdivision review shall be to expedite Board review by combining the application acceptance and public hearing at one meeting. This may not be feasible in all circumstances.

3.3.2 Minor Subdivision Submittal Requirements: A complete application for a Minor Subdivision Final Plat shall include the following plans and documents with the application or the requirement of submission must be waived by the Board after application for the waiver in writing; otherwise the application will not be complete and will not be accepted by the Board for review. Provide five (5) copies of each item, except as otherwise stated. Provide five (5) complete sets of plans on paper sized 22" x 34"; and two (2) complete sets of plans using permanent black ink on Mylar sized 22" x 34".

3.3.2.1 A completed application form and payment of all fees, as required by Section 3.2.4.1

3.3.2.2 Written authorization from the landowner of record for any agent(s) to represent the owner.

- 3.3.2.3 A Site Survey Map as required by Section 3.2.4.3.1.
- 3.3.2.4 A Site Location Map as required by Section 3.2.4.3.2.
- 3.3.2.5 A Topographic Map as required by Section 3.2.4.3.3
- 3.3.2.6 A Soils Map as required by Section 3.2.4.3.4 and Soils Report as required by Section 3.2.4.5.
- 3.3.2.7 A Hydrology Map as required by Section 3.2.4.3.5.
- 3.3.2.8 Sewage disposal plans as required by Section 3.2.4.6.
- 3.3.2.9 Water supply plans for domestic use as required by Section 3.2.4.7.
- 3.3.2.10 Plans for preservation of significant natural and historic features as required by Section 3.2.4.11.
- 3.3.2.11 Plans for the preservation of farmland as required by Section 3.2.4.12.
- 3.3.2.12 Any pertinent title matters and legal data as required by Section 3.2.4.15 (2 copies).
- 3.3.2.13 For any minor subdivision located in a flood prone area, submission of the pertinent information as detailed in Section 3.2.4.17.
- 3.3.2.14 The Board may require such additional information to be provided at the Subdivider's expense, as it deems necessary in order to evaluate the subdivision in relation to the purposes and scope of these regulations.

3.4 MINOR LOT LINE ADJUSTMENTS AND BOUNDARY AGREEMENTS:

- 3.4.1 General: The application procedure for a minor lot line adjustment or boundary agreement shall be in accordance with Section 3.1.
- 3.4.2 Submittal Requirements: A complete application for a Minor Lot Line Adjustment or Boundary Line Agreement shall include the following plans and documents with the application or the requirement of submission must be waived by the Board; otherwise the application will not be complete and will not be accepted by the Board for review. Provide three (3) complete sets of plans on paper sized 22" x 34"; and two (2) complete sets of plans using permanent black ink on Mylar sized 22" x 34". Provide five (5) copies of any other item, except as otherwise stated:
 - 3.4.2.1 A completed application form and payment of all fees. The application shall include the name and address of the owners of record, any agent for the sub-divider and/or any professional(s) working for the on this application. The applicant shall also

provide the names and addresses of anyone else requiring notification in accordance with RSA 676:4, I (d). The application shall also identify the presence of any municipal boundary line.

3.4.2.2 Written authorization from the landowner(s) of record for any agent(s) to represent the owner(s);

3.4.2.3 Site Survey, as required by Section 3.2.4.3.1.

3.4.2.3.1 Include a notation which explains the parcels and sizes as they exist and the parcels and sizes which would result with approval of the plat.

3.4.2.3.2 Include a notation on the plat stating: "The property conveyed as a result of this boundary adjustment shall not be deemed or considered a separate lot of record, but shall be regarded as merged into and made an integral part of the contiguous lot of land previously owned by the grantee(s) so that the same shall hereafter be one confirmed single lot of record."

3.5 VOLUNTARY MERGER OF LOTS OF RECORD:

3.5.1 Filing of Application: The applicant shall complete and sign a Merger of Lots of Record form. When existing lots in an approved and recorded subdivision are to be merged, then the Merger of Lots of Record form found in Appendix B should be used. When existing lots as described in recorded deeds are to be merged, then the Merger of Lots of Record form found in Appendix C should be used.

3.5.2 Submittal Requirements: A complete application for a voluntary merger of lots of record consists simply of completing and signing a Voluntary Merger of Lots of Record form supplied by the Board and submitting it to the Board for signature and recording. The applicant will be invoiced the cost of recording the Voluntary Merger of Lots of Record form with the Sullivan County Registry of Deeds.

3.5.3 Approval and Signing by the Board: Except where such voluntary merger would create a violation of the current ordinances or regulations, all such requests shall be approved, and no public hearing or notice shall be required. The Board shall approve and a majority of the Board shall sign the Merger of Lots of Record form after completion and submission of the form to the Board.

3.5.4 Recording: After the Merger of Lots of Record form is signed, the Secretary of the Board shall transmit the original to the Register of Deeds of Sullivan County for recording, charging the applicant for the recording fees.

SECTION 4 - STANDARDS FOR SUBDIVISION DESIGN

4. GENERAL; COMPLIANCE WITH REGULATIONS, MASTER PLAN, OTHER ORDINANCES AND REGULATIONS: All subdivisions shall conform with and give effect to the purposes of these Regulations and any pertinent Federal, State or local laws, ordinances, bylaws or regulations and with the Master Plan when adopted. The Building Inspector issues building permits but no building permit shall be granted with respect to property involving a subdivision prior to the review and approval of said subdivision by the Board and the recording in the Sullivan County Registry of Deeds of the approved Plat.

4.1 FOR SUBDIVISIONS AND SITE PLANS THAT INVOLVE LAND DESIGNATED AS "SPECIAL FLOOD HAZARD AREAS" (SFHA) by the National Flood Insurance Program (NFIP):

- (a) The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State Law, including Section 404 of the Federal Water Pollution Control Act Amendment of 1972, 33 U.S.C. 1334.
- (b) The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, including Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100 year flood elevation).
- (c) The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:
 - (i) All such proposal are consistent with the need to minimize flood damage;
 - (ii) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and,
 - (iii) Adequate drainage is provided so as to reduce exposure to flood hazards.

4.2 CHARACTER OF PROPERTY PROPOSED FOR SUBDIVISION: The Board may not approve a proposed subdivision if it finds that the proposed subdivision would create, or risk the creation of, conditions unfavorable to health, safety, convenience, poor drainage, flood or fire hazard, inadequate water supply or inadequate access. Applicants shall make every reasonable effort to protect air quality, ground and surface water resources, wildlife trails and habitat, significant natural features and sites, significant historic buildings and sites and agricultural lands designated by the Natural Resources Conservation Service as prime agricultural land or agricultural land of statewide significance. The Board may deny subdivision applications when it has determined that the proposed subdivision may cause significant harm or damage to these important resources. All lots shall have adequate area, soil, and slope conditions to support on-site wells and septic systems. Steep slopes, flood prone areas, seasonally wet, marsh, muck or peat areas and wetlands may be included as part of a lot provided each lot contains at least one acre of contiguous land that is suitable for on-site water and septic systems. These environmentally sensitive areas may not be altered, dredged, drained, filled or relocated except for agricultural use and may not be used for building sites, sewage disposal areas, driveways or other forms of development. Natural watercourses, ponds or lakes may not be altered, dredged, drained, filled or relocated and a 125-foot permanent natural greenbelt along water bodies and watercourses is strongly encouraged through deed restrictions or dedication to an appropriate conservation group. Nonetheless, minor alterations may be permitted in such areas or water bodies at the discretion of the Board if (1) such alterations are authorized

by all Federal and State agencies having jurisdiction with respect thereto and (2) the Board finds that the alterations will not have significant negative environmental impact when analyzed in the context of the subdivision as a whole.

- 4.2.1 **Steep Slope Definitions and Requirements for Subdivision:** All slopes hereinafter defined are virgin, natural slopes prior to cut and fill. There will be no excavation of any kind on steep slopes prior to a Subdivision Regulation or Site plan review approval. Steep slopes for commercial or residential access ways, driveways, and roads are defined as those areas having slopes of 8% or greater prior to cut and fill. Such areas will be noted on all application proposals. (Logging is not included in this definition) Driveways or roads for commercial activities may not be constructed on any slope which exceeds an 8% grade. Residential steep slopes are defined as slopes of 10% to 24% grade. Residential Driveways must have a storm water drainage plan for driveways 10% grade or above; Residential Driveways constructed on slopes 10% or above, depending on soil conditions may require an engineering plan; the grade of a driveway may not exceed 12%. Septic Systems are not permitted on any slopes greater than 12% without a design submitted by an engineer who shall take into consideration the watershed of the uphill slope and who shall design such system to withstand a hundred year storm event without the integrity of the system being compromised. Septic systems are not permitted on any slope greater than 20%. No buildings or structures are permitted on slopes of 25% or greater. All acreage 15% to 25% in slope will only count as 50% in calculating lot size. Areas with a slope of 25% or greater cannot be used to satisfy lot requirements. Driveways and other land clearing are not to cause erosion; driveway access shall not create a traffic or other hazard; There will be engineering plans for buildings on slopes of 15% or greater showing that the footing extends to stable soil or rock.
- 4.3 **PREMATURE SUBDIVISION DEVELOPMENT:** Scattered or premature or inappropriate subdivision of land that would involve danger or injury to health, safety or prosperity by reason of lack of water supply, drainage, transportation, school, fire department, or other public services, or necessitate an excessive expenditure of public funds for the supply of such services shall not be approved by the Board.
- 4.4 **RESERVE STRIPS:** No privately owned reserve strip, except open space proposed to be deeded to the Town or to a homeowners association within the subdivision, shall be permitted which controls access to any part of the subdivision or any parcel of land from any street, or from any land dedicated to public use, or which may be so dedicated. Land-locked parcels for building development shall not be permitted.
- 4.5 **PRESERVATION OF EXISTING FEATURES:** The sub-divider shall give due regard to the preservation and protection of existing features, trees, scenic points, brooks, streams, rock outcroppings, water bodies, stone walls, boundary markers and other natural and historic resources and landmarks.
- 4.6 **SUBDIVISION DESIGN, GENERAL:** Subdivision design and lot sizes within a subdivision shall be established by giving due regard to all of the factors outlined in these Regulations, including water supply, sewage disposal, soil conditions, ground and surface water conditions, drainage, topography, the road system (private and public) which serves or leads to the subdivision and the general area in which the subdivision is located (including

the condition of the roads and the present and prospective use of the roads), the need for off-street parking, the need to avoid scattered or premature subdivision, the nature and extent of existing development patterns in the area of the subdivision, the impact of the subdivision on Town services, availability of water supply for fire protection, protection of agricultural land, and the preservation of natural, unique, fragile or historic features.

