

**\$5.00**

**TOWN OF NORTHFIELD, NEW HAMPSHIRE**  
**SUBDIVISION REGULATIONS**  
**AND**  
**ROAD DESIGN STANDARDS**

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NORTHFIELD TOWN HALL  
21 SUMMER STREET  
NORTHFIELD, NH 03276  
(603)286-7039

**TOWN OF NORTHFIELD, NEW HAMPSHIRE**  
**SUBDIVISION REGULATIONS AND ROAD DESIGN STANDARDS**

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**TOWN OF NORTHFIELD, NEW HAMPSHIRE  
SUBDIVISION REGULATIONS AND  
ROAD DESIGN STANDARDS**

**SECTION 1 - AUTHORITY**

**1.1 AUTHORITY**

Pursuant to the authority vested in the Northfield Planning Board by the voters of the Town of Northfield, New Hampshire, and in accordance with the provisions of Chapter 36, Sections 19-29, New Hampshire Revised Statutes Annotated, now Chapter 674 Sections 35 to 42 (inclusive) as amended, the Northfield Planning Board adopts the following regulations governing the subdivision of land in the Town of Northfield, New Hampshire.

**1.2 PURPOSE**

The purpose of these regulations is to provide for the orderly present and future development of the Town by promoting the public health, safety, convenience and welfare of its residents.

These regulations apply to Planning Board review and approval or disapproval of all subdivisions as defined by RSA 672:14 and minor lot line adjustments or boundary agreements. They do not apply to voluntary mergers as defined by RSA 674:39-a.

**1.3 PROCEDURE**

Whenever any subdivision of land is proposed, no land within that subdivision shall be sold, transferred, leased, altered, or cleared; no road construction or building development shall be started, no permit for the erection of buildings shall be issued, and no subdivision plat shall be filed with the Merrimack County Registry of Deeds until all required Land Use permits and approvals shall have been issued and a final plat, prepared in accordance with the requirements of these regulations, has been approved and duly recorded by the Board or appropriately secured by the subdivider.

The subdivider should be familiar with State and Town Regulations relative to health, buildings, roads and other pertinent requirements applicable to his/her application.

**SECTION 2 - DEFINITIONS**

**ABUTTER** means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association,

as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

**APPROVAL** means the recognition by the Planning Board, certified by written endorsements on the plat that the final plat submission meets the requirements of these regulations, granted at a duly called meeting of such a board.

**BOARD** means the Planning Board of the Town of Northfield, New Hampshire.

**BUILDABLE AREA** means the contiguous area of a lot that excludes all soils identified as poorly and very poorly drained, all wetlands, floodplains, submerged areas, land set aside for open space or conservation purposes, and dedicated easements or rights-of way. Setbacks and wetland buffers may be included when calculating buildable area.

**BUILDING ENVELOPE** – means a contiguous area of upland soils (non-hydric) designated for development on a lot which excludes areas unsuitable for building and their setbacks and building setbacks.

**CERTIFIED SOIL SCIENTIST** means a person qualified in soil classification and mapping who is certified by the State of New Hampshire Board of Natural Scientists.

**CERTIFIED WETLAND SCIENTIST** means a person qualified in wetland classification and delineation of wetland boundaries and the preparation of wetland mapping who is certified by the State of New Hampshire Board of Natural Scientists.

**CLASS VI HIGHWAY** means a public right-of-way for which the Town is not responsible for maintenance nor liable for any injuries that may arise out of the use of the highway, and includes (1) highways voted by the Town to be Class VI highways, (2) highways which are discontinued and subject to gates and bars by a vote of the Town, and (3) highways which have not been maintained by the Town in a suitable condition for travel thereon for five (5) successive years or more.

**COLLECTOR STREET** means roads that collect traffic from neighborhood and other minor streets, connecting them to principal cross-town routes and to state roads.

**CONDOMINIUMS** means real property, and any interest therein, lawfully submitted to the provisions of RSA chapter 356-B by the recordation of condominium instruments pursuant to the provisions of RSA chapter 356-B, consisting of a building, or group of buildings, in which units are owned individually, and the structure, common areas, and facilities are owned by all the owners on a proportional, undivided basis. It is a legal form of ownership of real estate and not a specific building style.

**CONTIGUOUS LOTS** means adjacent or abutting lots which have a common boundary line.

**DRIVEWAY** means a constructed access connecting a public roadway with an adjacent lot, tract or parcel of land and intended to provide vehicular access into that lot, and built for access to a garage or off-street parking space, serving not more than two (2) lots or sites.

**DWELLING** means a building or part thereof consisting of a room or rooms connected together, constituting a separate, independent housekeeping establishment, including space devoted to kitchen facilities, living and sleeping accommodations for use by a single family or household.

**EASEMENT** means an acquired privilege or right-of-use which one party may have in the land of another.

**ENGINEER** means the designated duly registered professional civil or sanitary engineer, as required by the N.H. Licensing Laws.

**GROUP DEVELOPMENT** means Camping Parks, Clubs, including recreational clubs and fraternal lodges, or organizations which are intended for use generally on an individual or family basis.

**LEASE** means a contractual agreement for the use of lands, structures, buildings or parts thereof for a fixed time and consideration.

**LOT** means a parcel, tract, or area of land established by plat, subdivision, or as otherwise permitted by law, which is occupied by or designed to be occupied by one principal building and its accessory buildings or uses customarily incident to it, together with such open spaces and yards as are required by these regulations and the zoning ordinance. Such lots shall have frontage on a public street, or on an approved private street.

**LOT SIZE** means the total horizontal land area within the boundaries of a lot, conforming to the terms of these regulations and the zoning ordinance, exclusive of any land area designated for street purposes or other common improvements, such as drainage basis, and unencumbered by easements.

**MAINTENANCE GUARANTY** means an irrevocable letter of credit, or an escrow agreement accepted by the Board of Selectmen of the Town of Northfield as a guaranty that necessary improvements will function as required for a specific period of time.

**MUNICIPAL WASTEWATER SYSTEM** means a wastewater collection, treatment, and disposal system that is owned and operated by a municipality.

**PLAT** means the final plan on which the subdivider's plan of subdivision is presented to the Board for approval and which, if approved and signed, will be submitted to the Registry of Deeds of Merrimack County for recording.

**RE-SUBDIVISION** shall mean any change in a plat of an approved or recorded subdivision.

**RIGHT-OF-WAY** shall mean a strip of land used for or intended to be used for a street, road, crosswalk, water main, sanitary or storm sewer main, or for other special use including public use. The usage of the term "right-of-way" for land platting purposes in these Regulations shall mean that every right-of-way hereafter established and shown on a record plat is to be separate and distinct from the lots and parcels adjoining such right-of-way and not to be included within the dimensions or areas of such other lots or parcels.

**SECURITY** means cash, an irrevocable letter of credit in the form contained in the appendix to these regulations or a performance bond intended to secure the completion of all improvements shown on a subdivision plat or site plan.

**SELECTMEN** means the Selectmen of the Town of Northfield.

**SETBACK** means the required unoccupied space as defined in the Northfield Zoning Ordinance.

**SLOPE** means the average steepness of the land surface under consideration. For the purpose of determining lot size categories, Natural Resource Conservation Service slope ranges shall be used. Slope shall be determined by the preparation of a topographic plan or by on site measurement through the use of a clinometer.

**SOIL CARRYING CAPACITY** means the lot size is calculated by dividing the given area of each soil type by the required area for that soil type found in SSSNNE Special Publication No. 4 (as amended).

**SOIL TYPE** means as identified by Site Specific Soil Mapping Standards for New Hampshire and Vermont, SSSNNE Publication Number Three (as amended).

**STANDARD SPECIFICATIONS** means the "*State of New Hampshire Department of Transportation Standard Specifications for Road and Bridge Construction*", approved and currently adopted.

**STREET** means a state highway, or highway or road which is lawfully existing and maintained by the Town of Northfield for vehicular travel. The word "street" shall include the entire right-of-way.

**SUBDIVIDER** means the registered owner(s) or the authorized agent of the registered owner(s) or a subdivision.

**SUBDIVISION** means the division of a lot, tract or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes re-subdivision and, when

appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision.

**SUBDIVISION, MINOR** means the subdivision of land into three or fewer lots, with no potential for re-subdivision and fronting on an existing street, requiring no new streets, utilities or other municipal improvement.

**SUBDIVISION, TECHNICAL** means a subdivision of land into two lots or sites for the purpose of conveying one such lot or site directly to an abutting landowner. The parcel to be conveyed does not constitute a separate building lot; however, said parcel may be used for building development in conjunction with contiguous land owned by the abutter.

**SURVEYOR** means duly designated registered land surveyor as required by the N.H. Licensing Laws.

**TRACT** means any single land area, including contiguous lots, parcels or tracts of land which is in the same ownership whether conveyed to the owner or owners by one or by separate deeds and which is not divided into two or more lots in accordance with these regulations.

**WATER BODY** means a lake, pond or river which is available for use by two or more abutting landowners and/or the general public.

**WATERFRONT** property means a lot or parcel of land from which direct access may be gained to a water body.

**WETLAND SOILS** means an area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support and that under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soil conditions per NH DES Wetlands Bureau Code of Administrative Rules. Wetlands include, but are not limited to, swamps, bogs, marshes, vernal pools and similar areas.

### **SECTION 3 – GENERAL REQUIREMENTS**

#### **Land proposed for subdivision shall satisfy the following standards:**

##### **3.1 CHARACTER OF LAND FOR SUBDIVISION**

Land of such a character that it cannot, in the judgment of the Board, be safely used for building development purposes because of danger to health or peril from fire, flood, poor drainage, excessive slope, or other hazardous conditions, shall not be platted for residential, commercial, or industrial subdivision, nor for such other uses as may increase danger to life or property, or aggravate the flood hazard. Land with inadequate characteristics or capacity for sanitary sewage disposal shall not be subdivided for residential, commercial or industrial subdivision purposes unless connected to a municipal sewage disposal system.

### **3.2 SCATTERED OR PREMATURE SUBDIVISION**

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

### **3.3 EXISTING FEATURES PRESERVATION**

Wherever feasible, suitable steps shall be taken to preserve and protect significant existing features such as trees, scenic points, stone walls, rock outcroppings, water bodies and historic landmarks. Where possible, the boundary line should follow stone walls.

### **3.4 CONFORMITY**

A proposed subdivision shall conform to the regulations and the terms of the Town of Northfield Zoning Ordinance.

### **3.5 ACCESS**

Access to the land to be subdivided shall be by means of a publicly maintained street. Each lot within the subdivision shall be served either by an approved subdivision road or a publicly maintained street.

### **3.6 GENERAL REQUIREMENTS**

1. The subdivision shall provide for the harmonious development of the municipality and its environs.
2. All streets shall be properly arranged and coordinated within the subdivision in relation to other existing or planned streets.
3. All streets shall be suitably located and of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air and access for firefighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system.
4. The subdivision shall provide open space, parks and suitably located playgrounds or other recreational facilities of adequate proportions.
5. Subdivisions shall include provisions which will tend to create conditions favorable to health, safety, convenience and prosperity.
6. The Planning Board encourages the use of solar, wind, or other energy systems and protect access to energy sources by the regulation of orientation of streets, lots, and



buildings; establishment of maximum building height, minimum set back requirements, and limitations on type, height, and placement of vegetation; and encourage the use of solar skyspace easements under RSA 674:36k.

7. Subdividers are encouraged to use efficient and compact subdivision development which promotes retention and public usage of open space and wildlife habitat, by allowing for village plan alternative subdivision as defined in RSA 674:21, VI.

