

Appendix B

Plat Standards

Section 1: Minor Subdivision

Submission procedure and documents shall be the same as are required for major subdivision (Sections 3 and 4 of this appendix) with the following exception:

The Board may waive the requirement of existing and proposed contours; existing and proposed plans for telephone, electricity and gas utilities; proposed storm drainage, drainage analysis map and water shed computations; and proposed methods of supplying water.

Section 2: Plat Requirements

- A. The subdivider shall file with the Board four (4) paper copies of layout. Dimensions may be approximate; but shall be sufficiently clear to illustrate all conditions and establish the basis for, and clarify the design requirements for the subdivision completed application. The map scale may vary, depending on the size of the subdivision, or of the part of the subdivision shown on the plan, in accordance with the following table:

Fifty (50) feet to the inch up to five (5) acres.

One hundred (100) feet to the inch up to ten (10) acres.

Two hundred (200) feet to the inch up to two hundred acres.

Four hundred (400) feet to the inch over two hundred (200) acres.

The outside dimensions of the sheets on which plats are presented shall be 8 ½ x 11, or 11 x 17, or 22 x 34 inches except as may otherwise be specified by the Hillsborough County Registry of Deeds, with separate sheets numbered and showing their relationship to one another. A margin of at least one (1) inch shall be provided outside ruled borderlines on three (3) sides and of at least two (2) inches along the left side for the binding.

- B. The submission data shall contain or be accompanied by the following plans, maps and information:

General

1. Proposed subdivision name; name and address of owner of record; name and address of designer, planner or surveyor; date; north arrow and bar scale; vicinity map at scale of Town's base map. A clear statement in writing of the purpose of the proposed subdivision with the names and addresses of all individuals, corporate or other entitles, having an interest therein, having liens thereon, or contributing to the financing thereof;
2. Boundaries and area of the entire parcel, being subdivided, whether or not all land therein is to be subdivided. In whatever manner is practical, the subdivision shall be referenced to some point, ie. Public street intersection or U.S.G.S bench mark. A north point, bar scale, and date and dates of revisions shall be included;

3. Names and addresses of owners of record of abutting properties, abutting subdivision names, streets, easements building lines, alleys, parks, and public open spaces and similar facts regarding abutting property (including those who abut across the road or a town line). Such names and addresses shall be on the plat consistent with requirements of RSA 676. Book and page reference numbers for recorded deeds shall be given;
4. All subdivisions and buildings within one hundred (100) feet of the parcel to be subdivided, and intersecting roads and driveways within two hundred (200) feet of the parcel to be subdivided;
5. A general site location map at the scale of the town's official map or municipal base map and/or tax map that locates exactly the proposed subdivision boundary and proposed streets in relation to at least two existing intersection streets and to major roads and community facilities in town. The provisions of RSA 674 shall apply.
6. Existing and future subdivisions, if any, in and adjacent to the subject subdivisions;
7. Name and seal of engineer and/or land surveyor licensed by the State of New Hampshire (Note: The subdivision plat shall be based on a boundary survey of the entire parcel to be subdivided and shall be certified by an engineer or surveyor registered in the State of New Hampshire required by N.H. RSA 319;

Streets

8. Existing and proposed street right-of-way lines, widths of streets, proposed names of new streets, existing and proposed lot lines;
9. Construction plans showing all necessary three dimensional data, a statement of the work required on existing streets and proposed streets to meet the minimum standards set herein including cost estimates;

Natural and Man-Made Features

10. Location of existing and proposed easements, deed restrictions, buildings, accessory buildings, building setback lines, parks and other open space, watercourses, flood prone areas, large trees, foliage lines and significant natural and man-made features, water mains, sanitary sewers, storm water drainage lines, drainage structures and drainage ways, and shallow soil areas where ledge occurs within three (3) feet of the surface.
11. A statement and contours with sufficient detail to clearly indicate methods of sanitary sewage disposal and water supply;
12. Watershed areas, preliminary drainage plans and preliminary drainage computations;
13. Location and plans for all existing and proposed utilities including water mains, gas mains, telephone, and electric, on and adjacent to the land to be subdivided;

Zoning

14. Boundaries and designations of Zoning Districts lying within the subdivision, municipal boundary if any, land use designation from Master Plan;
15. A statement as to the compliance of the proposed lots with zoning requirements. If any lots do not comply but are covered by zoning variances, the statement should include reference to such variance;