4.7 LOT AND SITE LAYOUT: When laying out or planning a subdivision, the following regulations shall govern the layout of lots and sites:

4.7.1 The lot size, width, depth, shape and orientation shall be appropriate for the parcel being subdivided, for the location of the subdivision and for the type of development and use contemplated;

4.7.2 All building lots or sites shall have sufficient frontage to provide reasonable and safe access from (1) a Class V or better highway, or (2) a street shown on an approved subdivision plan;

4.7.3 Where extra right-of-way width has been indicated for widening of existing streets, lots shall begin at such extra width line;

4.7.4 Block length and width or acreage within bounding roads shall be such as to provide for convenient access, circulation control and safety of street traffic;

4.7.5 Access to lots abutting existing Town or State streets shall be by common driveways, or frontage streets, where appropriate in the judgment of the Board to minimize the number of driveways and/or new streets entering onto these existing streets; and

4.7.6 Driveways shall be designed to provide safe and convenient access and to control surface water runoff so that it does not damage the street to which the driveway leads. Such driveways shall meet the approval of Town or State road officials.

4.7.7 In general, lots with a length: width ratio of greater than 5:1 shall not be approved. The object of this standard is to promote more compact site development and to discourage the creation of lots that are long and narrow, which often cause problems for emergency access and hinder suitability for development.

4.8 ON-SITE SEWAGE DISPOSAL DESIGN STANDARDS: The Board will not approve a subdivision that creates a lot or site that will not meet the minimum standards and design requirements of the New Hampshire Department of Environmental Services.

4.9 STREET DESIGN: Proposed streets shall be in harmony and conformance with existing and proposed streets and the Town Master Plan. Street patterns shall give due consideration to contours and natural features so as to create aesthetically pleasing subdivisions. Every proposed street in a subdivision shall be laid out and constructed as required by the following standards:

4.9.1 All streets shall be constructed, and all bridges, culverts, drainage structures, storm sewers, gutters, drainage ditches and other improvements required by the

subdivision plat and accompanying documents, shall be installed in conformance with the standards and specifications set forth in Appendix E.

- 4.9.2 The plan of any proposed subdivision shall show all work required connecting and completing the improvements and utilities between the proposed street pattern and any connecting street in an existing subdivision.
- 4.9.3 Where a proposed subdivision abuts an existing street with an inadequate alignment, or right-of-way width, the subdivision plat shall include a street dedication of all land needed to meet the standards established by these regulations, and as approved by the Board.
- 4.9.4 Each subdivision, to minimize interruptions to traffic flow and maintain overall roadway safety, shall have in its entirety, only one access street. The one access street must have only one access point which must connect to a Town or State year round maintained road of Class I-V. The Board shall not waive this access requirement without the written approval of the Fire Chief and the Acting Chief of Police.
- 4.9.5 The layout of the street pattern shall be based upon a local street system connected to a collector street system connected to an arterial system.
- 4.9.6 Local residential streets shall be designed so as to discourage non-local through traffic.
- 4.9.7 Local and collector streets shall not intersect with arterial streets less than one hundred fifty (150) feet apart, measured from centerline to centerline.
- 4.9.8 Streets shall intersect so that within seventy-five (75) feet of the intersection (measured at the right-of-way lines) the street lines are at right angles. In no case shall the angle of intersection be less than seventy-five (75) degrees. The grade within one hundred (100) feet of an intersection shall not exceed five (5) percent. The grades of local streets at intersections with collector streets shall drop at the rate of one (1) foot in fifty (50) feet for a distance of fifty (50) feet from the edge of the traveled way of the existing street. No structure, planting or embankment shall impair corner visibility.
- 4.9.9 Multiple intersections involving a junction of more than two streets shall be prohibited.
- 4.9.10 The minimum distance between centerline offsets at street jogs shall be one hundred fifty (150) feet.
- 4.9.11 Permanent dead-end streets shall not exceed twelve hundred (1,200) feet in length and shall terminate in a suitable turnaround. The Board shall not waive the 1200' requirement for any dead end street without the written approvals of the Fire Chief and State Fire Marshall.

4.9.12 Temporary dead-end streets, where future extension to another outlet is approved by the Board, may exceed twelve hundred (1,200) feet in length. In such cases, the full width of shall be deeded to the Town and reserved for future right-of-way dedication.

4.9.13 If a dead-end street is of a temporary nature, a turnaround shall be provided and provisions made for future extension of the street through to adjacent property and reversion to the adjoining properties of the excess right-of-way for the temporary turnaround.

4.9.14 The following standards shall apply to cul-de-sac streets:

4.9.14.1 The turnaround at the end of a cul-de-sac street shall be located so that it drains toward its entrance and to the side of the road;

4.9.14.2 Unless there is the expectation of extending the street through to the adjoining property, a cul-de-sac street shall not be brought to the property boundary line, and shall be placed so that the lots can back on the property line of the subdivision;

4.9.14.3 Length shall not exceed one thousand two hundred (1,200) feet; and

4.9.14.4 Turnarounds shall have a minimum of sixty (60) feet measured from the center point of the circle to the inside edge of the roadway.

4.9.15 Streets shall be named in accordance with Town policy as adopted by the Selectmen. No Street shall have a name, which will duplicate or closely resemble the name of an existing street. The continuation of an existing street shall have the same name.

4.10 CLASSIFICATION AND DESIGN OF STREETS: The classification of existing streets shall be as defined in the Town Master Plan. The classification of new streets shall be as determined by the Board of Selectmen in accordance with Appendix E. The following standards of design contained in Appendix E shall apply to new streets. The Board may require greater width of right-of-way where, in its judgment, the demands of present or future traffic make it desirable or where topographic conditions create a need for greater width for grading. The Board of Selectmen shall be notified of any such requirement.

4.11 STREET IMPROVEMENTS: In rural areas, streets shall have a minimum travel surface width as prescribed in Appendix E, with shoulders not less than two (2) feet wide. The Board may require a greater travel surface width and shoulders for arterial or collector streets. The Board may require a greater width of right-of-way and paving, together with curbs and sidewalks.

4.12 SCATTERED OR PREMATURE SUBDIVISION DEVELOPMENT: Any existing street which provides either frontage to new lots or direct or indirect access to new streets shall meet the minimum standards established in Appendix E for such street. Based upon considerations specified in RSA 674:36, II (a) and supported by standards in these regulations and other considerations deemed relevant by the Board, the Board shall deny applications for subdivisions that it deems to be scattered or premature. Where a subdivision requires undue expenditures by the Town to improve existing streets or other public improvements

to conform to minimum requirements, the Board shall disapprove such subdivision unless the developer agrees to pay for such improvements, or until the Selectmen certify that funds for the improvements have been assured to the Town from other sources. The Board may specifically require an Applicant to pay for that portion of the cost of highway, drainage, water, and/or sewer improvements that is necessitated by the proposed development. The Board shall impose reasonable limitations on the subdivision of areas served by existing streets, which do not meet the minimum standards established in Appendix E. Factors to be considered in establishing such limitations may include, but are not limited to, the following: the standard to which the Town presently maintains such streets, the frontage and size of the proposed subdivision, the potential traffic increase from the proposed subdivision, the character and potential for development of the area served by such streets, the present and potential traffic on such streets and compliance with the Town's Master Plan. Such limitations shall be removed at such time as the Selectmen shall certify to the Board that funds have been assured to the Town to upgrade such streets to meet such standards.

4.13 PARKING: All subdivision development shall make provision for adequate, safe and convenient off-street parking in order to provide for the most efficient road maintenance, snow plowing and access by emergency, police and fire vehicles. In any residential subdivision, each lot shall show adequate provision for one parking space per bedroom.

4.14 PEDESTRIAN WALKS: Where necessary, in the judgment of the Board, rights-of-way for pedestrian travel and access may be required between subdivisions or their parts, or between a subdivision and public property.