### **3.7 RESIDENTIAL BUILDABLE AREA AND BUILDING ENVELOPE REQUIREMENTS:**

- A. All lots must have a contiguous buildable area of at least 20,000 square feet of upland (non-hydric) soils. The buildable area shall not include wetlands. Setbacks and wetland buffers may be included when calculating buildable area, however no construction is allowed within the setbacks or wetland buffers.
- B. Within the buildable area there must be a contiguous building envelope of at least 11,000 square feet. The building envelope must have a length that is less than or equal to (3) times the width and shall also be fifty (50') feet at the narrowest point. The intent of the 3:1 ratio is to minimize long, narrow building envelopes. The ratio requirement may be waived by the Planning Board for larger lots with greater than the minimum building envelope as conditions dictate.
- C. The building envelope shall not include wetland buffers.
- D. The building envelope must be the location of the dwelling, onsite septic system, and must be located on the site within the front, side and rear setback requirements.
- E. Accessory buildings must be located within the buildable area but need not be within the building envelope.

## **SECTION 4 – PRE-APPLICATION PHASES**

### **4.1 CONCEPTUAL CONSULTATION PHASE (*Optional*)**

- A) The applicant *may request* a meeting with the Board to discuss a proposal in conceptual form and in general terms in accordance with RSA 676:4 II. (a). Although this phase is strictly optional, the Board strongly suggests that the applicant avail him/herself of the opportunity to resolve any issues at this early stage that might become a problem later one. Such consultation shall be informal and directed toward:
  - 1) Reviewing the basic concepts of the proposal.
  - 2) Reviewing the proposal with regard to the master plan and zoning ordinance.

- 3) Explaining the State and Local regulations that may apply to the proposal.
  - 4) Determination of the proposal as a major, minor, or technical subdivision, and of the submission items that would be required.
- B)** There shall be no decision or action of the Board with regard to any conceptual consultation. Conceptual consultation shall not bind the Applicant or the Board. Such discussion may occur without formal public notice, but must occur only at a posted meeting of the Board.
- C)** The Board Secretary is contacted 15 days prior to a regular meeting of the Planning Board to be placed on the agenda for Conceptual Consultation.

#### **4.2 DESIGN REVIEW PHASE (*Mandatory for Major Subdivisions*)**

Prior to the submission of a formal application for subdivision, the subdivider must request a meeting with the Board to discuss a proposal's design. Design review is intended to allow the subdivider an understanding of the Board's key concerns and to evaluate the problems to be faced in designing an approvable project. Discussions between the Board and the subdivider are non-binding as per NH RSA 676:4 II (b). The purpose of this phase in the subdivision review process is to save the subdivider unnecessary expense and changes later in the process. This phase is not required for minor subdivisions as outlined in Section 5.5.

A Design Review Phase plan shall be noticed for, and reviewed, only at a meeting of the Board. Notification list, mailing documents, filing and notification fees shall also be submitted.

The Board may review the proposal in detail and receive testimony in person or in writing from the subdivider, any abutter or any other person as permitted by the Board. There is no time limit on a Design Review Phase review.

All **required materials** for Design Review, outlined below, shall be submitted to the Secretary of the Board not less than fifteen (15) days before any regular meeting of the Board. All materials presented to the Board will be stamped "Design Review" and shall include:

- 1) A completed Design Review Request Form (provided by the town);
- 2) A site location map placing the parcel in the larger context of the community;
- 3) A site survey showing pertinent features of the site;
- 4) An indication of any future subdivisions contemplated in or adjacent to the

proposal;

- 5) A topographical map of the area;
- 6) Soils information such as permeability or boring data that has been gathered;
- 7) A sketch showing the proposed layout of lots, streets, recreation areas, watercourses, natural features, and easements;
- 8) Three (3) full size, paper copies of plans (a minimum of 18"x24" and a maximum of 22"x34") at a scale of not more than 1" equals 100' and ten (10) sets of reduced plans not larger than 11"x17".
- 9) 3 sets of mailing labels for abutters, filing and notification fees.

## **SECTION 5: FORMAL APPLICATION REVIEW PROCESS**

### **5.1 PROCEDURE**

Whenever a subdivision is proposed, the owner or subdivider (so designated in writing by the owner), shall first submit the application, with all supporting data, plans, written request for waiver(s), and fees, to the Secretary of the Planning Board NOT LESS THAN 15 DAYS PRIOR TO ANY REGULAR MEETING OF THE BOARD.

Applications submitted 15 days prior to a regular Board meeting will be:

- A. Forwarded to the Circuit Rider Planner for review. The Planner will contact each of the following officials or agencies, as appropriate, for review and comments:

Fire Department;  
Police Department;  
Town Highway Department;  
Conservation Commission;  
Building Department;  
Water and Sewer Department;  
Town Administrator;  
Other officials or agencies as the Planner or the Board shall determine appropriate.

- B) Placed on the Planning Board agenda for consideration as a completed application.

- C) Noticed in accordance with RSA 676:4 I (d).

During the Board's consideration on the completeness of an application, the applicant may be asked by the Board to provide verbal testimony limited to that issue as well as any

request for waiver(s). The Board may, but is not required to, accept comments from abutters and/or the general public regarding the completeness of the application and/or request for waiver(s). If the applicant provides testimony at the request of the Board, comments will be requested from abutters and/or the general public regarding completeness of the applications and/or request for waiver(s).

The Board shall then act on any request for waiver(s) previously submitted as part of the application and pertaining to the completeness of the application. A completed application sufficient to invoke jurisdiction of the Board shall consist of all information outlined in Section 5.5 of these regulations. All required items must be present or waived by the Board prior to voting to accept an application as complete. The Board shall then act to consider the application incomplete or accept the application as complete for the purpose of invoking jurisdiction.

If the Board determines the application **is not** complete, it shall forward its decision and reasons in writing to the applicant in accordance with RSA 676:3. Re-submission requires review (as outlined above) and re-notification by the applicant including updated notification list, mailing documents and payment of the fees.

If the Board finds the application complete, and when required notice has been given in accordance with Notice of Public Hearing outlined in RSA 676:4 I (e), the applicant may present the merits of the proposal. The date of the Board's acceptance of an application as complete begins the 65-day review period. Should the Board fail to complete review of the proposal within sixty-five (65) days, it may apply to the Selectmen for an extension, not to exceed an additional ninety (90) days before acting to approve or disapprove an application. The applicant may waive the requirement for Planning Board action within the time period specified and consent to such extension as may be mutually agreeable. During the Board's formal consideration of the completed application, members will ask questions and discuss the proposal and then open the floor to questions and comments from abutters and the general public.

The Board may require changes, additional information, or modifications to the proposal, and shall communicate to the applicant the changes required, the revisions to be made, and shall specify such changes in its official records. The Board shall also specify the type and amount of construction or improvements required as a condition for approval of the plat. The Board shall also consider and act on any request for waiver(s) that were submitted as part of the formal application, but relate to the merits rather than the completeness of the application.

Consideration shall be given to the short and long-term impact the proposal may impose upon the community as well as the purpose for these regulations as defined herein. The Planning Board may require the applicant to establish an escrow account for administrative purposes.

A meeting or hearing of the Board may be adjourned and reconvened without further

notice if the Board gives due notice of the time and place of the reconvened session at the prior session. If re-notification is required, the applicant shall submit an updated Notification list, mailing documents and payment of the Notification fee.

The Board will act to approve, conditionally approve, or disapprove the application within the time limits set forth in NH RSA 676:4. The Board may disapprove of the layout in its entirety, but shall adequately, upon the records of the Board, and in writing to the applicant, state its grounds for such disapproval.

## **5.2 PROFESSIONAL REVIEW**

The Board may require the review of various parts or of the whole of the proposed subdivision at the cost of the applicant and upon such terms and conditions as the Board deems to be appropriate as provided in NH RSA 676:4, I (g). The Board shall select the professional(s) to be employed to perform the work of the professional review hereunder. The applicant shall be required to place on deposit with the Board the sum necessary to accomplish the review before the Board will authorize the professional firm engaged to begin the required work. The applicant shall deposit such additional sums as the Board shall determine during the course of the professional review.

## **5.3 SITE INSPECTION**

The Board, its staff, or its Agent shall conduct site inspections of the proposal as part of the review to ascertain the natural conditions of the site and to inspect the layout of proposed improvements. Site inspections scheduled by the Board as part of the formal review and public hearing process are subject to the noticing requirements of RSA 674:4 I(d).

The applicant, by submission of an application for approval, is deemed to have consented to inspections by the Board, its staff, or its Agent, to the extent reasonable and necessary, to properly review the application and monitor compliance with approval conditions. Failure to consent to such inspections shall be grounds to terminate any further consideration of the proposal. The location of proposed improvements (roads, driveways, bridges, retaining walls, drainage structures, etc.) shall be identified by the applicant with marked stakes prior to this inspection phase.

The Board, its staff, or its agent may conduct site inspections of the proposed subdivision following approval to inspect work progress. A final inspection of improvements will be conducted for all subdivisions requiring security. This final inspection is in addition to all other required inspections. At the completion of the final inspection, the Board, its staff, or its agent shall provide the applicant with notification (punch list) of the items needed for completion of the project. At the time that those items have been satisfactorily completed, the project shall be deemed substantially complete.

## **5.4 APPLICATIONS OF REGIONAL IMPACT (RSA 36:56)**

The Board shall review all applications to determine whether or not the proposed development, if approved, reasonably could be construed as having the potential for regional impact. If so determined, the Board shall give notice and an opportunity to be heard to such additional persons as may be required by statute.

## **5.5 APPLICATION REQUIREMENTS (MAJOR SUBDIVISIONS)**

### **A. Application Form**

An Application for Subdivision Approval properly completed, which includes the names and addresses of the applicant and all abutters as indicated in the town records not more than five (5) days before the day of filing the application with the Board.

### **B. Fees and Deposits**

Payment to cover all costs pertaining to a subdivision and the approval of same as provided in these regulations. (SEE FEE SCHEDULE PAGE 50)

### **C. Notification List**

### **D. Preliminary Plan Requirements**

- 1) Proposed subdivision name or identifying title, the name and mailing addresses of the owner(s), the name and seal of the registered land surveyor and, when required by the Planning Board, the license number and seal of the professional engineer, date, scale and North point.
- 2) Street lines, setback lines, pedestrian ways, lot lines, lot sizes in square feet (if under one (1) acre) or in acres to the nearest tenth of an acre (if over one acre), reservations, easements, areas to be dedicated to public use and areas the title to which is reserved by the developer.
- 3) Sufficient data acceptable to the Engineer to determine readily the location, bearing and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. All dimensions shall be shown to hundredths of a foot and bearings to the nearest minute. The error of closure shall not exceed 1 to 5,000. The final plat shall show the boundaries of the property.
- 4) Street cross-sections indicating cut and fill; approximate street grades and profiles; and location and sizes of any bridges or culverts.
- 5) Surface elevations sufficient in number on the property to indicate the general topography as determined by the owner's engineer.
- 6) Location of any wetland areas indicated with standard USGS symbols as

determined by the engineer.

- 7) Unless public sewage and/or water facilities are provided, it shall be the responsibility of the subdivider to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of both individual on-lot water and sewerage systems and location and size of any proposed storm pipe and catch basins.
- 8) Sufficient data to determine readily the location, bearing and length of every street right-of-way line, lot line, easement line, reservation line, and boundary line and to permit reproduction of such lines upon the ground. All dimensions shall be shown to the nearest hundredth of a foot and bearings to the nearest minute. The error of closure for blocks enclosed by streets shall not exceed one in five thousand. The final plat shall show the boundaries of the property.
- 9) Names and addresses of abutting property owners (identified by tax map sheets and parcel number), subdivisions and location of buildings within 100 feet of the parcel to be subdivided, and intersecting roads and driveways within 200 feet of the parcel.
- 10) If a subdivision is to be served by public water supply or by public sewer, a statement from the municipal department or company involved, stating the availability of such service.
- 11) A general site location map (at scale of 1"=1500') locating exactly the proposed subdivision boundary in relation to major roads and community facilities of the town.
- 12) Certification that the property in question does not fall within the Flood Hazard Area.
- 13) Additional information as appropriate (see Section 5.7)

## **5.6 MINOR SUBDIVISION APPLICATION PROCESS**

### **A. Scope**

Review and approval of proposals may be expedited using the procedure of this section in case of:

- (1) Proposals involving Minor Subdivisions which create not more than three (3) lots for building development purposes, with no potential for re-subdivision, and fronting on an existing street, or
- (2) Proposals which do not involve creation of lots of building development, such as

proposals for minor lot line adjustments or boundary agreements which do not create buildable lots.