Additional Subdivision Grading and Drainage Plan

16. A proposed "as built" contour map including contours of existing grade at intervals of not more than five (5) feet. Intervals less than five (5) feet may be required depending on the character of the topography. Contour lines shall extend a minimum of one hundred (100) feet beyond the subdivision boundary;
17. Identification, location, elevation, grades and/or contours at intervals of not more than two (2) feet (less interval may be required depending on topography) for the existing and proposed drainage ways, drainage easements, drainage structures, and water bodies;

Subdivision Street and Utility Plan

18. Complete plans and profiles of all proposed streets (designated relative to a fixed bench mark, identified on the property profile by transit and tape survey), including but not limited to:
 - a. Cross sections at every one hundred (100) foot station along the profile. Sections will extend for at least one hundred (100) feet on either side of the center line (as identified on the profile) and for any additional distance necessary to include all planned cuts and fills. (Note: Test pits may be required at certain cross sections);
 - b. Profiles of all proposed streets, horizontal and vertical curve data at the street centerline;
 - c. Street stationing every fifty (50) feet;
 - d. Intersection, turnaround, and/or cul-de-sac radii;
 - e. Statements and/or typical sections of proposed streets;
 - f. The developer shall have stakes set on center line with finish grades marked on them at least every 100 feet for the entire length of the roadway, or the roadway side staked with distance and grades marked before each inspection.
19. Complete plans and profiles of all proposed sanitary and storm sewers including the following:
 - a. Invert elevation, original and finished ground profiles above these sewers and top of manhole elevations;

- b. Profiles and grades of storm sewer lines and inlets;
 - c. Type of material and class used and proposed grades;
20. A statement as to:
- a. The flow available on existing water mains;
 - b. The proposed number of units and anticipated sanitary sewer flow;
 - c. The available storm water facilities downstream of this subdivision;
21. Any other details pertinent to street and/or utility construction;

Approvals

22. Approvals, as prescribed by law, from any other municipal, state or federal agency which may have jurisdiction.
- C. The completed application, submitted for approval and subsequent recording, shall be drawn in ink on tracing cloth or reproduced on mylar at a scale of fifty (50) feet to one (1) inch. In addition, three (3) blue or black line paper copies shall also be submitted. If more than one sheet of tracing cloth is required to show the entire subdivision in its entirety, an additional map must also be drawn showing the entire subdivision using the appropriate scale. Adequate space shall be available on the plat for writing:
- “The Subdivision Regulations of the Town are a part of this plat, and approval of this plat is contingent on completion of all the requirements of said Subdivision Regulations. Approved by the Planning Board on _____, Certified by Chairman _____, and Secretary _____”, and for reference to any conditions or restrictions required by the Board.
- D. The completed application shall contain or be accompanied by all information and maps required in the check list and these Regulations, in addition to the following maps and information:
- 1. Existing and proposed street right-of-way lines, dimensions of tangents, chords, and radii, accurate locations of all monuments to be set at street intersections, points of curvature and tangency of curved streets and at angles of lots, names of existing and proposed streets;
 - 2. Existing and proposed lot lines, angles and dimensions, lot sizes and square feet and acres, consecutive numbering of lots;
 - 3. A written acknowledgement of the subdivider’s responsibility for maintenance of easement areas, and the assumption by him of liability for injuries and damages that may occur on any land to be dedicated for public use, until such land has been legally accepted by the Town;
 - 4. If a subdivision is to be served by public water supply or by public sewers, a statement from the municipal department or company involved, attesting to the availability of such service;

5. Approvals, as prescribed by law, from any other municipal, state or federal agency which may have jurisdiction;
 6. Completed checklist A&B prior to issuance of receipt of completed application;
- E. Subdivision "As Built" Plans
1. Supplemental information shall be submitted to update the completed application to reflect "As Built" conditions and details. Prior to acceptance of the utilities by the Town, the subdivider shall submit an "As Built" plan. This plan shall be drawn to scale and shall indicate by dimensions, angles and distances, as applicable, the location of sewer and drain Y-branches, laterals, manholes, catch basins, hydrants, valves, curb shut-offs, road profiles and center line ditches. The plan shall show easements and dedicated roadways.
 2. "As Built" plan shall be submitted by the subdivider to the Town on a reproducible polyester film base.