4.15 UTILITIES AND DRAINAGE: All subdivisions shall make adequate provisions for water supply, storm water and sanitary sewage disposal, and required utilities and improvements. All public utilities and facilities, such as sewer, gas, electrical, telephone and water systems shall be located, elevated, and constructed to eliminate flood damage. All new or replacement water supply systems and/or sanitary sewage systems shall be designed to eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. On-site waste disposal systems shall be located so as to avoid impairment of the water supply system and/or sanitary sewage system or contamination from them during flooding. All such utility system installations shall be at the expense of the Subdivider and shall be installed under the supervision of the appropriate Town agency. An adequate surface storm water drainage system for the entire subdivision area shall be provided. Adequate drainage shall be provided so as to reduce exposure to flood hazards. For the purposes of preparing drainage plans, the following basic design criteria shall be utilized: storm sewers and subdivision drainage facilities shall be based upon a design flow with a minimum return interval of twenty-five (25) years. The design of natural watercourse channels shall depend upon the drainage area according to the following table:

DESIGN RETURN INTERVALS FOR NATURAL WATERCOURSES

<u>Drainage</u>	<u>Recurrent Interval</u>
Above 20 square miles	100 years
Between 4 and 20 square miles	50 years
Less than 4 square miles	25 years

Culverts or other drainage facilities shall in each case be large enough to accommodate potential peak runoff. The minimum size culvert installed shall be 15 inches. There shall be at least 24 inches cover over culverts crossing roadways; however, greater depth of cover may be required. Drainage from any spring or surface water that may exist either prior to or as a result of subdivision shall be located in the road right-of-way whenever possible. Where it deems necessary or appropriate, the Board may require the installation of street lighting and the underground installation of electrical and telephone lines. Appropriate plans shall be submitted to the Town prior to final approval being granted by the Board.

4.16 SEDIMENT AND EROSION CONTROL:

4.16.1 General: The purpose of this section is to control soil erosion and the resulting sedimentation from occurring in subdivision areas by requiring proper provisions for water disposal and the protection of soil surfaces during and after construction in order to promote the public health, safety, convenience and general welfare of the community. Land shall be subdivided and improved in reasonable conformity to existing topography in order to minimize grading, cut and fill, and to retain, insofar as possible, the natural contours, limit storm water runoff and conserve the natural cover and soil.

4.16.2 Erosion and Sediment Control Plan: A soil erosion and sediment control plan shall contain proper provisions to adequately control accelerated erosion and sedimentation and reduce the likelihood of excessive storm water runoff from the proposed site, based on the best available technology. The principles, methods and practices outlined in the *NHDOT Guidelines for Temporary Erosion and Sediment Control and Stormwater Management*, as amended shall be used to prepare an Erosion and Sediment Control Plan. Alternative principles, methods and practices may be used with prior approval of the Board or its Agent.

4.17 RECREATION AND OPEN SPACE: The sub-divider shall provide for publicly or privately owned and maintained recreational space to serve the needs of the residents of the development. Land to be used for recreation purposes should be of reasonable size, slope, location and character for neighborhood playground or other recreational uses. Critical resource areas such as wetlands, steep slopes and shallow to bedrock soils with ledge outcroppings may not be suitable for active recreation areas. The recreation areas shown on the plat shall be sufficient to meet the recreation needs of the future subdivision population and are not intended to meet the recreation needs of the community as a whole. Land proposed for conservation and open space purposes, which is to be deeded to the Town, should be consistent with conservation and open space plans developed by the Conservation Commission

4.18 DEDICATION OF RECREATION AND OPEN SPACE LAND: If the sub-divider intends to dedicate land and/or facilities to the Town, the applicant shall submit a letter from the Selectmen which indicates the Town's willingness and ability to accept and maintain the land and/or facility. If the sub-divider intends to dedicate the land and/or facility to a trust, association or group, the Board may require a similar letter indicating willingness and ability to accept and maintain the land and/or facility.

4.19 TREES AND PLANTING: Due regard shall be given to preservation of existing trees, shrubbery and other landscaping appropriate to the area being subdivided. To the fullest extent reasonable, the sub-divider shall preserve all existing trees and shrubbery. Special consideration shall be given to arrangement and ultimate improvement or development of the lots to this end. Precautions shall also be taken to protect existing trees, shrubbery and vegetation during the construction of roads and utilities.

4.20 FIRE PROTECTION: The purpose of this standard is to specify minimum requirements for water supply for fire fighting that will provide a reasonable degree of protection to life and property in the area. All proposals shall be reviewed for a recommendation by the Fire Department during the Final Plat phase. The Board shall make the final decision on required fire protection measures. The subdivder shall, at the option of the Board, provide a water supply for fire fighting purposes that meets the following standards:

4.20.1 Cisterns Required: For any subdivision, a cistern shall be required, and shall be constructed and installed according to the Board's specifications in Appendix F. There shall be at least 2,000 gallons of usable water available for each lot or principal building in a development. For major subdivisions, a minimum 20,000-gallon cistern shall be provided. For minor subdivisions, a minimum 10,000-gallon cistern shall be provided. Other appropriate sources of water may be approved at the sole discretion of the Board, in consultation with the Unity Fire Chief.

4.20.2 Distance: Water supply shall be located to be available at all seasons of the year, so that no more than one thousand (1,000) feet of hose has to be laid to the furthest building to be protected. A pull-off area for a fire vehicle, which is maintained year-round, and a dry hydrant connection with specifications approved by the Unity Fire Chief shall be provided.

4.20.3 Standards: When questions develop not covered by this standard, the National Fire Protection Association Standard 1231 or the most recent Town approved Standard will be used.

4.20.4 Commercial Uses: All commercial applications shall be considered on an individual basis and the National Fire Protection Association Standard 1231 or the most recent Town approved Standard will be used to determine the occupancy hazard and the fire protection required.

4.21 MONUMENTATION: Monuments shall be of 3/4" ribbed rebar, stone, concrete or other material acceptable to the Board or its agent. Stone or concrete bounds shall be not less than 4" in diameter or square. Concrete monuments shall be reinforced with steel rods and a plug, brass plate or pin shall serve as the point of reference. Monuments shall be placed a minimum of 24" below the ground surface. Monuments shall be placed flush with the ground surface where the bound may be disturbed such as along a road or within the cleared and maintained area of the lot. In wooded or areas to remain undisturbed, monuments shall be placed a minimum of 4" above the ground surface. Monuments shall be tied into a public street intersection, USGS benchmark or other recognized existing monument. Monument locations shall be shown and properly dimensioned on the Final Plat. The monuments shall be installed prior to the Board signing and recording the final subdivision plat. The Board shall have the discretion to approve alternative

Monumentation where physical constraints impose severe difficulty in complying with these standards.

4.22 SUBDIVISIONS LOCATED IN FLOOD PRONE AREAS: For any subdivision located within an area designated as a Flood Prone Area, the Board shall determine, based on sufficient evidence such as construction drawings, grading and land treatment plans submitted by the Subdivider, that:

4.22.1 All such proposals are consistent with the need to minimize flood damage,

4.22.2 All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage, and

4.22.3 Adequate drainage is provided so as to reduce exposure to flood hazards.

SECTION 5 - DEFINITIONS

- 5.1 Abutter: Shall be as defined in RSA 672:3.
- 5.2 Agent: Shall mean a person retained by the owner to officially act on behalf of and in place of the owner.
- 5.3 Applicant: For the purpose of these Regulations, the applicant shall not be limited to the owner, but shall include the owner's agent.
- 5.4 Application: Shall mean the Application for Minor or Major Final Subdivision Approval, Lot Line Adjustment, or Voluntary Merger submitted on the forms attached hereto in the Appendix. It shall provide the information specified in the appropriate form and in the body of these Regulations, subject to such waivers as may be approved by the Board.
- 5.5 Approval: Shall mean recognition by the Board, certified by written endorsement on the plat, that the Final Plat submission meets the requirements of these Regulations and all other applicable ordinances and regulations.
- 5.6 Board: Shall mean the Planning Board of the Town of Unity, New Hampshire.
- 5.7 Boundary Line Adjustment: Shall mean the sale, transfer or other conveyance which involves merely an exchange of land among two or more adjacent owners and which does not increase the number of parcels, lots or owners, and on which no sewage disposal system is proposed to be constructed.
- 5.8 Building: Shall mean any combination of any materials, whether portable, movable or fixed; having a roof and enclosed within exterior walls, built for a structure for the shelter of persons, animals or property and used for residential, commercial, industrial, institutional, religious, recreational, professional or other purposes.
- 5.9 Building Development: Shall mean the process of changing the character of the land from its existing condition to a more usable condition by the construction or placement of a building thereon.
- 5.10 Building Site: Shall mean that portion of a lot, tract or parcel of land upon which a single building is placed or is to be placed.
- 5.11 Day(s): Time shall be reckoned in accordance with RSA 21:35.
- 5.12 Driveway: Shall mean an area located on a lot, tract or parcel of land, and built for access to a garage or off-street parking space, serving not more than two (2) adjacent lots or sites.
- 5.13 Easement: Is an interest in real property conveyed by a property owner for the benefit of another and evidenced by a legal document.
- 5.14 Erosion: The wearing away of the land surface by the action of wind, water or gravity.