**B. Conceptual Review Phase**

Conceptual Review Phase (as outlined in Section 4.1) is optional for all minor subdivision applications.

**C. Design Review Phase**

Design Review (as outlined in Section 4.2) is not required under the expedited procedure of this section.

**D. Completed Application and Final Plat**

Applicant shall submit final plat and information required under Section 5.9.

**E. Meetings and Hearing**

- (1) A minor subdivision application may be submitted and approved at one or more Board meetings, but no application shall be approved without the full notice to abutters and public required under Section 5.1, paragraph 5.

## **5.7 ADDITIONAL INFORMATION**

**A. “Special Flood Hazard Area” Designated Land**

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



**B. Documentation of Impacts**

Pursuant to RSA 674:36, it shall be the responsibility of the developer, if the Board deems it necessary, to provide an accurately documented environmental and economic impact statement. Such statement may require documentation on drainage, erosion, forest productivity, ground and surface water quality, traffic safety, public services and any other factors that could impact the short and long-term well-being of the public in Northfield.

**C. Special Investigative Studies**

Pursuant to RSA 676:4Ig (as amended), it shall be the responsibility of the developer, if the Board deems it necessary, to pay reasonable fees for the review of documents, the cost of special investigative studies, Board administrative fees and other matters which may be required by particular applications.

**D. Open Space**

Areas set aside for parks and playgrounds to be dedicated or to be reserved for the common use of all property owners by a covenant in the deed, whether or not required by the Board, shall be of reasonable size and character for neighborhood playgrounds or other recreational uses.

**E. Water and Sewer Facilities**

Where public water and sewer facilities exist within a reasonable distance of a proposed subdivision, the subdivider shall be required by the Board to extend such facilities, at no expense to the town, to serve lots in the subdivision.

**F. Security (as defined in Section 2.)**

Except in the case of a Minor Subdivision in which each lot is fronting on an existing street or a private way, and there is no requirement that off-site improvements be undertaken by the subdivider, prior to the signing of the final plat, the subdivider shall post a performance security in an amount sufficient to cover the cost of the preparation and installation of streets, the extension of public water and sewer lines, if available, the extension of public utilities, the installation of storms drains, under-drains, monuments, erosion control, structures, etc. This security shall be approved as to form and sureties by the Planning Board and the attorney of the Town of Northfield and conditioned on the completion of such improvements within two (2) years of the posting of security.

The amount of the security shall be based on an engineer's cost estimate of the necessary improvements. The Board may require a review, at the subdivider's expense, by a registered professional engineer of the submitted plans and cost estimate. The estimate shall be approved by the Board and the Board of Selectmen prior to the subdivider obtaining the security. All security shall be in an amount representing 110% of the estimated cost of improvements.

The security shall not be released until the Board of Selectmen, on recommendation from the Planning Board, has certified completion of the required improvements in accordance

with the subdivision design and construction standards and in accordance with the plan approved by the Board.

## **5.8 CONDITIONAL APPROVAL**

The Board may grant Conditional Approval of an application, but the plat shall not be signed or recorded until all of the conditions have been met. A further public hearing is not required when such conditions:

- a. Are administrative in nature,
- b. Involve no discretionary judgment on the part of the Board, or
- c. Involve the applicant's possession of all required local, State and Federal permits and approvals, including, but not limited to the NH Department of Transportation, the NH Department of Environmental Services, the NH Water Supply and Pollution Control Division, the NH Division of Forests and Lands, the NH Office of the Attorney General, the US Army Corps of Engineers, and US Department of Housing and Urban Development.

A further public hearing shall be required to demonstrate compliance with the terms of all other conditions pursuant to RSA 676:4,I,(i) as amended.

In the event the Planning Board votes to conditionally approve any application, all conditions precedent to final approval, including submission of the final plat as required in Section 5.9, must be satisfied within 2 years of the granting of such approval. In the event an applicant fails to satisfy such conditions within that time frame, the approval shall become null and void unless an extension of time, not to exceed an additional 1 year, is granted by vote of the Board prior to expiration.

## **5.9 FINAL PLAT – Submission procedure**

The final plat submitted for approval and subsequent recording shall be submitted to the Secretary of the Planning Board in two (2) Mylar copies and three (3) black or blue-line paper prints. The size of the sheets shall be no larger than 22"x 34" or smaller than 18"x 24" and shall conform to the requirements for recording in the Merrimack County Registry of Deeds. The drawings shall be at a scale of not more than 100 feet equals 1 inch.

- 1) The final plat shall show the proposed subdivision name or identifying title, the name and mailing addresses of the owner(s) of record, the name and seal of the registered land surveyor and, when required by the Planning Board, the license number and seal of the professional engineer, date, scale and North point.
- 2) Street lines, setback lines, pedestrian ways, lot lines, lot sizes in square feet (if under one (1) acre) or in acres to the nearest tenth of an acre (if over one acre), reservations, easements, areas to be dedicated to public use and areas the title to which is reserved by the developer.

- 3) Sufficient data acceptable to the Engineer to determine readily the location, bearing, and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. All dimensions shall be shown to hundredths of a foot and bearings to the nearest minute. The error of closure shall not exceed 1 to 5,000. The final plat shall show the boundaries of the property.
- 4) Street cross-sections indicating cut and fill; approximate street grades and profiles; and location and sizes of any bridges or culverts.
- 5) Surface elevations sufficient in number on the property to indicate the general topography as determined by the owner's engineer.
- 6) Location of any wetland areas shall be indicated with standard USGS symbols as determined by the engineer. All plans shall bear the certification and stamp of a NH Certified Wetlands Scientist that all wetlands have been delineated. In the event that only a portion of a parcel has had wetlands delineated as such, then the plan shall show the specific area being certified.
- 7) Unless public sewage and/water facilities are provided, it shall be the responsibility of the subdivider to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of both individual on-lot water and sewerage systems and location and size of any proposed storm pipe and catch basins.
- 8) Sufficient data to determine readily the location, bearing and length of every street right-of-way line, lot line, easement line, reservation line and boundary line and to permit reproduction of such lines upon the ground. All dimensions shall be shown to the nearest hundredth of a foot and bearings to the nearest minute. The error of closure for blocks enclosed by streets shall not exceed one in five thousand. The final plat shall show the boundaries of the property.
- 9) Names and addresses of abutting property owners (identified by tax map sheets and parcel number), subdivisions and location of buildings within 100 feet of the parcel to be subdivided, and intersecting roads and driveways within 200 feet of the parcel to be subdivided.
- 10) If a subdivision is to be served by public water supply or by public sewer, a statement from the Municipal department or company involved, stating the availability of such service.
- 11) A general site location map (at scale of 1"=1500') locating exactly the proposed subdivision boundary in relation to major roads and community facilities in town.
- 12) Sufficient data to identify the "building envelope" shall be displayed for each lot, consistent with the definition of "buildable area".

- 13) Subdivision approval fees and mylar recordings fees shall be submitted with the final mylar and plans. All fees payable to the Town of Northfield.

## **SECTION 6 - DESIGN STANDARDS FOR ALL SUBDIVISIONS**

### **6.1 LOTS**

- A. Lot dimensions and area shall not be less than the requirements of the Zoning Ordinance.
- B. The depth of a lot shall be no more than four (4) times its frontage. : (EXAMPLE: A lot with 150-foot frontage shall be no deeper than 600 feet.)
- C. All lots shall be compact and regular in shape.
- D. Where there is a question as to the suitability of a lot or lots for its or their intended use due to the presence of such factors as rock formations, steep slopes, unusual surface configurations, tendency to periodic flooding, poor drainage, unsuitable soil or soils, and inadequate capacity for sanitary sewer disposal, the Planning Board may, after adequate investigation, withhold approval of such lot or lots. In order to assure such additional area as may be needed for each lot for on-site sanitary facilities where poor soil conditions and/or steep slopes factors used by N.H. Water Supply and Pollution Control Commission is adopted for subdivisions with no public utilities.
- E. Granite or concrete monuments at least 4"x 4" x 36" in height shall be set on the outside limits of the subdivision in accordance with standard surveyor's practices and shall be shown on the plan. All lots within the subdivision shall be monumented by iron pipes or pins.

### **6.2 SOILS BASED LOT SIZING**

#### **PURPOSE**

Whereas, the local legislative body of the Town of Northfield has established a minimum lot size in its municipal zoning regulation in accordance with RSA 674:16, 1(b): The Planning Board of the Town of Northfield, New Hampshire hereby adopts the following as part of their subdivision regulations in accordance with RSA 674:35-36 for the following purposes:

- 1. To assure that the land indicated on plans submitted to the planning board shall be of such character that it can be used for the building purposes proposed without danger to health;
- 2. To prescribe minimum areas of lots so as to assure conformance with local

zoning regulations and to assure such additional areas as may be needed for each lot for on-site sanitary facilities; and

3. To protect ground water quality for purposes of public health and safety.

### **MINIMUM LOT SIZES**

In the absence of a municipal wastewater system, minimum lot sizes within all subdivisions shall meet the area requirements in Soil Based Lot Sizing, Environmental Planning for Onsite Wastewater Treatment in New Hampshire, SSSNNE Publication Number Four (as Amended) to insure groundwater quality protection. Each lot shall have a soil carrying capacity of one or greater.

The applicant shall submit calculations, which document the soil carrying capacity for each lot. This requirement is subject to the following modifications:

1. Where more than one soil type is found on a site, a soil carrying capacity of those soils occurring on the lot shall be used to determine the minimum lot size.
2. Wetlands may not be used as a part of the computed lot size when creating a new lot.
3. Minimum lot sizes for residential developments with greater than four bedrooms per building and for cluster (open space residential) developments shall be determined as follows:

No. of one and two bedroom units = Area of each soil type on the lot divided by (lot size from Table 1 (SSSNNE Publication No. 4) x .60).

No. of three bedroom units = Area of each soil type on the lot divided by (lot size from Table 1 (SSSNNE Publication No. 4) x .83).

4. In the case of cluster (open space residential) subdivisions, the overall density of lots or dwelling units for development within the parcel shall be determined by using Table 1 or 2 and computing a soil carrying capacity for the entire parcel. Poorly drained wetland soils will be given credit up to the number of acres of the non-wetland portion of the property.
5. For duplex use, where the total number of bedrooms in the building shall not exceed five, the lot size shall be increased by 40% of the minimum lot size as determined by Table SSSMS.

### **SOURCE OF SOILS INFORMATION**

Soils information shall be provided in accordance with Site Specific Soil Mapping Standards for New Hampshire and Vermont, Society of Soil Scientists of

Northern New England SSSNNE Special Publication No.3 (as amended).

Maps are prepared by field examination and stamped by a Certified Soil Scientist.

All costs of preparing soil data shall be borne by the applicant.

#### **RELATIONSHIP BETWEEN STATE AND LOCAL REGULATIONS**

Where both the State and the municipality have existing requirements the more stringent shall govern.

#### **ENFORCEMENT PROCEDURES**

Shall be in accordance with RSA 673:17, RSA 676.15 et seq.

#### **SAVING CLAUSE**

Where any provision of this regulation is found to be unenforceable it shall be considered savable and shall not be construed to invalidate the remainder of the regulation.

### **SECTION 7 - SPECIAL CONDITIONS**

#### **7.1 SUBDIVISION WITH WATER ACCESS**

- A. For subdivisions with water access, for uses other than boating, the following requirements shall be met:
  - (1) The minimum length shall be a minimum frontage of one hundred (100) feet with sufficient depth to provide for beach recreation area, parking and toilet facilities when required.
    - (a) Minimum length one hundred (100) feet. Where there is no possibility of providing the minimum of one hundred (100) feet, the maximum intensity of use is on the provision of eight (8) linear feet of frontage per dwelling unit planned; or in a group development for a maximum number of individuals based on the provision of three (3) linear feet per person or six (6) linear feet per camping unit; and
    - (b) An additional five (5) feet for each dwelling planned over twenty (20), or for a group development, the provision of three (3) linear feet per individual for whom the facility is proposed or six (6) linear feet per camping unit for which the facility is proposed.
  - (2) There shall be provided six hundred (600) square feet of beach recreation

area abutting the shore frontage per dwelling unit planned or three hundred (300) square feet per individual or six hundred (600) square feet per camping unit in a group development.

- (3) Parking area in addition to the beach recreation area shall be provided on the basis of three hundred (300) square feet for each dwelling unit planned which will be located more than 1/4 mile from the waterfront area or for each four (4) individuals for whom the facility is proposed in the case of a group development.
- (4) Toilet facilities shall be provided on the basis of one (1) facility each for males and females for each fifty (50) dwellings or fractions thereof planned or for each two hundred (200) persons in the case of a group development.

B. For subdivisions providing water access for boating, the following requirements shall be met:

- (1) Boating areas shall, wherever possible, be isolated from swimming areas. Where such isolation is not possible and a boating area is allowed adjoining a beach area, it shall be separated from the swimming area by appropriate safety devices and adequately signed.
- (2) Development plans for boating areas shall be submitted to the Board for review and approval prior to making application to the N.H. Special Board for a permit.

## **7.2 CONVERSIONS TO CONDOMINIUMS OR TIME-SHARING UNITS**

- A. Whenever any existing developed property is proposed for conversion to condominium time sharing ownership or before any building permit is issued for the alteration of such building, the owner or his agent shall apply for and secure approval of such proposed subdivision from the Board.
- B. The subdivider shall submit a completed application for approval to the Secretary of the Board not less than fifteen (15) days before any regularly scheduled meeting of the Board, using a form supplied by the Board.

The subdivider shall conform to the specifications contained in these regulations where applicable. The Board shall hold a public hearing before taking formal action on the proposal. In case of disapproval, the grounds for such disapproval shall be stated in the Minutes or Records of the Board.

- C. Existing subsurface sewage disposal facilities shall meet current construction design regulations as set by the N.H. Water Supply and Pollution Control

Commission.

- D. The developer shall demonstrate that the lot or land area is sufficient in size to support an adequate subsurface sewage disposal system. Soils type and slope shall be identified on the plat plan.
- E. An inspection of the existing sewage disposal system and a detailed diagram showing type, extent and location of the system, certified by a registered professional sanitary engineer indicating that the system is adequate for this intended and proposed use shall be furnished to the Board.
- F. Drinking water supplies from groundwater shall be protected by restriction land use and prohibiting all activity detrimental to water quality and quantity within the protective radius based upon the average daily demand on the system as follows:

SYSTEM DEMAND (GALS. PER DAY)	PROTECTIVE RADIUS (IN FT. FROM SOURCE OF SUPPLY)
400	75
800	125
1200	150
1600	175
2000	200

No sewer, sewage, or waste disposal system shall be permitted within the protective radius.

- G. The responsibility for maintenance, operation, replacement and protection of the water supply and sewage disposal; system shall be clearly established by the condominium or time sharing agreement, a copy of which shall be furnished to the Board.

### 7.3 OPEN SPACE RESIDENTIAL DEVELOPMENT

#### A. General

The Open Space Development provisions of these regulations are adopted in accordance with the authorization afforded in *Article 13: Open Space Residential Development* of the Town of Northfield Zoning Ordinance. These regulations administer and regulate the flexibility that is meant to be an inherent part of this development process. These regulations also establish minimum standards for the Planning Board to consider when reviewing impacts of Open Space Residential Development proposals. The alternative development approach provided to applicants through *Article 13: Open Space Residential Development* of the Town of Northfield Zoning Ordinance and these Regulations is intended to promote innovative subdivision design which takes into account the special



characteristics and limitations of each unique site.

**B. Application Procedure**

Applications for an Open Space Residential Development shall be made in accordance with the procedures set forth in these Subdivision Regulations.

**C. Application Requirements**

In order to provide incentives to developers for choosing the Open Space Residential Development option versus a conventional subdivision, developers have the ability to earn density bonuses and can follow relaxed road design standards, as described in the following provisions. In order to provide for these incentives and ensure that the Open Space Residential Development fulfills the purpose outlined in *Article 13: Open Space Residential Development* of the Town of Northfield Zoning Ordinance, four additional submissions are required.

*I. Number of Base Lots Plan*

In accordance with *Article 13: Open Space Residential Development* of the Town of Northfield Zoning Ordinance, the base number of lots shall be determined through the submittal of a Number of Base Lots Plan (Lots Plan). This Lots Plan is a plan showing how many lots would be permitted on the same parcel of land if a conventional subdivision were proposed. The number of base lots shall be calculated using the conventional zoning minimum lots sizes in Article 7, Table #2 of the Northfield Zoning Ordinance or Section 6.2 Soils Based Lot Sizing of these Regulations, whichever is stricter. The number of base lots resulting from this plan shall be reviewed and approved by the Planning Board in accordance with the following:

- a) The Lots Plan is meant to be conceptual in nature but must be realistic and not show potential house sites or streets in areas that would not ordinarily be legally permitted in a conventional layout.
- b) The Lots Plan shall incorporate soils information sufficient to determine estimated lot sizes by soil type.
- c) The Lots Plan shall include basic topography, wetlands, floodplains, steep slopes > 25%, and other areas of land where it is not feasible to accommodate building sites and individual septic systems.
- d) The Lots Plan shall incorporate roads and rights-of-way that provide for a layout that corresponds with existing state and federal laws, town ordinances, and subdivision regulations, including but not limited to minimization of wetland crossings, road length requirements, right-of-way widths, and safe site distances for entrances.
- e) In order to show that the Lots Plan is a reasonably realistic

representation of the number of lots allowed on the parcel through a conventional subdivision, 10% of the lots randomly distributed throughout the parcel shall indicate one test pit which complies with all local, state, and federal requirements, including but not limited to depth to estimated seasonal high water table and setbacks to lot lines and structures. These lots shall be selected by the applicant, however the Planning Board, at its discretion, may seek additional lots for testing, as needed.

**Total Lot Number.** The total number of lots allowed in an Open Space Residential Development shall be determined by totaling the base number of lots calculated in this section and the density bonuses calculated in Section III (below).

## II. Open Space Plan

Applicants for Open Space Residential Developments shall submit an Open Space Plan as part of their application. The Open Space Plan shall:

- a) show clear delineations of parcels of open space land that is not to be developed;
- b) depict significant natural and historic features on the parcel, including but not limited to: wetlands, surface water, steep slopes > 25% and general topography, agricultural fields, forestland, views, rock outcrops, cellar holes, etc. (applicants may wish to utilize the maps developed for Northfield's Natural Resources Inventory in 2003, available in the Town Hall);
- c) depict adjacent properties and adjacent land uses within a 500 ft. buffer around the subject parcel and demonstrate that a reasonable effort was made to locate open space adjacent to any protected open space on adjoining properties;
- d) demonstrate that 75% of the minimum open space requirements are met by one contiguous parcel or no more than two separate parcels of land no less than 100 ft. wide;
- e) demonstrate that the open space is directly accessible to the largest practicable number of lots within the development;
- f) demonstrate that there is safe and convenient pedestrian access to open space from all the lots in the residential development that do not adjoin the open space; and
- g) demonstrate that the criteria outlined in *Section 13.6 Open Space Residential Development Standards* of the Town of Northfield Zoning

Ordinance have been met.

**Open Space Criteria.** These regulations outline open space criteria as authorized in *Article 13: Open Space Residential Development* of the Town of Northfield Zoning Ordinance. The Planning Board shall determine that these criteria have been met based on a review of the Open Space Plan. The Open Space Plan shall be recorded at the Merrimack County Registry of Deeds and shall indicate that development is restricted from the open space in perpetuity.

### III. Density Bonus Calculations

Density Bonuses shall be calculated according to the provisions of Article 13.6: Open Space Residential Development Standards of the Town of Northfield Zoning Ordinance.

### IV. Roadway Design Plan and Narrative

Road design shall adhere to the road design standards found in the Subdivision Regulations, as amended. As provided in *Article 13.6.9 Road Design and Construction* of the Town of Northfield Zoning Ordinance, the Planning Board may consider the following design waivers for roads dedicated to the Town of Northfield and Private Roads in Open Space Residential Developments:

- a) Roadway Width
- b) Surface Type

All roadways shall be designed according to minimum standards identified by the American Association of State Highway and Transportation Officials (AASHTO) in current versions of *A Policy on the Geometric Design of Highways and Streets* and *Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT ≤ 400)*.

**Review Required.** All roadway design plans for Open Space Residential Developments shall be reviewed by the Town's Engineer for compliance with the minimum standards identified in the above two documents, as well as generally accepted engineering design standards. The costs of such review shall be the sole responsibility of the Applicant.

All requests for road design waivers for open space residential developments must be approved by the Highway Superintendent, Fire Department, Police Department, and Board of Selectmen, as per Article 13.6.9 of the Town of Northfield Zoning Ordinance.

**SECTION 8 – DESIGN AND CONSTRUCTION STANDARDS**  
**FOR STREETS AND ROADS**

**8.1 ROAD DESIGN AND CONSTRUCTION** The following improvements shall be installed and constructed by the subdivider to the satisfaction of the Board, the Selectmen and certification by the Highway Superintendent or designee of the Planning Board, either before submission of the final plat, or the subdivider shall file security as contained in Section 5:7F prior to approval of the final plat.

- A. No street or highway right-of-way shall be less than fifty (50) feet in width and may be required to be more if a greater street width is warranted in the opinion of the Board. Existing streets shall be widened as if they were new streets, with one-half of the additional widening to be required on each side. The intersection of a new road and an existing road shall be such that a sight distance of 400 feet shall be available in each direction. All interior road intersections of a new subdivision shall have 400 feet sight distance in each direction, unless a specific waiver is granted by the Planning Board. Reasons why the waiver would be in the best interest of the Town and in the spirit of these ordinances must be stated. Any intersections of roads and drives to individual lots that utilize a State Road shall have in writing all permits noting locations, drainage improvements required, and width allowed. A copy of the State permit shall be furnished to the Board prior to preliminary approval. Intersections and drives on existing town roads shall be treated the same as a State permit with the Highway Superintendent submitting a letter of approval for a location only and subject to further review of the subdivision roadway plans.
- B. Minimum roadway dimensions and specifications are listed on typical section.
- C. Streets shall be logically related to the topography so as to produce useable lots, reasonable grades and safe intersections in appropriate relation to the proposed use of the land to be served by such streets. Where practicable, lots shall be graded toward the ditch line of the streets. Where not practicable, adequate provisions shall be made to control the drainage of each lot by an adequate storm water system, subject to the approval of the Highway Superintendent or designee of the Planning Board.
- D. The arrangement of streets in the subdivision shall provide for the continuation of the principal streets in an adjoining property if not subdivided and shall be of width at least as great as that of such existing connecting streets, but in no case less than that required under Paragraph A (above).
- E. Except where near future connections may be possible, dead-end streets shall not, in general, exceed 1000 feet in length and shall be provided with a turn-around roadway at the closed end with the minimum radius of 76 feet from one center of the outside edge of the right-of-way as shown on the typical cul-de-sac detail.

The length of the cul-de-sac shall be measured from the edge of the right-of-way to the center of the cul-de-sac. Where a subdivision is to be phased, a turnaround shall be provided at the end of each phase; but in no case shall the dead-end exceed 1000 feet as defined, unless security, as defined herein, be given to the Selectmen in the amount of 110% of the cost of construction to complete the construction to remove the dead end situation be given to the Selectmen in an amount of the cost of construction to complete the road construction to remove the dead-end situation.