- 5.15 Final Plat: Shall mean the final drawing or drawings on which the sub-divider's plan of subdivision is indicated.
- 5.16 Flood Prone Area: Shall mean the area of land lower in elevation than the land-water boundary along a watercourse flowing at its 1% frequency or those soils classified by the National Cooperative Soil Survey as "soils subject to flooding."
- 5.17 Land: Shall include lands, tenements and hereditaments, including buildings and real property of all kinds.
- 5.18 Lot: Shall mean a parcel of land at least sufficient in size to meet the minimum requirements of the adopted Unity Land Use Ordinance. For the purposes of these Regulations, a lot shall have boundaries identical with those recorded with the Register of Deeds.
- 5.19 Lot Line: Shall mean the property line dividing a lot from an adjacent property.
- 5.20 Master Plan: Shall mean the comprehensive plan or plan of development for the municipality as defined in RSA 674:1 and 2.
- 5.21 Owner: Shall mean the owner of record at the time a subdivision is proposed.
- 5.22 Plat: Shall mean Final Plat as described in Section 3.2.3.
- 5.23 Reserve Strip: Shall mean a strip of land which might be used to control access to any land within the subdivision, or access from the subdivision to any neighboring property.
- 5.24 Sediment: Shall mean solid material, both mineral and organic, that is a product of erosion.
- 5.25 Site: Shall mean building site.
- 5.26 Street: Shall mean any State or Town highway, or a highway, street, road, avenue, land and/or any other way which exists for vehicular travel, exclusive of a driveway. Street shall also include streets shown on an official map but not yet built. "Street" shall include the entire right-of-way. Street shall mean a Class V highway or better, or a road or a right-of-way on a subdivision plat approved by the Board.
- 5.27 Street, Arterial: Shall mean a street or highway used primarily for heavy and/or through traffic.
- 5.28 Street, Collector: A street, which serves primarily to carry traffic from local streets to arterial streets and to public and other centers of traffic concentration.
- 5.29 Street Frontage: Means the length of the lot bordering on a public or private street.
- 5.30 Street, Local: A street used primarily to give access to abutting properties.
- 5.31 Sub-divider: Shall mean the owner of record of the land to be subdivided.

- 5.32 Subdivision: Shall be as defined in RSA 672:14. Subdivision approval is needed when: 1) building development results in two (2) or more principal buildings on the same parcel; or 2) building development results in the construction of a new building or the conversion of an existing building into two (2) or more rental units or condominiums. Lots divided by brooks, etc. shall be considered to be contiguous for the purposes of these Regulations. If a lot is described in one deed as one parcel with a street bisecting the parcel, then it is one lot of record unless each piece of property bisected by the street conforms to the minimum lot size and street frontage requirements.
- 5.33 Subdivision, Major: Shall mean the subdivision of land into more than two (2) lots or sites, or any subdivision that requires new roads, utilities, or other municipal improvements.
- 5.34 Subdivision, Minor: Shall mean the subdivision of land into no more than two (2) lots or sites within a five year period, and requiring no new roads, utilities or other municipal improvements.
- 5.35 Surveyor: Shall mean a professional surveyor or engineer licensed by the State of New Hampshire to provide professional surveying services.
- 5.36 Town: Shall mean the Town of Unity.
- 5.37 Voluntary Merger: Shall mean the combining or merging of two or more contiguous preexisting approved or subdivided lots or parcels as provided in RSA 674:39-a. No such merged parcel shall thereafter be separately transferred without subdivision approval.
- 5.38 Water body, Year-round: Shall include any and all rivers, streams, creeks, lakes, dammed waters, ponds, springs, bogs and marshes.
- 5.39 Wetland: Shall be as defined in RSA 482-A: 2, X, and shall be delineated as prescribed in rules adopted by the NH Department of Environmental Services pursuant to RSA 482-A.

SECTION 6 - EFFECTIVE DATE & CERTIFICATION

6.1 Effective Date: The effective date of these Regulations shall be _____ the date of filing with the Unity Town Clerk.

6.2 Certification: Certified to be a true copy, attest: After signing Please Print Name:

6.3 Effective Revision Date: The effective date of these Revisions shall be _____, the date of filing with the Unity Town Clerk. _____

APPENDIX A: SUBDIVISION APPLICATION FORM
PLANNING BOARD TOWN of UNITY, NH
(To be filled out by Owner)

Subdivision Name: File # _____ (Official Use Only)
Subdivision Location: _____

Owner of Record (Name): _____
Address: _____

Phone: _____

Has an Agent Been Appointed to Represent the Owner? Yes ____ No ____
Agent (Name - To Be One Individual, Not a Corporation): _____

Phone: _____

Address: _____

Number of Lots Proposed: _____

Type of Subdivision: Minor ____ Major: _____ Lot Line Adjustment: _____

Does the Subdivision comply with the Local Comprehensive Plan?

Yes ____ No ____ NA _____

If Not, Indicate Inconsistencies (Attach Additional Pages if Needed)

Are There Any Zoning Restrictions? Yes ____ No ____ NA _____

If so, Indicate All Restrictions (Attach Additional Pages, if Needed)

Agreed Date of Initial Consultation and Review: _____

Abutter's Notices to be mailed by (Date): _____

Public Notice to Appear (Date): _____

13. General Comments:

The Undersigned Hereby Requests an Opportunity to Consult and Review the Above Identified Subdivision Proposal with the Planning Board.

NAME OF PROPERTY OWNER(s): (Please type or print name(s))

ADDRESS:

(Please type or print)

SIGNATURE OF PROPERTY OWNER(s):

(OFFICIAL USE ONLY)

Date Received by the Secretary/Clerk of the Planning Board _____

Signature (Secretary/Clerk): _____

Fees Paid (Amount):

APPENDIX B: VOLUNTARY MERGER OF LOTS OF RECORD IN A RECORDED SUBDIVISION

The undersigned, being the owner of ___ certain parcels of land situate in Unity, in the County of Sullivan and State of New Hampshire, known as Lots___ and ___ in Section ___ on a plan of lots in the _____ Subdivision, which plan was recorded in the Sullivan County Register of Deeds on _____, 20__ as Plan Number _____, to which reference is made, and having requested approval by the Planning Board of the Town of Unity to declare the land described on said referenced plan to be, in fact, a single lot of record, in consideration of mutual agreements, does hereby covenant, grant and agree to and with the Town of Unity, its successors, and assigns, as follows:

- A. On behalf of himself, and his successors in title of this tract of land, agrees that those portions of this parcel or tract cannot be sold separately without lawful subdivision from the Unity Planning Board.
- B. On behalf of himself, and his successors in title of this tract or parcel of land, understands and agrees that this tract or parcel will be treated as a single parcel of land for tax and other purposes.
- C. This Covenant shall run with and be binding upon the forgoing tract of land and every part thereof and shall be recorded in the Sullivan County Register of Deeds as evidence thereof. In each and every Deed to this parcel or tract the owner will undertake to insert a clause referring to this Covenant and binding the Grantee to it.

Current Tax Map & Lot Numbers for properties referenced above:

TAX MAP #_____ Lot #_____ TAX MAP #_____ Lot #_____
TAX MAP #_____ Lot #_____ TAX MAP #_____ Lot #_____

NAME OF PROPERTY OWNER(S): (Please type or print name(s))

ADDRESS:

SIGNATURE OF PROPERTY OWNER(S):

(DATE)

APPROVED BY UNITY PLANNING BOARD _____ 20_____(DATE)

PLANNING BOARD CHAIRMAN: _____

PLANNING BOARD MEMBERS: After signing please print your name:

APPENDIX C: VOLUNTARY MERGER OF LOTS OF RECORD IN RECORDED DEEDS

The undersigned, being the owner of _____ certain parcels of land situate in Unity, in the County of Sullivan and State of New Hampshire, as more particularly described in deeds to the undersigned, dated: _____, and recorded in the Sullivan County Register of Deeds, book: _____ page: _____; a deed dated: _____, and recorded in the Sullivan County Register of Deeds, book: _____ page: _____; and a deed dated: _____, and recorded in the Sullivan County Register of Deeds, book: _____ page: _____, to which reference is made, and having requested approval by the Planning Board of the Town of Unity to declare the land described in said deeds to be, in fact, a single lot of record, in consideration of mutual agreements, does hereby covenant, grant and agree to and with the Town of Unity, its successors, and assigns, as follows:

- A. On behalf of himself, and his successors in title of this tract of land, agrees that those portions of this parcel or tract cannot be sold separately without lawful subdivision from the Unity Planning Board.
- B. On behalf of himself, and his successors in title of this tract or parcel of land, understands and agrees that this tract or parcel will be treated as a single parcel of land for tax and other purposes.
- C. This Covenant shall run with and be binding upon the forgoing tract of land and every part thereof and shall be recorded in the Sullivan County Register of Deeds as evidence thereof. In each and every Deed to this parcel or tract the owner will undertake to insert a clause referring to this Covenant and binding the Grantee to it.

Current Tax Map & Lot Numbers for properties referenced above:

TAX MAP # _____ Lot # _____ TAX MAP # _____ Lot # _____

TAX MAP # _____ Lot # _____ TAX MAP # _____ Lot # _____

NAME OF PROPERTY OWNER(S): (Please type or print name(s))

ADDRESS:

SIGNATURE OF PROPERTY OWNER(S):

(DATE)

APPROVED BY UNITY PLANNING BOARD _____ 20____, (DATE)

PLANNING BOARD CHAIRMAN: _____

PLANNING BOARD MEMBERS: After signing please print your name:

APPENDIX D: FORM OF ACCEPTABLE IRREVOCABLE LETTER OF CREDIT

Office of the Planning Board
Town of Unity
13 Center Road
Charlestown, NH 03603

Dear Town Officials:

RE: _____ Subdivision

By this document the _____ Bank (hereinafter "issuer") hereby issues an irrevocable letter of credit in the amount of \$_____ to the Town of Unity on behalf of _____ (hereinafter "developer"). This irrevocable letter of credit is issued to guaranty completion of all improvements required by the Unity Planning Board and the Town of Unity Subdivision Regulations and Land Use Ordinance in conjunction with a subdivision plan entitled "_____", dated on _____, prepared by _____, and approved by the Unity Planning Board on _____.