- F. No horizontal roadway curves shall have a center line radius of less than 230 feet, except turn-arounds on a dead-end street. A tangent of a minimum of 50 feet shall be used between two (2) reverse horizontal curves. For vertical changes in grade exceeding one percent (1%), a vertical curve shall be provided insuring a minimum sight distance based on the design speed as follows:

**MINIMUM SIGHT DISTANCE IN FEET**

Designed Speed, MPH	25	30	35
Stopping Sight Distance, (feet)	173	227	287
K Value for: *			
Crest Vertical Curve	12	19	29
Sag Vertical Curve	26	37	49

**\*NOTE:** K value is a coefficient by which the algebraic difference in grade may be multiplied to determine the length of feet of the vertical curve which will provide minimum sight distance.

- G. Vertical alignment shall conform in general to the terrain and shall, as far as practical, not to exceed 8%. In no case shall any portion of the vertical alignment be greater than 10%. At intersections of an existing road and a proposed roadway, a -2% grade for 50 feet from the edge of pavement shall be utilized for traffic storage and drainage. The point of vertical curvature will start at the end of the 50-foot distance. No grade within 200 feet of the edge of an existing traveled way shall be greater than 6%.
- H. Intersecting property lines at street intersections shall be joined by a curve of at least a 30-foot radius. All street paving at intersections, a 30 foot paved radius is required.
- I. Streets should be laid out to intersect as nearly as possible at right angles. No street shall intersect another with an angle of less than 75 degrees. Streets entering opposite side of one another shall be laid out either directly opposite one another or with a minimum offset of 200 feet between their center lines.
- J. Streets that join or are in alignment with streets abutting or neighboring properties shall bear the same name. Names of new streets shall not duplicate nor bear phonetic resemblance to the names of existing streets within the Town of

Northfield, and shall be subject to the final approval of the Board of Selectmen. Street signs and traffic signs shall be furnished and installed by the Town Highway Department and the cost of the signs and labor shall be borne by the subdivider.

- K. No water shall be permitted to run across the street on the surface, but shall be directed into catch basins or otherwise into ditches, and shall be piped underground in a pipe of a size as may be deemed necessary by the developer's engineer and approved by the Highway Superintendent or designee of the Planning Board.
- L. Road construction, including pavement and drainage facilities, curbs and sidewalks, when required, shall be installed and constructed in accordance with the Standard Specifications.
- M. The roadway shall be constructed in accordance with the following minimum specifications:
  - 1. All top soil, stumps, brush, roots, boulders and like materials shall be excavated. Excavation caused by grubbing operations shall be filled with suitable material which shall be compacted to conform to the surrounding ground. All stumps and large roots within the limits of the road bed shall be completely removed to a depth of 3 feet below subgrade unless a greater depth is specified on the plans. Stumps under embankments or outside the road bed shall be cut off within 6 inches of the existing ground surface, except in the area to be rounded at the bottom of fill slopes where stumps are to be cut off flush with the surface of the final slope line or removed. Whenever practical, natural vegetation outside of the slope lines shall be retained, protected and supplemented.
  - 2. All street subbase shall consist of 12 inches of bank run gravel, Item 304.2 Gravel, as defined by the Standard Specifications, installed in two 6 inch lifts, compacted to a minimum of 95% of the soils standard proctor dry density. No stones, cobbles or boulders of greater than 4 inches shall be allowed in any of the above mentioned street base material courses.
  - 3. All streets shall receive a 6-inch upper base course of crushed gravel, Item 304.3 Crushed Gravel, as defined by the Standard Specifications. Said course shall be compacted to 95% of its standard proctor maximum dry density.
  - 4. All utilities, (sewer, water, electrical, telephone, gas, cable T.V., etc.) shall located as directed and approved by the Highway Superintendent or designee of the Planning Board and Selectmen. All utilities shall be buried outside of the roadway. Utilities shall be stubbed to 5 feet beyond

ROW for each lot. All utilities shall be constructed of approved materials are recommended by the agency responsible for maintenance of the utility. All material, workmanship and construction methods shall be in accordance with accepted standard practices relative to each utility.

5. The street surface itself, shall consist of a binder course of bituminous concrete pavement with a compacted depth of 2 inches and a wearing course of 1 inch compacted bituminous concrete payment. Both binder and wearing course shall conform to the Standard Specifications.
6. The street shall have a cross slope from centerline to edge of shoulder of 1/4 inch per foot and from edge of street to edge of shoulder of 5/8 inch per foot. See typical for slopes. No slopes with greater than 2:1, with the exception of ledge, shall be accepted.
7. Ledge and boulders shall be removed to at least 24 inches below subgrade and replaced with sand or bank run gravel.
8. All loam, muck, stumps and other unsuitable foundation material shall be removed from within the limits of a 1:1 slope fully extended from the street shoulders. In embankment areas, suitable foundation material shall be placed in 1 foot layers and compacted to form a stable subgrade.
9. The pavement shall be applied by an approved paving contractor in accordance with the Standard Specifications.
10. The roadway slopes shall be covered with an average of 4 inches of humus material in areas approved by the Highway Superintendent or designee of the Planning Board. 4 inches of loam material shall be required in areas that may be mowed. Both materials shall be furnished, applied and graded as per the standard specifications. Fertilizer, limestone and seeding shall be in accordance with standard specification application rates and material specifications. Slope seed and park seed areas shall be identified and noted for the final plan by the Highway Superintendent or designee of the Planning Board. Crownvetch seed shall be required on 2:1 slope. All erosion control measures shall be noted on the plan and constructed. If an RSA 149 8-A site alteration permit is required, a copy of the approved plan shall be received by the Planning Board and Highway Superintendent or designee of the Planning Board prior to final approval.
11. Bituminous pavement wearing course shall be installed by the developer after the binder course has been in place for 1 winter season which shall be defined as running from November 15th to the following April 15th. All unacceptable pavement areas shall be repaired by a method approved by the town. All repair work to slopes, drainage, seeding, settlement repair,

sidewalks, curbing and utilities shall be completed to the satisfaction of the Highway Superintendent or designee of the Planning Board before the final wearing course may be applied. All utility manhole covers shall be flush with binder course for winter maintenance. The developer shall be responsible for any and all problems of the utilities, drainage, wash outs, erosion control and pavement repair that may occur from the time construction starts, through winter maintenance, to final acceptance by the Selectmen.

- N. It shall be the obligation of the developer planning a new street to do the following:
1. To submit a construction schedule to the Planning Board and update the schedule as necessary to reflect project progress.
  2. To request inspection of stumped and grubbed areas prior to excavation or embankment construction for approval by Highway Superintendent or designee of the Planning Board or Town representative.
  3. To request inspection and approval of the right-of-way, drainage and subgrade before base gravel is applied and subgrade before base gravel is applied.
  4. To request inspection and approval of the right-of-way subgrade after finish gravels have been brought to grade but before bituminous concrete pavement is installed.
  5. The developer shall have stakes set on centerline with finish grades marked on them at least every 50 feet for the entire length of the street or the street side staked with distance and grades marked before each inspection.
  6. Before final inspection, the developer shall remove all trash from the right-of-way and the center of the turn around and shall repair any damage done to the roadway, shoulders, etc.
  7. Inspections, sampling, materials testing, and core test may be taken by the Town of Northfield at any time during construction and before final acceptance to determine compliance with plans and standard specifications. All costs incurred shall be reimbursed by the subdivider. In the event of unsatisfactory material or workmanship, the Selectmen, at the request of the Highway Superintendent or designee of the Planning Board, may order all work ceased until the matter has been resolved. The following minimum testing requirements shall be performed under the direction of the Highway Superintendent or designee of the Planning Board:



<b>Item</b>	<b>Method</b>	<b>Minimum Frequency</b>
<b>Topsoil/ Loam ~ Borrow</b>	Organic Content (weight) Acidity/ Alkalinity Gradation - Sieve Analysis ASTM D-2974 Measure compacted depth.	<b><i>Pre- Installation</i></b> Each 10,000 sf landscaped area. Each visible variation. Change of source.
<b>Fill Materials ~ Onsite</b>	Gradation - Sieve Analysis ~ ASTM D-422. Proctor Determination ~ Density / Optimum Moisture Content ~ ASTM D698/ D-1557. Review & comment on Soil Boring Logs & Test Pit Logs. <i>Calculate bearing capacity of all structural fills.</i>	<b><i>Pre- installation</i></b> Each material proposed to be used for specification requirements. <i>Maintain labeled sample of each approved material on site for visual comparison.</i>
<b>Fill Materials ~ Borrow</b>	Gradation - Sieve Analysis ~ ASTM D-422. Proctor Determination ~ Density / Optimum Moisture Content ~ ASTM D698/ D-1557. <i>Calculate bearing capacity of all structural fills.</i>	<b><i>Pre- installation</i></b> Each material proposed to be used for specification requirements. Technician to gather samples from point of origin. <i>Maintain labeled sample of each approved material on site for visual comparison.</i>
<b>Suitable Bearing</b>	Visual Observation prior to setting of footing forms or placement of structural fills. See Onsite Fill Materials above if questionable. <i>Estimate bearing capacity of in situ soils.</i>	Each footing elevation; Each wall line. Each slab area.
<b>Unsuitable Materials (if encountered)</b>	Discuss plan of action with Engineer, Owner's Rep. (Clerk) & Contractor.	Determine horizontal and vertical extents.
<b>Fill Materials ~ In Place ~ Footings/ Foundations</b>	Field Density Testing of compaction w/ nuclear densometer gauge ~ ASTM-2922. Confirm depth of lifts.	Each lift of material Each separate wall > 10 lf. Each 100 lf. of wall (max.)
<b>Fill Materials ~ In Place ~ Concrete Slabs ~ Building / Site</b>	Field Density Testing of compaction w/ nuclear densometer gauge ~ ASTM-2922. Confirm depth of lifts.	Each lift of material Each separate slab area Each 2000 sf. of slab (max.)
<b>Fill Materials ~ In Place ~ Utility Trenches ~ Building / Site</b>	Field Density Testing of compaction w/ nuclear densometer gauge ~ ASTM-2922. Confirm depth of lifts.	Each separate trench > 10 lf. One test per lift of material for each 500 LF of trench maximum.
<b>Fill Materials ~</b>	Field Density Testing of	Each separate pavement area.

<b>Item</b>	<b>Method</b>	<b>Minimum Frequency</b>
<b>In Place ~ Pavement</b>	compaction w/ nuclear densometer gauge ~ ASTM-2922. Confirm depth of lifts.	One test per lift of material for each 500 LF of roadway maximum.
<b>Pavement ~ Extraction</b>	Gradation ~ AASHTO T27 Wear ~ AASHTO T96 Soundness ~ AASHTO T104 Temperature – material & air	(2) Each day of operations
<b>Pavement ~ In Place</b>	Field Density ~ ASTM D-1188 Marshall '50 Blow' Test ~ ASTM D-1559 Measure compacted thickness. Visual Observation of grade & alignment.	(2) Each day of operations Each course Each 10,000 sf. of pavement each placement.
<b>Specialty Testing</b>	To Be Determined	To Be Determined

8. Should compaction tests fail to meet the specified densities, backfill methods shall be modified as necessary to obtain passing results. The modified method shall be used from that point henceforth. Areas between previously tested areas meeting requirements and failing areas shall be tested by test pit and compaction test method.

9. Upon retesting of intermediate areas as described in item 7. above, the Town reserves the right to require complete removal and refill of the previously placed materials with compaction to comply with testing requirements.

10. The Developer shall provide for laboratory testing of granular materials to be utilized in the construction of and for compaction testing of the foundation subgrades and backfills for all site retaining walls in accordance with the design engineer's criteria and frequency as identified on the design drawings.

11. The Developer shall provide for the testing of the completed sewers and manholes for water tightness, and the flexible sewers shall be tested for deflection in accordance with NH Department of Environmental Services, Water Division, Standards for Design and Construction of Sewerage and Wastewater Treatment Facilities, Env-Ws 703.04. Testing shall be witnessed by the Town's Engineer or designee of the Planning Board and reports prepared by the retained testing company shall be copied to the Town's Engineer or designee of the Planning Board.

12. The Developer shall provide for the testing, flushing and chlorination of the system in accordance with NH Department of Environmental Services, Water Division, Design Standards for Small Public Water Systems, Env.-Ws 372.28. Testing shall be witnessed by the Design Engineer, and reports prepared for

filing with the NHDES and the Town of Northfield. This article does not relieve the Developer, his contractor and his Design Engineer of other obligations required by NHDES for certification by NHDES.

13. Failure to comply with these conditions shall entitle the Town to consider the Developer's work unacceptable and not acceptable for certification of completion.
14. Should the Developer fail to comply with this Agreement, and original Town of Northfield Planning Board approval criteria, the Planning Board reserves the right, under RSA 676:4-a, to revoke the subdivision plan due to failure by the Developer to conform to the statements, plans, and specifications upon which the approval for the Project was based.

#### **O. DRAINAGE**

1. Proper drainage shall be installed subject to the approval of the Northfield Planning Board, Northfield Highway Superintendent or designee of the Planning Board or Northfield Town Engineer.
2. Roadside drainage ditches shall be designed to provide for proper flow of storm run-off and be protected by any erosion control measures necessary and acceptable to the Town. All ditchline velocities in excess of 3 feet per second shall be stonelined or paved as approved by the Highway Superintendent or designee of the Planning Board. In all cases, the flowline of the ditch shall be a minimum of 2 feet below the centerline elevation of finish grade. If the back slopes of drainage ditches extend outside of the ROW in intermittent areas, a recorded slope easement shall be granted to the Town. If the back slope extends beyond the ROW consistently, then the ROW shall be widened as necessary to include the entire width of the slope.
3. All drainage structures shall be designed to handle a rain storm with a duration of 24 hours and shall be designed according to the following design frequency table:

Bridges, HS-20 design loading	50 years
Culverts	25 years
Storm sewers for depressed sections	25 years
Curbed roadway and roadside ditches	10 years
Storm sewers	10 years

## Detention and Retention Areas

10 years

4. The minimum grade of closed drainage system pipes shall be 0.4% or be able to maintain a minimum velocity of 2 fps while flowing one-third full.
5. Catch basin outlet pipes should be at least 3 inches lower than the lowest inlet pipe. Increases in pipe size in a catch basin should be accomplished by keeping the crowns of the pipes equal.
6. Manholes shall be placed wherever a change in grade or alignment of a storm drain occurs but, in any case, storm drain shall normally not have a manhole, catch basin or drop inlet more than 300 feet apart.
7. In general, use catch basins rather than drop inlets. Drop inlets will be allowed only where no pipe inlet occurs and where soils and other debris are not liable to wash in, on slope drainage in embankments, and in culverts.

Minimum pipe sizes for closed systems under main roadways are as follows:

- a. Under pavement - 15 inch
- b. Parallel to roadway - 12 inch
- c. Slope drainage - 12 inch

Note: Pipe size, downstream from a 15 inch pipe shall not be reduced.

Minimum cover over closed system pipes shall be as follows:

- a. Under pavement - 4 feet to top of pipe
  - b. Other - 2 feet to top of pipe
8. Runoff estimation shall be based on expected land use 20 years hence. Caution and common sense must be used in determining land use 20 years hence.
  9. The outlet velocity of all drainage structures shall be determined and proper precautions shall be taken against predictable downstream erosion and deposition.

When the computed outlet velocity is in the range beyond normal design of 10 fps additional outlet protection shall be considered other than stonelined swales.

10. The design of drainage structures and ditches shall include an analysis of any adverse affects they may have on upstream and downstream public and private lands or facilities including but not limited to the following examples:
  - a. Contamination of public and private water supplies, ponds or pools, and wells:
  - b. Increased flows in existing drainage channels:
  - c. New drainage outlets on public or private property:
  - d. Disruption of existing public or private surface or subsurface drainage systems:
  - e. Temporary or permanent flooding of public or private property; and,
  - f. Erosion of or deposition on public or private property.
11. All drainage calculations shall be submitted to the Planning Board at the time of final application. If considered desirable by the Board, an independent professional engineer may be hired of the Board's choice and at the developer's expense, to review the submitted calculations.
12. Pipe culverts shall be designed as open flow channels. They shall either be under inlet or outlet control. The exact control can be found by following the procedure outlined in "Hydraulic Charts for the Selection of Highway Culverts", published in the latest NHDOT Manual on Drainage for Highways.
13. In mountainous terrain and areas of flash runoff, culvert pipe sizes shall be determined by special design considerations.
14. The maximum headwater depth of flow immediately upstream from a pipe culvert shall be controlled by the following:
  - a. Potential damage to adjacent property:
  - b. Potential damage to the culvert and the roadway:
  - c. Possible traffic interruption:
  - d. Evaluation of the hazard to human life; and,
  - e. Damage to stream and floodplain environment.
15. As a guide, the following tables may be used under "normal conditions':

PIPE SIZE	MAXIMUM ALLOWABLE HEADWATER
12" - 30"	2 times pipe diameter
36" - 48"	½ times pipe diameter
54" - up	1 times pipe diameter

16. A maximum length of 400 feet for a ditch to a catch basin or drop inlet is desirable. Local conditions may require variations.
17. In order to keep the ditch self-cleaning, a minimum grade of 0.4% shall be employed. Where RSA 149:8-A treatment swale is being utilized in a roadside ditch, the flow lines shall be 3 feet below center line finish grade.
18. In design of roadside ditches, the run-off velocity shall be determined and erosion potential evaluated. Acceptable methods of erosion control shall be incorporated into the roadway design to minimize land erosion, and siltation in lowlands and streams. Acceptable methods shall be mattings for erosion control, attenuators, stone for erosion control, stonefill and rip-rap.
19. Ditches should be used at the top of cut slopes only when excessive offsite runoff could damage slopes and/or overtax onsite systems.
20. Culvert pipes shall be reinforced concrete pipe or high density polyethylene pipe having a minimum interior diameter of 15 inches.
21. All culvert pipes shall be placed with a minimum of 48 inches of cover at the roadway centerline and have reinforced concrete or concrete and masonry head walls conforming to the Standard Specification or have culvert end section extended to face of ditchline or slope. Final choice shall rest with Highway Superintendent.
22. Culverts in an embankment over 10 feet high at the centerline shall be of reinforced concrete pipe.
23. Where a subdivision is traversed by or required the construction of a water course or a drainage way, an easement of adequate width shall be provided for such purpose.
24. Open roadside drainage ditches in excess of a 5% grade shall be paved with stone or asphalt as required by the Highway Superintendent or designee of the Planning Board.
25. The Town of Northfield Highway Superintendent or designee of the Planning Board shall have final say over all questions arising during construction of new roads. All field changes must be approved in writing by the Highway Superintendent or designee of the Planning Board. A copy of the approved design changes shall be incorporated in the minutes of the next regular Planning Board meeting.
26. All roadways with the abutting land sloping away from the roadway at

slopes of and greater than 2:1 shall have a vehicle restraining system (i.e. guard rails) of a type and construction approved by the State of New Hampshire Department of Transportation.

27. All questions arising during road construction relative to construction methods, materials or specification shall be answered by reference to the State of New Hampshire Department of Transportation Standard Specifications for Road and Bridge Construction currently adopted by the State of New Hampshire.
28. In all areas of excavation for roadway construction, underdrain shall be considered. The designer shall take into account all soils information, test pits and borings to determine if it is needed using accepted standard practices. Location and outlets shall be as shown in attached drawings. Highway Superintendent or designee of the Planning Board shall have the right to request underdrain at the subgrade inspection, if he so deems it necessary.
29. In areas where detention or retention basins are utilized by the designer, the land required for the storage volume shall be part of an existing lot with easement rights granted to the Town for maintenance. The easement area shall not be used in the calculation of the minimum lot size. A 12 foot wide, 12 inch deep gravel drive shall be provided to all areas of the basin as approved by the Highway Superintendent or designee of the Planning Board. The slopes shall not exceed a 3:1 pitch and the outlet pipe. If used, shall be reinforced concrete or ductile iron pipe both with seep collars as required. The bottom shall be pitched so as to not create large wet areas. A defined thread shall be a minimum of 18 inches deep in the bottom for flows to the outlet control pipe. An emergency spillway shall be provided and be stonelined to its natural runoff location. All state permits required for construction shall be submitted to the Board before final approval. It shall be the option of the Planning Board whether it is necessary to fence the basin.

#### **P. DRIVEWAYS**

1. All driveways connecting to town roads must be built and maintained in accordance with the current Town of Northfield Driveway Regulations.

### **8.2 ROADWAY PLAN REQUIREMENTS FOR PRELIMINARY SUBMISSION AND APPROVAL**

- A. Preliminary plat with proposed lot lines and drive locations and ROW widths and locations.

- B. State of N.H. drive or access location permit or Town of Northfield Driveway Permit from the Highway Superintendent for access from town road.
- C. Preliminary roadway horizontal curvature with: 50 foot roadway stationing, curve data, roadway stations identifying: starting station, intersection of ROW and centerline station, stationing of points of horizontal curvature and stations of the centerline of projected center point of cul-de-sac.
- D. Preliminary roadway vertical curve design and profile of existing ground. Vertical curve data to include length of vertical curve, design speed, K value used, crest and sag location stationing, finish grade and tangents grades expressed in percentage.
- E. Preliminary new utility locations (sewer, water, electrical, etc. and existing utilities).
- F. A tax map sketch of the proposed subdivision at the scale of the existing tax map page that applies to the property. All abutters property, nearby ROW's, existing roads, Class VI roads, range ways, brooks, streams and other natural features that may be utilized in the land planning of the subdivision.
- G. Three (3) complete sets of the above preliminary plans shall be required for Planning Board use. These three sets of plans shall be submitted to the Selectmen's Office, with one being held for abutter and Selectmen review at the Town Hall, one for review by the Highway Superintendent, and one for review by the Town's Engineer.

### **8.3 PLAN REQUIREMENTS FOR FINAL SUBMISSION AND APPROVAL**

- A. All items listed in preliminary requirements A,B,C,D and F in final form.
- B. Final Plan for all municipal sewer as approved by Sewer Commission and Highway Superintendent or designee of the Planning Board, if applicable. A letter shall be furnished to the Planning Board by the above stating the approval. Final approval shall be subject to State of New Hampshire Water Supply and Pollution Control Commission Final Sewer Discharge Permit Letter. Final subdivision approval by the State of New Hampshire Water Supply and Pollution Control Commission is required if lots will utilize septic systems and no ROW.
- C. Final plan for all municipal water systems as approved, if applicable. A letter shall be submitted by the developer from the water utility approving the plan and the supply.
- D. Final electrical, telephone, gas etc., location of poles and other structure within the designated ROW width.



- E. All final drainage design, erosion control measures, drainage easements and drainage calculations.
- F. The road plans shall be accompanied by roadway cross-sections at 50 feet stationing all culverts, and at drives. Cross-sections to show utility locations and depths, slope limits, ROW limit for that station, all drainage ditching and structures, and typical roadway cross-sections as provided.
- G. All signing types and location as approved by the Highway Superintendent or designee of the Planning Board.
- H. All requirements of the latest Town of Northfield Class VI and Private Road Policy shall be met, if applicable.
- I. The number of plans and procedure shall be the same as the preliminary plan submission note.

#### **8.4 ROAD ACCEPTANCE REQUIREMENTS**

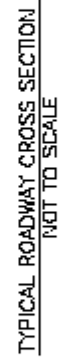
Prior to recommending acceptance of roadway, the developer shall furnish to the Planning Board:

1. Two complete set of mylars, stamped by a licensed land surveyor, reflecting the as-built location and elevations of the roadway, sewer, water, utilities, sidewalks, curbing and drainage.
2. Two complete sets of paper prints of #1.
3. Copies of all the deeds that reflect all easements, description of Right-of-Way, restrictive covenants, utility easements that impact the subdivision and the roadway.
4. Set leaded granite bounds both sides of the Roadway on the ROW limit line, 90 opposite to all points of horizontal curvature and points of tangency. All Cul-de-sacs shall have a granite bound placed at its radius center point. Additional granite bounds may be asked for to insure that the roadway may be reproduced accurately over a period of time.
5. In an effort to minimize review time, facilitate transfer of information and save developers expense, the plan requirement for various stages are listed below. These shall be considered minimum requirements.