It is understood that the improvements guaranteed by this irrevocable letter of credit include but are not limited to the following:

1. Construction of _____linear feet of roadway along with all associated utilities. Said roadway being shown on the above referenced plan as _____.

2.

3.

It is agreed and understood by the issuer of this letter of credit that it shall be issued for a period of _____ months. If all improvements guaranteed by this letter of credit are not completed by _____(date) and if a Temporary Certificate of Performance indicating completion of all improvements has not been issued by the Town of Unity Planning Board, then this letter of credit shall be automatically considered to have been called and without further action by the Town of Unity or its Planning Board, the _____ Bank shall forward a check in the amount of \$_____ to the Treasurer of the Town of Unity. The funds so forwarded to the Town Treasurer shall be used exclusively for the purpose of completing the improvements, which are guaranteed by this letter of credit. Any funds not needed by the Town to complete improvements required by the subdivision plan referred to above shall be returned to the

Bank.

_____ Date: _____

(Signature of Bank Official)

I have read this letter of credit and agree to its terms.

_____ Date: _____

(Signature of Developer)

APPENDIX E: ROAD AND DRIVEWAY AND CONSTRUCTION STANDARDS

I. Road Design Standards: The purpose of these standards is to ensure safe vehicular and pedestrian travel on streets, public or private. Proper design requires the blending of safe roadway layout and grade with minimization of impacts on the existing terrain and environment.

These standards are further intended to be flexible in consideration of different traffic volumes and terrain conditions.

(Explanatory Note: These standards are intended to address the basics of road design and construction. They conform in large part to the minimum standards adopted by the NH Department of Transportation, although more detail in some areas is offered here. Bear in mind, however, that roads can serve different functions in any given setting; therefore, it might be appropriate, to set different standards for different roads. A helpful discussion on the basics of road design can be found in the NH Office of State Planning Technical Bulletin #12, Spring 1998.)

A. Arrangement of Streets: The streets in a subdivision shall be properly arranged and coordinated with other existing or planned streets.

B. Rights-of-Way: No street or highway right-of-way shall be less than 50 feet in width and may be required to be more if a greater width is warranted in the opinion of the Board. The apportioning of the street widths among roadway, sidewalks, and possible grass strips shall be subject to the approval of the Board.

(Explanatory Note: The right-of way should always be at least 50 feet for all new roads, even those that will have a narrower travel width and/or remain unpaved. This will allow for future widening in the event of more intense development.)

C. Dead-end Streets / Cul-de-Sacs: Dead-end streets shall be equipped with a turn-around roadway at the closed end, as shown in Exhibit 2 following. The maximum grade through a cul-de-sac shall be 5%.

D. Intersections: Street intersections shall have a minimum angle of intersection of 60 degrees, with a preferable angle being 90 degrees. Property shall be no less than 20 feet. Refer to Table (1) One for other requirements.

E. Street Names:

1. Streets that extend or are in alignment with streets of abutting or neighboring properties shall bear the same names of existing streets within the Town of Unity.
2. Other street names shall be approved by the Board in a review process, after consultation with the Selectmen.
3. Precaution shall be taken to ensure street names are not duplicated or as similar to other street names as to cause confusion.

F. Existing Street Conditions: Where a subdivision requires undue expenditures by the Town to improve existing streets to conform to minimum requirements, the Board may disapprove

such subdivision until the Selectmen shall certify that funds for the improvements have been assured by the municipality.

G. Minimum Design Requirements

1. New roads shall be designed to conform to the minimum standards established in Table (1) One below and as shown on the attached Typical Roadway Cross Section (Exhibit 1). The roadway designs are based on Average Daily Traffic volumes. (ADT).

TABLE 1: Minimum Road Design Standards

Traffic Load	ADT 0-50	ADT 50-250	ADT 250-400	ADT 400-750 (or greater)
Design Speed	20	20	30	35
Centerline Curve Radius	120	150	250	425
Roadway Width (Ft.)	18'	20'	22'	24'
Shoulder Width (ft.) (both Sides of road)	2'	2'	3'	4'
Vertical Curve Crest Sag: K Values (min.)	15 24 150	15 24 200	30 40	0 50
Slight Distance Slight Distance @ Intersection	200	300	300 350	350 400
Profile Grade Minimum Profile Grade Maximum	0.5% 10% 2%-50'	0.5% 9% 2%-75'	0.5% 8% 2%-100'	0.5% 7% 2%-100'
Minimum Platform @ road intersection	30'	30'	35'	40'
Minimum pavement radius @ road intersection				

line radius at intersections

2. ADT should be determined by the manual entitled Institute of Transportation Engineers - Tri-Generation. This may be supplemented by actual traffic data compiled for local roadway networks, applicable to the proposed project.

3. Where streets have the potential for extension through to other lands or other potential street networks, appropriate increases in the traffic volume estimates may be required at the discretion of the Board. The Board shall have the right and authority to increase design standards in such cases and in other cases where it is deemed appropriate.
4. For streets serving commercial / industrial areas, the Board may require more restrictive requirements than shown in Table (1) One. These commercial / industrial roads shall at least meet the requirements of the "collector road."

H. Curbing:

1. Curbing may be required by the Board where it is deemed appropriate and necessary for the purposed of drainage, slope stability and /or pedestrian safety. Curbing allowed includes straight granite, sloped granite, and bituminous cap cod berm.
 2. The construction of curbing shall be in accordance with the attached details (Exhibits 4, 5, and 6).
- I. Sidewalks: When the Board determines that sidewalks are necessary, they shall be not less than four (4) feet in width and conforming to the grades of the street, and may be constructed on only one or both sides of the street.
- J. Bicycle Paths: Based on subdivision density, traffic volumes, proximity to schools, parks, and other features, the Board may determine that bicycle paths shall be provided as part of the proposed development. Such paths shall be a minimum of five (5) feet in width or, in cases where bicyclists and pedestrians would share a path, the minimum shall be eight (8 feet in width).
- K. Steep Grades: Where roadway profiles exceed 5%, special consideration will be given to drainage, sedimentation and erosion protection. This may require curbing and special measures such as rip-rap or other erosion protection. In no case shall grades exceed 5% within at least 50 feet of an intersection. (** Reference: Steep Slope Regulations in Section 4.2.1**)

- L. Super elevation: Where super elevation is necessary, the design shall conform to the recommendations of AASHTO for the proposed rate of super elevation, and the Design Engineer shall provide appropriate documentation and calculations to demonstrate the safety and adequacy of the proposal.

II. Construction Standards

A. Subgrade:

1. All trees and roots shall be stripped to below the base course of pavement and shoulders for the full width of the pavement and shoulders. All soft spots, peat, organic material, spongy soil, and other unsuitable materials shall be removed and replaced by material approved by the Board or its agent. The subgrade fill or

back fill shall be compacted in lifts not exceeding 12 inches in depth. The subgrade shall be graded in the general cross slope configuration shown on the Typical Road Section (Exhibits 1 or 3).

2. Boulders and/or ledge shall be removed to a depth of six (6) inches below the subgrade level shown on the Typical Road Section (Exhibits 1 Or 3). After removal to this depth they shall be covered by a fill material approved by the Board or its agent and graded and compacted to the subgrade level.

B. Base Course:

1. Bank-run gravel of good quality shall be spread over the entire width of the proposed pavement and shoulders to a depth of 12 inches, plus six (6) inches of crushed gravel.
2. The bank-run gravel and crushed gravel each shall be placed in lifts not exceeding six (6) inches and in the cross slope configuration shown on the attached Typical Roadway Section (Exhibits 1 or 3).

C. Compaction: Roadway subgrade and base course shall be compacted to 95% of maximum density proctor method in accordance with AASHTO T-99.

D. Pavement Materials: Base Course of two (2) inches conforming to Type "B" of the NHDOT Specifications. "Wearing Course" conforming to Type "F" of the NHDOT Specifications.

E. Grades of all streets shall conform in general to the terrain and shall not exceed eight (8) percent. No street shall have a grade of less than one half of one percent (.05%). Where practical, lots shall be graded toward the streets.

F. All slopes shall be graded, loamed, hayed and seeded. No slope, cut or fill will be greater than two horizontal to one vertical in ledge, or three horizontal to one vertical (3:1) in all other materials.

G. All proposed drainage facilities and culverts shall be installed. Natural watercourses shall be cleaned and increased in size where necessary to take care of storm runoff. Drainage swales at least three (3) feet in width and 16 inches in depth at its midpoint below centerline grade shall be constructed in the street right-of-way on both sides of the paved roadway. Drainage facilities must be adequate to provide for the removal of storm erosion of adjacent surfaces. Roadway drainage shall be sized to accommodate the 25-year rain event; internal drainage shall be sized to accommodate the 10-year rain event.

H. The recommendations of the Town Road Agent respecting locations of culverts, drainage, and type and quality of fill and sub-fill shall be followed.