## **SECTION 9 - ADMINISTRATION**

- 9.1 VARIANCES.** Where strict conformity with these Regulations would cause undue hardship or injustice to the subdivider, a subdivision plat substantially in conformity with these Regulations may be approved by the Board, provided that the spirit of these Regulations and public convenience and welfare will not be adversely affected.
- 9.2 AMENDMENTS.** These Regulations may be amended or rescinded by the Board, but only following public hearing on the proposed change. The Chairman or Secretary of the Board shall transmit a record of any changes so authorized to the Northfield Town Clerk.
- 9.3 PENALTIES.** Whoever, being the owner or agent of the owner of any land located within a subdivision, transfers, rents, leases, or sells any land before plat of such subdivision has been approved by the Board and recorded or filed in the office of the Merrimack County Register of Deeds shall forfeit and pay a penalty of FIVE HUNDRED DOLLARS (\$500.00) for each lot or parcel so utilized; and the metes and bounds in the instrument of transfer or other document used in the process shall not exempt the transaction from such penalties. The execution of a deed which constitutes a subdivision is subject to the foregoing penalty. The owner or agent of the owner and the party executing the deed shall be held individually responsible for the violation. The town, through its solicitor or other official designated by its Selectmen, may enjoin such transfer(s) and may recover the said penalty(s) by civil action.
- 9.4 ADOPTION.** These Regulations shall become effective after a public hearing or hearings in accordance with RSA 675:6 have been held and after having been passed by the vote of the majority of the Board.
- 9.5 SEPARABILITY.** If any section, provision, portion, clause or phrase of these Regulations shall be held to be invalid or unconstitutional by any court or competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of this Ordinance.
- 9.6 ANNUAL REVIEW.** These regulations may be reviewed annually at a public meeting of the Board. Any necessary hearings for revision of the regulations shall be held in accordance with Section 10.2.
- 9.7 APPEALS.** As provided for in RSA 677:15, any persons aggrieved by any decision of the Board concerning a plat or subdivision may present to the Superior Court a petition, duly verified setting forth that such decision is illegal in whole or in part, specifying the grounds of the illegality. Such petition shall be presented in the court within thirty (30) days follow the date upon which the Planning Board voted to approve or disapprove the application..

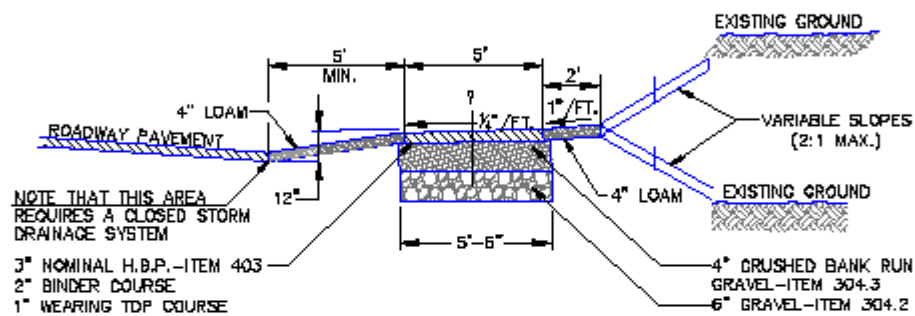
**DIAGRAM 1 – TYPICAL ROAD SECTION**



**GENERAL NOTES:**

1. REFERENCE TO ITEM NUMBERS TO BE CURRENT STANDARD SPECIFICATIONS FOR NHDOT ROAD AND BRIDGE CONSTRUCTION".

## DIAGRAM 2 -SIDEWALK CONSTRUCTION



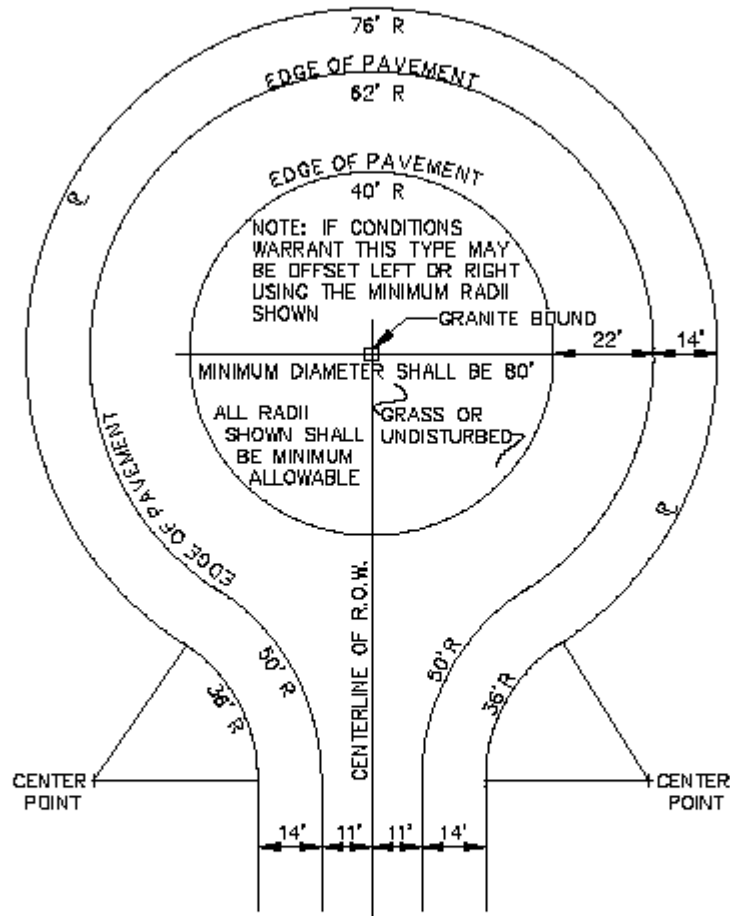
5' SIDEWALK CONSTRUCTION TYPICAL  
NOT TO SCALE

### GENERAL NOTES:

1. REFERENCE TO ITEM NUMBERS TO  
BE THE CURRENT " NHDOT STANDARD  
SPECIFICATIONS FOR ROAD AND  
BRIDGE CONSTRUCTION".

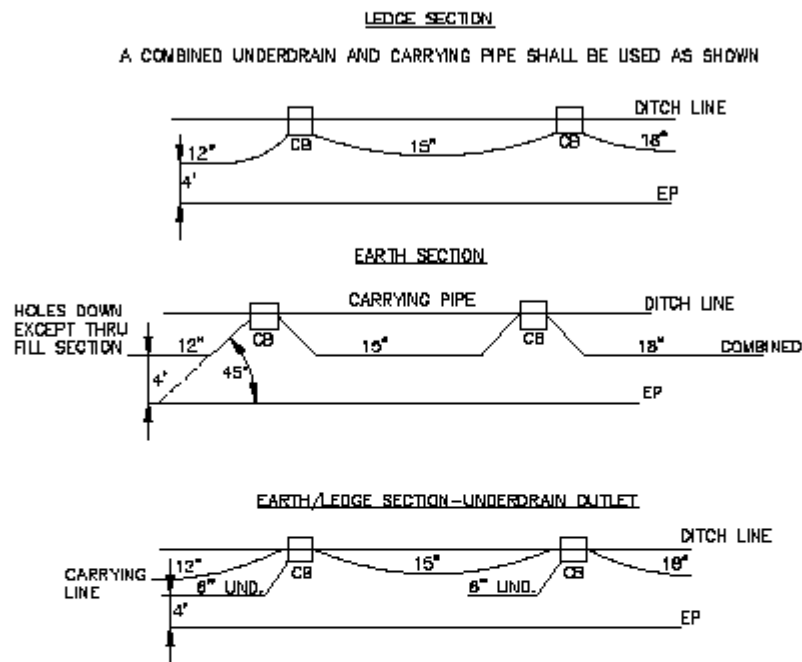
## DIAGRAM 2 – TYPICAL SIDEWALK CONSTRUCTION

**DIAGRAM 3 TYPICAL CUL DE SAC DETAIL**



**DIAGRAM 3 – TYPICAL CUL DE SAC DETAIL**  
NOT TO SCALE

## DIAGRAM 4 - UNDERDRAIN



### GENERAL NOTES:

1. ROADWAY UNDERDRAINS SHALL BE INCORPORATED INTO ROAD DESIGN AS DICTATED BY SOIL CONDITIONS.
2. UNDERDRAIN SHALL BE USED AS SHOWN IN TYPICAL CROSS SECTIONS.

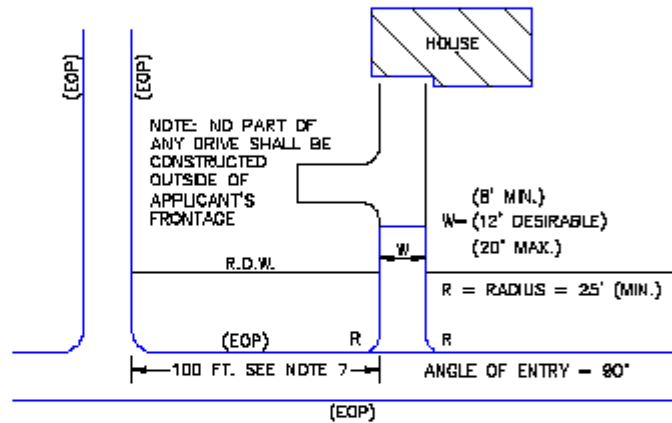
## DIAGRAM 4 - ROADWAY UNDERDRAIN DETAILS