III. Driveway Standards

A. No driveway shall be constructed within 50 feet of the intersection of two public roads.

- B. When two proposed driveways on the same side of the road are within 50 feet of each other, the Board may require a common access to be used, for reasons of safety and topographical considerations.
- C. The driveway shall have a minimum width of ____ feet at the intersection of the street and for a distance of ____ feet from the street. In all cases, the driveway shall be wide enough to accommodate emergency vehicles. The driveway entrance may be flared as it approaches the road.
- D. The driveway entrance shall drop six (6) inches from the center of the road to a point at least six (6) feet in back of the ditch line.
- E. A minimum of 150 feet all season safe sight distance in each direction is required.
- F. If a culvert is required for proper drainage, the culvert shall be a minimum of 15 inches in diameter and shall be new galvanized steel or concrete. The culvert shall be long enough to maintain the driveway the driveway width dimensions, or at least a 3:1 side slope.
- G. The culvert may be required to have a catch basin with a cover at the inlet end and a concrete or stone header at the outlet end. The culverts shall be installed by the landowner under the supervision of the Road agent.
- H. Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may be swaled at a point beyond the shoulder to accommodate the flow of storm water.
- I. The drainage ditch shall be six (6) inches below the outlet end of the culvert and drop at least one-half inch to the foot for a distance to be determined by the Road Agent.
- J. Any driveway crossing a wetland or body of water shall have all permits required by the NH Wetlands Board.
- K. All bridges shall be constricted in accordance with NH State Standards and as approved by the Board.
- L. No structures (including buildings), permanent or portable signs, lights, displays, fences, walls, etc. shall be permitted on, over, or under the town road right-of- way.
- M. Driveways providing access for multi-unit residential, commercial, or industrial uses shall be designed to conform with good engineering practice using the NHDOT Manual, Policy and Procedures for Driveways and Other Accesses to the State Highway System, as a guide.
- N. The contractor shall give 24-hour notice to the Road Agent before starting construction.
- O. Final approval by the Board will be granted upon inspection and determination that all work has been satisfactorily completed.

IV. Driveway to Back lots

Driveways to back lots shall be subject to the following standards, in addition to any other applicable standards spelled out in Section III above:

- A. Unless existing conditions prevent it, only one curb cut will be allowed for both the front and the back lot.
- B. All curb cuts on town streets or private roads are to be approved by the Road Agent. The location will be suitable, and the use and maintenance of the driveway will not create a hazard or nuisance.
- C. The edge of the raveled way shall be set back at least ten (10) feet for any property lines.
- D. Appropriate buffering shall be provided, to protect the privacy of neighbors and shield them from dust, noise, lighting, etc.
- E. There shall be a proper turnaround for emergency vehicles, subject to approval by the Town Fire Chief.

V. Private Roads

In order to encourage interior development as an alternative to development exclusively or primarily on major roads and streets (so-called strip development), and to allow development at no additional cost to the Town, the Board may approve the layout of roads to be built and maintained by the landowner(s) according to the following conditions:

- A. Before final approval of a private subdivision road, the Applicant shall post a bond or other surety to cover the cost of construction and maintenance of the road and utility lines, if any. Said guarantee shall remain in effect for a minimum of ___(___) years and may be extended by the Board for an additional period if deemed necessary, after a site inspection and recommendation by the Town Road Agent.
- B. A maintenance agreement shall accompany the plan to be recorded which stated to what extent each parcel or lot is responsible for maintenance of the private road. The agreement shall run with the land, and upon any future conveyance of property, the agreement shall be incorporated in and made part of a conveyance binding upon the parties thereto, their successors and assignees.
- C. The Board may agree to a lesser standard of construction for a private road, with the understanding and agreement of the applicant that, should the Town ever decide to take over the road, it would have to be improved to Town road specifications.
- D. The Applicant shall sign a "Statement of Agreement" with the Town, indicating she/he understands that the Town is under no obligation to take over maintenance or ownership of the road.
- E. No private subdivision road will be approved by the Town or the Board unless adequate provision is made for any utilities serving the site. The plan submitted must show the location and size of necessary utility easements; and if private lines are to be connected to public lines, a public "turn off" must be installed and maintained by the Applicant at the end of the public line.

APPENDIX F: CISTERN CONSTRUCTION AND INSTALLATION STANDARDS

3.1 GENERAL REQUIREMENTS

- 3-1.1 Fire cisterns shall be located no more than 1,200 feet road way/driveway travel distance from any structure on the furthestmost lot within a development
- 3.1.2 The design of the fire cistern shall be trouble-free for a design life expectation of 20 years. The cistern capacity shall be calculated in accordance with Chapter 5, of the most recent edition of Standard 1231 of the National Fire Protection Association (NFPA). The capacity of the cistern will be based on the size of the largest home to be constructed within the development. However, no fire cistern shall be smaller than 10,000-gallon water capacity.
- 3.1.4 The design of the fire cistern shall be submitted to the Fire Chief for approval prior to construction. All plans must be signed and stamped by Structural of Fire Protection engineer registered in the State of New Hampshire.
- 3.1.5 The entire fire cistern shall be rated for H-20 highway loading unless specifically exempted by the Fire Chief. Each cistern shall be sited to the particular location by a Registered Engineer and approved by the Fire Chief. All appropriate easements to the Town shall be in place prior to construction. Pre-cast concrete shall achieve a 28-day strength of 4,000 PSIG. It should be place with a minimum of 4" slump and vibrated in a professional manner.
- 3-1.8 The concrete shall be mixed, placed and cured without the use of calcium chloride. Winter placement and curing shall follow the accepted American Concrete Institute (ACI) codes.
- 3.1.9 All suction, fill and vent piping shall be American Society for Testing and Material (ASTM) Class 52 Ductile Iron.
- 3.1.10 All connections shall be clean and the appropriate sealing material used according to manufacturer's specifications so as to ensure all joints are air tight. All connections must be anchored to the cistern to resist movement.
- 3.1.11 SUCTION CONNECTION
- 3.1.11.1 The suction connection shall be a steel, swiveled, threaded female connection six (6) inches in diameter, with National Standard Thread (NST) and provided with a suitable cap.
- 3.1.11.2 The suction piping system shall be six (6) inches in diameter and capable of delivering 1,000 gallons per minute, for three quarters of the cistern rated capacity.
- 3.1.11.3 The suction pipe connection shall be between 20 and 24 inches above the level of the grade where the vehicle wheels will be located when the cistern is in use.
- 3.1.11.4 Suction piping shall be supported on top of the tank and to the bottom of the cistern with a space of eight (8) inches for the floor of the tank.

3.1.11.5 The bottom of the suction pipe to the pumper connection shall not exceed 14 feet vertical distance.

3.1.11.6 The shoulder and vehicle pad should be of a sufficient length to permit convenient access to the suction connection when the pumper is set at 45 degrees to the road.

3.1.11.7 The suction pipe connection shall terminate not more than eight (8) feet from the edge of the pavement.

3.1.11.8 The pitch of shoulder and vehicle pad from edge of pavement to pumper suction connection shall be 1% to 6% downgrade.

3.1.11.9 All above the tank suction piping shall be pitched slightly back toward the tank for proper drainage.

3-1.12 FILLER CONNECTION

3.1.12.1 The filler pipe shall be six (6) inches in diameter.

3.1.12.2 The filler connection shall have one four (4) inch, Storz connector with suitable cover attached to a 45 degree downward sweep elbow. The filler connection shall be supported vertically to the cistern.

3.1.12.3 The filler pipe connection shall be 36 inches above the final grade.

3-1.13 VENT PIPE

3.1.13.1 The vent pipe shall be eight (8) inches in diameter.

3.1.13.2 The vent pipe shall terminate not less than 36 inches above the final grade, with the opening to the pipe facing downward.

3.1.13.3 Vent piping shall have screen covers installed to prevent access by wildlife.

3.1.14 The entire cistern shall be completely piped and inspected prior to any backfilling being accomplished.

3.1.15 All backfill materials shall be screened gravel with no stone larger than one and a half (1.5) inches and shall be compacted to 95% ASTM 1557.

3.1.16 Bedding for the cistern shall consist of a minimum of twelve (12) inches of three-quarter (.75) to one and half (1.5) inch, crushed washed stone, compacted. No fill shall be used under the stone.

3.1.17 The cistern shall be designed and installed so it will not float when empty.

3.1.18 The entire tank will be guaranteed to be watertight (leak Proof) by the installer for one year. The Installer shall be required to post a one (1) year bond in the amount of \$5,000 per 10,000 gallons for maintenance and repair.

- 3.1.19 After backfilling, the cistern shall be protected by steel, concrete filled, pipe bollards no less than eight (8) inches in diameter set in the ground below the frost line, protecting all exposed piping from potential vehicular damage.
- 3.1.20 BACKFILLING OVER THE TANK SHALL BE:
- 3.1.20.1 Four (4) feet of fill; or
 - 3.1.20.2 The top and highest two (2) feet for the cistern shall be insulated with vermin resistant foam insulation, and two (2) feet of fill.
 - 3.1.20.3 Backfill shall extend ten (10) feet beyond the edge of the cistern and then have a maximum 3:1 slope, loamed and seeded.
- 3.1.21 All cisterns shall be equipped with a 32-inch watertight manhole with a blank cover that will accept a Knox padlock as specified by the Fire Chief. Access must be provided to all sections of the tank.
- 3.1.22 The Installer is responsible for completely filling the cistern until accepted by the authority having jurisdiction. Water level not to drop more than one (1) inch in 24 hours initially and not more than one (1) additionally in 30 days.
- 3.1.23 The Installer is responsible to supply and install identification signs as directed by the Fire Chief.
- 3.1.24 NO CERTIFICATES OF OCCUPANCY SHALL BE ISSUED UNTIL THE CISTERN IS INSTALLED, TESTED AND ACCEPTED BY THE FIRE DEPARTMENT

APPENDIX G1: APPOINTMENT OF AN AGENT TO THE UNITY PLANNING BOARD

All parties with ownership interest in the property being assigned to representation by this Agent must be listed. All named parties must sign below unless by reason of incapacitation in which case a current, valid, notarized original document assigning Legal Guardianship or Power of Attorney must be presented by the designated representative(s) who must then complete this form. The current, valid, notarized original Legal Guardianship or Power of Attorney document must accompany this Assignment of Agency form at such time as it is presented to the Planning Board. Date_____

I (name(s) of individual(s) granting appointment of agency _____

do authorize (name(s) of individual(s) who will be acting as agent)_____

to represent and act for me before the Unity Planning Board on matters pertaining to_____

_____Concerning property I own located at (street address) _____

Map #_____Lot #_____Grid _____

I authorize this Assignment of Agency from:

Effective date:_____Until: Termination date: _____

You understand that all agreements entered into with the Unity Planning Board by your Assigned Agent in your absence will be binding as if you were present. Please use the following lines to give special instructions to limit or extend the powers granted to your Agent.

Special Instructions

I am fully informed as to all the contents of this form and understand the full import of this appointment of powers to my Agent. I agree that the Unity Planning Board upon receiving a copy of this document may act under it. Revocation of Appointment of Agency is not effective as to the Unity Planning Board until they learn of the revocation. I agree to indemnify the Unity Planning Board for any claims that arise against the Unity Planning Board because of reliance on this appointment of an Agent(s).

CERTIFICATE of ACKNOWLEDGEMENT of NOTARY PUBLIC

State of New Hampshire County of _____

This document was acknowledged before me on: Signed this _____day of _____

By_____

(signature(s) all individuals granting appointment of agency)

(Notary Seal, if any) My commission expires: _____

(Notary Public for the State of New Hampshire)

ACKNOWLEDGMENT OF AGENT

By accepting or acting under the appointment, the Agent assumes the legal responsibilities of an Agent

(Name(s) of Agent(s))

(Signature(s) of Agent(s))

Notary/Justice of the Peace _____ (Signature of Notarial Officer)

APPENDIX H: CERTIFICATE OF PERFORMANCE

Attach any documentation

Date of Application: _____ Application Number: _____
Property Location:

APPLICANT NAME(S)

(Please print name(s))

MAILING ADDRESS:

APPENDIX I: BOUNDARY/LOT LINE ADJUSTMENT CHECKLIST

Date of Application: _____ Application Number: _____

Property Location: _____

APPLICANT NAME(s):

(Please print name(s))

MAILING ADDRESS:

The checklist is to be used as a guide for complying with the Town of Unity Subdivision Regulations and Land Use Ordinance. The items on this page are considered to be the minimum requirements for a lot line adjustment or boundary adjustment, where no new lots are being created. However, the Board reserves the right to require that all items be met, if in its judgment, the data is deemed necessary in order to make an informed decision. The following information shall be required for a complete application. The Town of Unity Subdivision Regulations and Land Use Ordinance are available at the Unity Town Office.

DATE SUBMITTED _____ DATE WAIVED _____

- Name of subdivision; name and address of
- Name, license number and seal of surveyor or other persons preparing the plan
- Signature block for Planning Board endorsement
- North arrow, scale, and date of plan
- Names and addresses of all abutters and all holders of conservation, preservation, or agricultural preservation easements (on the plat and listed on a separate sheet**)
- Boundary survey and location of permanent markers
- Location of property lines, lot areas in square feet and acres; lots numbered according to Town tax map system.
- Location and amount of frontage on public right-of-way; names, classification of abutting streets.
- Notarized Bill of Sale or Proof of Contract
- Location of existing buildings and other structures

- Location of existing driveways
- Location and description of any existing or proposed easements, public dedications and or deed restrictions
- Plans consisting of three (3) complete sets of 22"x 34"paper maps
- Plans consisting of two (2) complete sets of 22"x 34"mylar maps using permanent black ink

** The Planning Board prefers that the surveyor or supply the secretary with three addressed sticky labels for each abutter to be notified.**

Additional Notes:

APPENDIX J : SUBDIVISION CHECKLISTS

TOWN OF UNITY

Date of Application: _____ Application Number: _____

Property Location: _____

Applicant Name(s): _____

(Please Print Name(s))

Mailing Address:

These checklists are to be used as a guide for complying with the Town of Unity Subdivision Regulations and Land Use Ordinance which are available at the Town Offices. There is a separate checklist for minor and major subdivisions. Several of the items included on the major subdivision checklist might be waived for a minor subdivision application by the Board due to a lack of relevancy (e.g., topographic or soils data). However, the Board reserves the right to require that all items be met if the data is deemed necessary to make an informed decision by the Board during review of the application.

IS THIS DEVELOPMENT HAVING REGIONAL IMPACT? YES _____ NO

DATE SUBMITTED: _____ DATE WAIVED _____

MINOR SUBDIVISION REQUIREMENTS

The following information shall be required for a complete application.

MAPS:

- (6) Six complete sets of plans on 22" x 34" sized paper
- (2) Two complete sets of plans using black ink on mylar paper sized 22" x 34" (needed for final approval and the Board signatures)

APPLICATION:

- Completed application form and payment of all fees
- Written authorization from the land owner of record for any agent(s) to represent the owner
- Town of Unity or DOT Driveway Permit
- (2) Two Copies of Deed and any deed restrictions
- (3) Three sets of labels containing the names and addresses of all abutters, holders of conservation, preservation, or agricultural preservation easements (to expedite mailing process)

Requirements for All Subdivision Maps

- Name of Subdivision; Name(s) and address(s) of Subdivider(s)
- Name License number and seal of surveyor or other persons preparing the plan
- Signature block for Planning Board Endorsement
- North arrow, scale and date of plan

- Names and addresses of all abutters, holders of conservation, preservation, or agricultural preservation easements
- Boundary survey and locations of permanent markers
- Names of abutting subdivisions, streets, driveways, easements, building lines, parking/public spaces, notation of uses of abutting land, and similar facts regarding abutting properties
- Location of property lines, lot areas in square feet and acres, lots numbered according to Town tax map system
- Location and amount of frontage on public right-of-way
- Location of building setback lines
- Existing and/or proposed buildings and structures
- Locations of any existing or proposed easements, land to be dedicated to public use, and/or deed restrictions
- Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and sewage disposal
- Existing and proposed streets with names, classification, width of travel surface, and right-of-ways; Final road profiles, centerline stationing, cross sections
- Locations and widths of existing and proposed driveways
- Location of all surface water, wetlands, rock ledges, stone walls, open space to be preserved, and any other man-made or natural features
- Existing and proposed topographic contours, soil and wetland delineation
- Location of perk tests, test results, outline of septic area, applicable septic setback lines
- Location of existing and proposed wells, with 75-foot radius on property
- Base flood elevations

MAJOR SUBDIVISION REQUIREMENTS:

MAPS:

Initial Submittal Requirements:

- (2) Two complete sets of plans on 22"x 34" sized paper
- (5) Five complete sets of plans on 11" x 17" sized paper

Final Submittal Requirements:

- (2) Two complete sets of plans in permanent black ink on 22" x 34" sized mylar paper (needed for final approval and the Board Signitures)
- (6) Six complete sets of plans on 22" x 34" sized paper

APPLICATION (in addition to the minor subdivision checklist):

- Completed application form and payment of all fees
- Written authorization from the land owner of record for any agent(s) to represent the owner
- Town of Unity or DOT Driveway Permit
- (2) Two Copies of Deed and any deed restrictions
- (3) Three sets of labels containing the names and addresses of all abutters, holders of conservation, preservation, or agricultural preservation easements (to expedite mailing process)

- Plans for storm water management and erosion control
- Copy of state subdivision approval for septic system
- Site Survey as described in section 3.2.4.3.1 of the Town Subdivision Regulations
- Site Location Map as described in section 3.2.4.3.2 of the Town Subdivision Regulations
- Topographic Map as described in section 3.2.4.3.3 of the Town Subdivision Regulations
- Soils Map as described in section 3.2.4.3.4 of the Town Subdivision Regulations
- Hydrology Map as described in section 3.2.4.3.5 of the Town Subdivision Regulations
- An analysis of traffic to be generated by the proposed subdivision as described in section 3.2.4.4 of the Town Subdivision Regulations
- Soils Report as described in section 3.2.4.5 of the Town Subdivision Regulations
- Sewage Disposal plans as described in section 3.2.4.6 of the Town Subdivision Regulations
- Water supply plans as described in section 3.2.4.7 of the Town Subdivision Regulations
- Construction Plans as described in section 3.2.4.8 of the Town Subdivision Regulations
 - Profiles, cross-sections, and details of proposed roadways
- Surface water runoff, sedimentation and Erosion Plans as described in section 3.2.4.9 of the Town Subdivision Regulations
- Grading and Drainage Plan as described in section 3.2.4.10 of the Town Subdivision Regulations
- Preservation of Significant Natural and Historic Features
- Preservation of Farmland
- Description of Open Space
- Fire Safety Plans
- (2) Two copies of all title matters and Legal Data
- Copies of all Agency Approvals (Federal, State, and/or Town)
- Flood Prone area information and permits