NOT TO SCALE

## DIAGRAM 5 - DRIVEWAY

### CONSTRUCTION NOTES

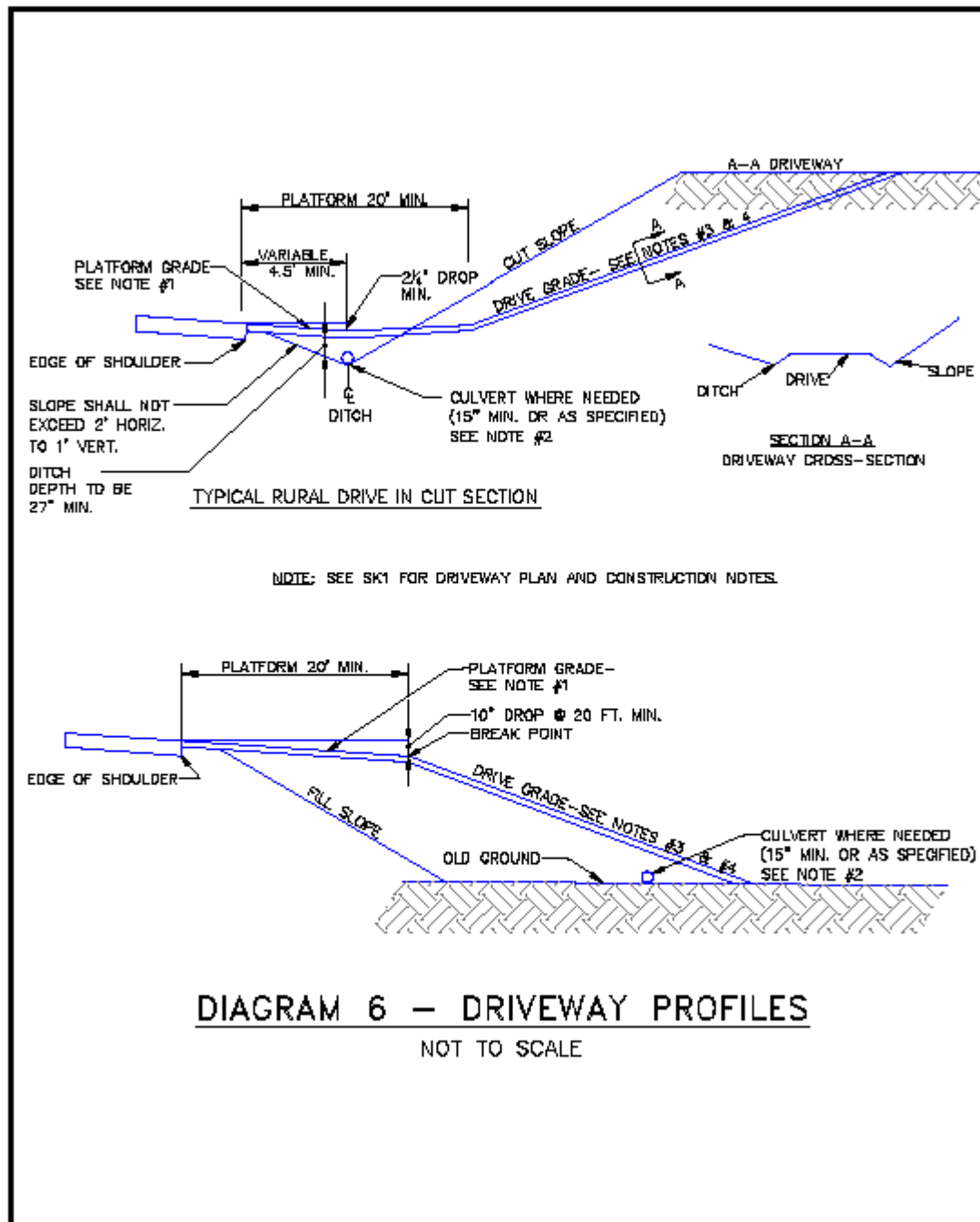
- 1) PLATFORM GRADES SHALL BE  $\frac{1}{2}$ " PER FT. OR 4% GRADE.
- 2) COVER OVER CULVERT PIPES SHALL BE 12 INCHES MINIMUM.
- 3) GRADES OF ENTRANCES BEYOND THE PLATFORM SHOULD NOT EXCEED 8%.
- 4) THE ALGEBRAIC DIFFERENCE BETWEEN TWO ADJACENT GRADES SHOULD NOT EXCEED 10%.
- 5) DITCHES ARE RECOMMENDED FOR UNCURBED DRIVEWAYS IN CUT SLOPES.
- 6) ALL DRIVEWAYS SHALL HAVE A SECTION CONTIGUOUS TO HIGHWAY WHICH APPROXIMATES LEVEL GROUND.
- 7) ALL PROPOSED DRIVEWAYS SHALL BE LOCATED A MINIMUM OF 100 FEET FROM EXISTING DRIVES OR STREET INTERSECTIONS.



## DIAGRAM 5 - DRIVEWAY PLAN

NOT TO SCALE

## DIAGRAM 6 -DRIVEWAY PROFILES





## **FEE SCHEDULE**

Please refer to the *Town of Northfield Planning Board Rules of Procedure* for a current Fee Schedule.

Board of Selectmen

Re:

Dear Town Officials:

By this document the \_\_\_\_\_ Bank (hereinafter "Issuer") hereby issues an irrevocable Letter of Credit in the amount of \$\_\_\_\_\_ to the Town of Northfield on behalf of \_\_\_\_\_ (hereinafter "Developer"). This irrevocable Letter of Credit is issued to guarantee completion of all improvements required by the Northfield Planning Board and the Town of Northfield subdivision regulations in conjunction with a subdivision plan entitled "\_\_\_\_\_", dated \_\_\_\_\_, prepared by \_\_\_\_\_ and approved by the Northfield 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. Restoration of the site and control of erosion.
3. \_\_\_\_\_
4. \_\_\_\_\_

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 certificate indicating completion of all improvements has not been issued by the Town building inspector, then this Letter of Credit shall be automatically considered to have been called, and without further action of the Town of Northfield or its Planning Board, the \_\_\_\_\_ Bank shall forthwith forward a check in the amount of \$\_\_\_\_\_ to the Treasurer of the Town of Northfield. 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.

Upon receipt of written approval of the Town, the issuer may reduce (“draw down”) the amount of the Letter of Credit in accordance with the authorization of the Town. Provided, however, that 10% of the principal amount held for the constructed portion of the project shall be retained for one year after completion of the improvements to cover any latent defects appearing during the year and shall thereafter be returned to the issuer or become the property of the Town of Northfield, if necessary to remedy any such latent defects.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bank Official

I have read this Letter of Credit and agree to its terms.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Developer

**ROAD, DRAINAGE AND SLOPE EASEMENT**

\_\_\_\_\_, with a mailing address of \_\_\_\_\_  
(hereinafter "Owner") grants to the Town of Northfield, a municipal corporation, located in the County of Merrimack, State of New Hampshire, with a mailing address of 21 Summer Street Northfield, New Hampshire 03276 (hereinafter the "Town"), with WARRANTY COVENANTS a road, drainage and slope easement on property identified in the Town of Northfield tax records as Tax Map \_\_\_\_\_, Lot \_\_\_\_\_, located on the \_\_\_\_\_ side of \_\_\_\_\_ Road, being more particularly described in a deed recorded in the Merrimack County Registry of Deeds at Book \_\_\_\_\_, Page \_\_\_\_\_, more particularly described as follows:

Within the easement area, the Town has the right to enter with men and machinery to construct, reconstruct, repair and maintain a roadway, drainage system, including culverts, and slopes.

Upon completion of any work, the Town shall grade and seed same, and the Owner agrees not to construct any improvements or plant any trees or bushes within the easement area.

**IN WITNESS WHEREOF**, the parties have executed this easement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**OWNERS:**

\_\_\_\_\_  
\_\_\_\_\_

I.

II.

### III.STATE OF NEW HAMPSHIRE

#### COUNTY OF MERRIMACK

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_ and \_\_\_\_\_, known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained. In witness whereof I hereunto set my hands and official seal.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
My Commission Expires:

Preparer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED FORM**

**PERMANENT DRAINAGE/SLOPE/GRADING/SIGHT DISTANCE EASEMENT AND  
TEMPORARY CONSTRUCTION EASEMENT DEED**

\_\_\_\_\_, with a mailing address of \_\_\_\_\_, for consideration paid, grants to the Town of Northfield, a municipal corporation, having a mailing address of 21 Summer Street, Northfield, New Hampshire 03276, with WARRANTY COVENANTS, an easement over land of Grantor in Northfield, Merrimack County, New Hampshire, for drainage/slope/grading/sight distance rights [*select appropriate reference*], more fully described below, associated with a public street known as \_\_\_\_\_, as shown on a plan entitled “\_\_\_\_\_,” by \_\_\_\_\_, dated \_\_\_\_\_, recorded in the Merrimack County Registry of Deeds as Plan #\_\_\_\_\_ and more particularly bounded and described as follows:

The purpose of the easement(s) granted herein is for constructing, reconstructing, repairing, replacing, and maintaining a slope and lateral support of/ constructing, reconstructing, replacing and maintaining ditches, culverts, pipes, catch basins and other facilities for the provision of water drainage/to maintain the easement area clear and unobstructed for the benefit of sight distance on \_\_\_\_\_ Road, [*select appropriate reference*] together with the right to pass and repass and to enter upon said easement area with men and machinery for the purposes of accomplishing the foregoing. No structure, fence, sign, improvement or landscaping shall be placed by Grantor within the easement area. Following any work by Grantee pursuant to this easement, Grantee shall generally restore disturbed areas of the easement by grading and seeding.

**ALSO GRANTED** herewith is a twenty-five foot (25') wide temporary construction easement which shall terminate upon the completion of the work.

**MEANING AND INTENDING** to describe and convey an easement over a portion of the premises conveyed to Grantor by deed recorded in the Merrimack County Registry of Deeds at Book \_\_\_\_\_, Page \_\_\_\_\_.

**WHEREFORE**, \_\_\_\_\_ has executed this easement deed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

**STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK**

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the foregoing instrument and made oath that [ ]he executed the same as h[ ] free act and deed for the purposes therein contained.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
My Commission Expire:  
Seal:

### **Review and Inspection Funding Agreement**

This Inspection Funding Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the Town of Northfield Planning Board (hereinafter “Board”), with an address of \_\_\_\_\_, and \_\_\_\_\_, with a mailing address of \_\_\_\_\_ (hereinafter “Developer”).

### **RECITALS**

A. The Board has adopted subdivision regulations that require inspections of all work performed by Developer and the Developer to establish an escrow account to underwrite the costs of inspections by an independent engineer and other consultants selected by the Board to confirm that various items and features delineated on subdivision and site plans presented to and approved by the Board are, in fact, constructed in accordance with those plans and/or in accordance with applicable codes and specifications.

B. Developer intends to develop and construct the project shown on a plan entitled “\_\_\_\_\_,” by \_\_\_\_\_, dated \_\_\_\_\_, and approved by the Planning Board on \_\_\_\_\_ (hereinafter the “Development Project”).

C. In order to proceed with the improvements associated with the Development Project, Developer must provide funding, in advance, for inspections undertaken by engineers and other consultants hired by the Board to confirm construction is in accordance with the approved plans and/or applicable codes and specifications.



D. Developer wishes to enter into this Inspection Funding Agreement and make payment in advance into the Inspection Funding Account (hereinafter “Account”), and in accordance with the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Developer and the Board hereby agree as follows:

1. Developer shall pay to the Board an initial deposit of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), which shall be placed in a separate, interest-bearing Account by the Town of Northfield. The funds deposited in this Account may be used by the Board to defray the expenses of engineers and other consultants hired by the Board to inspect the Development Project so as to insure conformance with the plans approved by the Board and applicable codes and specifications.

2. Developer shall replenish the Account provided for herein as required by the Board so as to insure that there shall always be funds available to defray the expenses of inspections undertaken with respect to the Development Project. Upon written notice from the Board or its designee, Developer shall immediately, but in no event more than five days from the date of the written notice, deposit in the Account such sum as is required by said written notice.

3. Failure of Developer to replenish the Account as required by the written notice of the Board or its designee within five (5) days shall result in an immediate suspension of work, which suspension shall continue until such time as the Account is replenished in accordance with the terms of the written notice provided by the Board or its designee. No inspections shall take place, and no work may be done by the Developer, unless funds are deposited into the Account and are sufficient and available to pay engineers and other consultants for inspections of the work performed by the Developer.

4. Failure of Developer to replenish the Account within fourteen days of the date of the written notice from the Board or its designee shall be reported to the Board, and shall constitute grounds for the Planning Board revoking subdivision approval in accordance with RSA 676:4-a.

5. Developer agrees to indemnify and hold the Town harmless from any costs incurred by the Town in connection with any inspections undertaken by the engineers and other consultants secured by the Board to inspect the Development Project. The Town shall be entitled to all attorneys' fees and costs incurred in connection with the enforcement of this Agreement.

6. All notices or other communications required or permitted to be given hereunder shall be in writing and delivered by hand, by overnight mail service, or mailed, postage prepaid, by registered or certified mail, return receipt requested, addressed in the case of each party to the following addresses:

Town of Northfield:  
21 Summer Street  
Northfield, NH 03276

Developer :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Developer shall be entitled to a monthly accounting and may examine the Account.

8. The remedies provided for herein shall be in addition to any other remedies the Town may have in equity or at law.

9. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof and may not be modified or amended, except by written agreement executed by the parties hereto.

Town of Northfield  
Planning Board

By: \_\_\_\_\_

Its \_\_\_\_\_

Developer

By: \_\_\_\_\_

Its \_\_\_\_\_

**RECEIPT AND ACCEPTANCE OF DEPOSIT**

I hereby acknowledge receipt of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) pursuant to Section 1 of this Agreement.

Dated: \_\_\_\_\_

Town of Northfield  
Planning Board

By: \_\_\_\_\_

Its \_\_\_\_\_