APPENDIX K: REQUIREMENTS FOR SOILS AND WETLAND DELINATIONS

Section I. Definitions

1. **Average area:** means the total acreage of the property, exclusive of very poorly drained soils, divided by the total number of proposed lots. (Use of average acre here assumes that all lots are roughly the same size.)
2. **Bedrock with 18 inches of the soil surface:** Meets the definition of either lithic or paralithic material. At least 75 % of delineated areas must meet this definition with no more than 15% of the area having soil properties more limiting (i.e., hydric conditions).
3. **Indurated:** means a rock or soil hardened or consolidated by pressure, cementation, or heat.
4. **Limiting physical features:** means rock outcrops, steep slopes greater than 35 percent, soils with bedrock within 18 inches of the soil surface, and very poorly drained areas.
5. **Lithic material:** means unaltered material that is continuous, coherent, and indurated. The material qualifies for an "R" designation as a master layer (USDA soil survey Manual, 1993, pg. 121). Plant and tree roots cannot enter except in cracks. Hand digging with a spade is impractical. Some lithic material can be ripped with heavy power equipment. The material must be in a strongly-cemented or more cemented rupture-resistance class. Granite, quartzite, and indurated limestone or sandstone are examples.
6. **Non-limiting:** means the area, exclusive of very poorly drained soils, rock outcrops, bedrock with 18 inches of the soil surface, and soils with steep slopes greater than 35 percent.
7. **Paralithic material:** means a relatively unaltered material that has an extremely weakly cemented to moderately cemented rupture-resistance class. The material qualifies for a "Cr" designation as a subordinate distinction within a master soil layer (USDA soil survey Manual, 1993, pg. 124). Cementation of bulk density are such that plant and tree roots cannot enter except in cracks. The material can be hand dug with a spade with much difficulty. Commonly these materials consist of weathered or weakly consolidated bedrock.
8. **Soil surface:** refers to the top of the first mineral layer.

Section II. Requirements for Soils and Wetlands Data in Subdivision / Site Plan Review Regulations

1. Level One Delineation of Wetlands and Surface Waters for all Subdivision / Site Plan Review Applications: Information on wetlands and surface waters shall be provided on the plan with identification and delineation of the resources in accordance with the definitions and standards specified in Step A and Step B of this section. The written documentation specified in Step C shall be included on the plan and certified by the stamp of a qualified professional.

Step A: **Wetlands Delineations:** Wetlands are to be identified and delineated according to the following standards and / or methodologies:

- Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1, Environmental Laboratory, Department of the Army, 1987.
- Field Indicators for Identifying Hydric Soils in New England, Version 2, New England Interstate Water Pollution control Commission, 1998.
- Chapters Wt 100-8900 of the New Hampshire Code of Administrative Rules, April 21, 1997.

Step B: Surface Waters Delineation: Surface Waters are to be identified and delineated in accordance with RSA 485-A: 2, XIV, New Hampshire Water Pollution and Waste Disposal and New Hampshire Code of Administrative Rules pursuant to RSA 485- A.

Step C: Written Documentation: A written statement shall be included on the subdivision of site plan, certified by the stamp of the Certified Wetlands Scientist (CWS) or Permitted Septic Designer (OSD), that all wetlands and surface waters on- site have been delineated in accordance with the standards specified in Step A and Step B above.

2. Additional Information Required Based on the Type of Proposal:

- If a project proposed for subdivision or site plan review is served by public water and sewer, no additional soils data needs to be submitted for the purpose of determining suitability of the site for subsurface wastewater disposal systems. Additionally, if the site development calls for structures and / or impervious cover or alteration of a area greater than 100,000 square feet or 50,000 square feet within the protected shoreland, then the applicant should file a site specific application under New Hampshire Code of Administrative Rules Env-Ws 415 and RSA 485-A: 17, significant alteration of terrain. Approval of the permit specified in these rules and statute is required by DES.
- If the project meets at least one of following three development intensity criteria, then the applicant should submit Site Specific Soil Map (SSS Map) information as specified in subsections D:
 - The average area is less than two (2) acres in area and is not served by either municipal water or sewer.
 - The average area is less than one (1) acre in area and is served by municipal water but not sewer.
 - The non-limiting, upland, contiguous area on any proposed lot is less than 20,000 square feet.
- For all other projects, the applicant should comply with the data requirements of Level Two.

3. Level Two Confirmation of County Soil Survey Maps and Identification of Limiting Physical Features:

Step A: Identification of Soil Complexes with Dramatically Different Characteristics:

- If any of the soil map units on the property, as mapped by the NRCS county soil survey, is a complex of soils with dramatically different characteristics that would have an impact on use and management of the property, then the applicant must provide SSS MS information as required in Level Three.

- If the soils mapped by the NRCS county soil survey do not include one of these complexes, continue to Step B.

Step B: Confirmation of NRCS County Soil Survey Map: The following information is required to be submitted for confirmation of the NRCS county soil survey:

- A copy of the NRCS county soil survey with the subdivision or site plan location and approximate boundaries superimposed on the soil map. The copy of the county soil survey must be provided at the same scale as the original county soil survey. This is important, so that the limitations of the information provided at the scale of the survey are not misunderstood by the users.
- A representative number of detailed soil profile descriptions to characterize variations in the landscape for each mapped unit, based on NRCS standards as described in the Field Book for Describing and Sampling Soils; Version 1.1 National Soil Survey Center, NRCS, 1998. These profiles descriptions are to be included in a narrative report for the project. The applicant is required to evaluate and submit detailed soil profile descriptions to document that the conditions on site are adequate to support the proposed use and management of the property. The standards and / or methodologies for doing this are listed below. These sources should be cited directly on the plan. If the proposal meets the requirements of Step B, then Level Two information is potentially adequate for local review, provided that the NRCS soil survey information is determined to be sufficient for the propose use and management of the property.
- Standards: The required tasks under Level Two are to be carried out according to the standards found in the following documents:
 - Field Book for Describing and Sampling Soils: Version 1.1 National Soil Survey Center, NRCS, 1998.
 - Key to Soil Taxonomy, Eighth Edition , USDA / NRCS 1998.
 - NRCS Official Series Description Sheets and / or published map unit descriptions, USDA / NRCS.
- Methods: A minimum of one soil profile description shall be completed per soil map unit within the plan area, as depicted on the NRCS county soil survey. The soil will be described in sufficient detail, so as to support or refute that identified properties are within, or similar to those of the soil series used to name the map unit. Soils descriptions should be carried out in areas; suspected of having the greatest likelihood of contrasting soil features. Some map units will require more than one soil description to document solid variability. The map unit purity standards from Site Specific Soil Mapping Standards for New Hampshire and Vermont, Version 2.0, Society of Soil Scientists of Northern New England Publication No. 3, 1999, will apply.
 - The location (s) of the soil profile description (s) used to corroborate the NRCS soil series shall be shown on the plan, with a reference to the descriptions (s) in the narrative report for the project.

- A detailed comparison between each soil profile description and the representative pedon (a description of a small three-dimensional area of soil that is typical of the soil series in the county) for that soil from the county soil survey shall be included in the detailed narrative for the project. The NRCS Official Series Description Sheets and / or NRCS published map unit descriptions for each mapped unit are to be used as references.
- A written statement that the soil profile description (s) from the site adequately reflect the range of characteristics for the series, as described in the county soil survey. The statement shall indicate that the county soil survey adequately represents soil and landscape characteristics, such that site-specific land use decisions can be made without further soil investigations. This statement is to be certified by the stamp of the CSS or PSD. If this statement cannot be made, proceed to Level Three.
- A narrative report for the project, which summarizes the information compiled in Step B. This shall include a determination of whether limiting physical features are present on the parcel and indicate the specific mapped soil units where these occur. If any limiting physical features are identified on-site, the Step C is required.
- If the on-site investigations confirm the nature and properties of the solids as reflected by the soil map, consistent with the intended use and intensity of development, as Level Two review is potentially adequate for the Boards' purposes. However, the Board may, at its discretion, require submission of on-site soils data.

Step C: Identification of Limiting Physical Features: In addition to the information required in Steps A and B, the information specified below is required for identification and documentation of limiting physical features. This can either be done as a stand-alone document or as an amendment or addendum to the narrative prepared under Step B.

- Delineation of the limiting features, specifically rock outcrops, steep slopes greater than 35 percent, soils with bedrock within 18 inches of the soil surface, and very poorly drained areas on-site. These features are to be shown on the plan.
- A detailed description of each limiting physical features, based on NRCS standards, in a narrative report for the project, with reference to its location on the plan. This can either be done as a stand-alone document or as an amendment or addendum to the narrative prepared under Step B.
- A written statement that the limiting physical features identified above would not have a significant impact on use and management of the property. This statement is to be certified by the stamp of the CSS or PSD. If this statement cannot be made, then proceed of Level Three.

- A written statement that limiting physical features are present on the parcel (s) and that either (1) a SSS Map (Level Three) is required, or (2) not required, with supporting documentation for this position. This determination is to be certified by the stamp of the CSS or PSD. If a SSS Map is required, then proceed to Level Three.

D: Level Three: Site Specific Soil (SSS) Map for Intense Development and for Sites with Limiting Features. If required, an applicant shall submit a site specific soil map prepared in accordance with Site Specific Soil Mapping Standards for New Hampshire and Vermont Version 2.0, Society of Soil Scientists of Northern New England Publication No. 3, 1999. This is to be certified by the stamp of the CSS.