

SUBDIVISION
&
SITE PLAN REVIEW
REGULATIONS



Antrim, New Hampshire
As of _____

Subdivision Regulations Originally Adopted

March 12, 1968

Subdivision Regulations Amended

February 5, 1975

August 11, 1977

January 29, 1979

Subdivision Regulations Adopted (Previous Versions Rescinded)

December 12, 1980

Subdivision Regulations Amended

December 17, 1981

Site Plan Review Regulations Adopted

March 14, 1989

Subdivision & Site Plan Review Regulations Re-Adopted

September 26, 1991

Subdivision & Site Plan Review Regulations Amended

October 15, 1992

January 2, 2003

December 18, 2003

January 20, 2005

February 2, 2006

September 21, 2006

March 19, 2007

February 27, 2008

June 19, 2008

April 18, 2013

November 7, 2014

_____ **2023**

NOTE: The April 18, 2013 edition represents a complete rewrite and reorganization of the previous document. Prior editions of this document are available at the Land Use Office in the Antrim Town Hall.

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SUBDIVISION and SITE PLAN REVIEW REGULATIONS

Section I: Authority

Pursuant to the authority vested in the Antrim Planning Board by the voters of the Town of Antrim in accordance with the provisions of the New Hampshire RSA 674:35 and 674:43, the Antrim Planning Board adopts the following Subdivision and Site Plan Review Regulations. These regulations govern the subdivision of land and the development or expansion of use of tracts for non-residential uses and multi-family dwelling units other than one- and two-family dwelling units and conversion apartments. These regulations also apply to any change of use, additions or alterations that change the outward appearance of a structure used for non-residential or multi-family purposes.

Section II: Purpose

- A. The purpose of the Subdivision and Site Plan Regulations is to enhance the public health, safety and general welfare and encourage the appropriate and wise use of land and to provide for:
 - 1. The harmonious and aesthetically pleasing development of the Town of Antrim and its environs.
 - 2. The proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets or with other features of the Town of Antrim.
 - 3. Suitably located streets of sufficient width to accommodate existing and prospective traffic.
 - 4. Open space of adequate size and proportions to allow for sufficient light and air.
 - 5. Access for firefighting apparatus to buildings.
- B. Further, these regulations provide against such scattered or premature subdivision of land or development as would involve danger or injury to health, safety or prosperity by reason of:
 - 1. The lack of water supply or protection of groundwater quality.
 - 2. Inadequate drainage or flooding of neighboring properties.
 - 3. Inadequate roads, school facilities, fire protection, or other public services.
 - 4. Excessive expenditure of public funds for the supply of such services.
 - 5. Undesirable and preventable elements of pollution such as noise, smoke, soot, particulates, or any other discharge into the environment which might prove harmful to persons, structures, or property.

Section III: Definitions

- A. Town of Antrim Zoning Ordinance definitions, as adopted, are the official definitions of these regulations, in addition to the following:
 - 1. Lot Line Adjustment – A type of subdivision in which a proposal does not constitute the creation of any new lot(s). A lot line adjustment is limited to the exchange or transfer of land between existing adjacent lots.
 - 2. Merger - The combining of two or more lots in common ownership into a single lot.
 - 3. Minor Subdivision - A proposal that does not constitute the creation of more than two new lots, or involve the construction of a road or other improvements.

4. Technical Subdivision – 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 or area to be conveyed does not constitute a separate building lot, however, said parcel or area may be used for building development in conjunction with the contiguous land owned by the abutter.
5. Major subdivisions - All subdivisions that create more than two new lots, involve the construction of improvements such as a road, or have sufficient impact as determined by the Planning Board.
6. Minor Site Plan – All projects that meet the following criteria:
 1. Where the plan is for a change of use or expansion of use.
 2. Where the site plan will have a minimum traffic impact on the surrounding road network and there is no alteration of access to public streets.
 3. Where the increase in gross floor area is less than 30% of the existing gross floor area, not to exceed 700 square feet.
 4. Where the increase in parking is less than or equal to 2 additional parking spaces.
 5. Where there are no unusual or special conditions that require supplemental information.
 6. Meets the criteria for a Home-Based Business.
7. Major Site Plan - All applications that do not meet the criteria for a minor site plan shall be considered major site plan applications. Such projects include all commercial development and multi-family dwellings other than two family and conversion apartments whether or not such development includes a subdivision or re-subdivision of the site.

Section IV: Procedure

A. General

1. Whenever any subdivision of land or Site Plan is proposed, before any construction, land clearing or building development is begun, before any permit for the erection of any structure is issued and before any plat may be filed with the Hillsborough County Registry of Deeds, the applicant or the applicant's authorized agent shall apply for, and secure, approval of the proposed subdivision and/or site plan.
2. The Planning Board shall have the responsibility for making the final decision as to the application required for any subdivision, change of use, or expansion of use based on the criteria provided in these regulations and the impact of the proposal.
3. Any site plan that includes a subdivision of the site shall meet all the requirements of the subdivision of land.
4. Once a plan is approved it is considered a final plan. No changes shall be made after the final plan has been approved without resubmission to the Planning Board for approval of such changes.
5. A Home-Based Business application that meets the requirements of the Zoning Ordinance is subject to Minor Site Plan Review.
6. The procedure, including the optional pre-application review provisions, for securing such approval is as follows:

B. Pre-application Review (optional)

Prior to formal submission of the application, the applicant may meet with the Planning Board to discuss a proposal without any binding decisions being made by either Planning Board or applicant. A pre-application review of subdivision and/or site plan proposal is divided into two phases:

1. Conceptual Consultation RSA 676:4, II (a) & (c). Without the requirement of formal public notice, the prospective applicant may arrange to meet with the Planning Board at a regularly scheduled meeting for a preliminary consultation. Such consultation shall be directed at a review of procedural requirements. Discussions shall be of a general nature only and no decisions shall be made. No application form is required and no time limit is imposed for the conceptual consultation.
2. Design Review RSA 676:4, II (b) & (c). In order to engage in discussion concerning the specific details of a proposed subdivision or site plan, the prospective applicant may file an application for preliminary design review. This meeting is not a public hearing but public notice must be given in accordance with Section IV-E.
 - a. An application shall be filed at least twenty-two (22) days prior to the regular meeting of the Planning Board at which it is to be discussed. All fees to cover administration and cost of notices must be paid by the applicant.
 - b. The preliminary review application shall be made by the owner of the property or his duly authorized agent and shall include the following:
 - (1) Three copies of the application form provided by the Planning Board accompanied by the names and addresses of abutters as indicated in town records with one set of address labels.
 - (2) Eight (8) copies of a site survey showing pertinent features of the site, major topographical features of the site, proposed layout of lots and streets, watercourses and wetlands, and any soils information that has been gathered.
 - c. Material presented during this phase shall be stamped "Design Review" but any information not modified or changed and meeting the requirements may be filed as part of the completed application and noted accordingly. If the applicant fails to submit a completed subdivision or site plan application within six (6) months, all materials must be updated and resubmitted.

C. Application Review

1. The completed application shall be filed with the ~~Secretary or Chair of the Planning Board~~ **Land Use Office** no less than ~~twenty-two (22)~~ **twenty-one (21)** days prior to the meeting at which the application will be formally submitted to the Planning Board. The application shall be made by the owner of the property or the owner's duly authorized agent. The completed application shall consist of a completed copy of the application form provided by the Planning Board, a completed check list, and compliance with all of the requirements and specifications required for either the subdivision of land or site plan review, including: the presentation of all required drawings, layouts, reports or other technical data, the payment of all fees as required by the Planning Board in accordance with their fee schedule, and the names and addresses of all abutters as indicated in town records and address labels for same. All fees and the cost of mailing notice of all public hearings to abutters shall be paid by the applicant prior to the hearing.
2. The Planning Board shall use the requirements of these regulations to determine if an application is complete. An application must be either accepted or rejected, by roll call vote of the Planning Board, within 30 days of receipt of the application. The Planning Board shall

hold a public meeting for formal acceptance of the completed application. An application will be accepted as complete if all requirements of these regulations have been met. However, if there are any missing components to the application, checklist, or plat(s), the applicant must submit written waivers for the missing items and/or if written waivers are not applicable or submitted, the Planning Board reserves the right to accept a partially completed application if it determines there is sufficient information to allow the board to begin deliberation, that missing items will be received in a timely manner, allowing deliberation to be completed and an informed decision rendered, within the statutory allotted time. Acceptance of an application as complete does not ensure approval of the application. In cases of non-acceptance of any application submitted to the Board, the grounds for such non-acceptance shall be stated in the minutes or records of the Planning Board and the applicant shall be notified of the action taken in writing not more than ten (10) days after the date of such action.

3. Should the Planning Board during application review determine additional information per Section V *or* Section VI, ~~or per section IV paragraph three is to be required~~, the applicant shall be notified in writing within ten (10) days after the public meeting described in section IV-C. 2 of the necessity to submit the information deemed a requirement by the Planning Board. ***The applicant shall bear all costs of such consultants information unless they have received a waiver under Section XI. Prior to referral, the applicant shall pay in advance or establish an escrow account.***
4. Developments Having Regional Impact. All applications shall be reviewed for potential regional impacts according to a determination of the Board. Upon such a finding, the Board shall furnish the regional planning commission and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent by certified mail within 72 hours of the meeting. At least 14 days prior to any scheduled public hearing, the Board shall notify by certified mail the regional planning commission and the affected municipalities of the date, time, and place of the hearing, and their right to appear as abutters to offer testimony concerning the proposal.

D. Board Action on Accepted Application

1. The Board shall approve, conditionally approve or disapprove within sixty-five (65) days after acceptance, subject to extension or waiver as provided in RSA 676:1, (f). ***If an application is deemed to have regional impact, the Board has an additional 30 days to act.***
2. ~~The Planning Board may refer the Subdivision or Site Plan application to a consultant or consultants for review and comment. The applicant shall bear all costs of such consultants unless they have received a waiver under Section XI. Prior to referral, the applicant shall pay in advance or establish an escrow account.~~
3. Changes to drawings and information requested of the applicant during the review process shall be submitted to the Town Planning Department seven (7) calendar days prior to the date of a continued hearing. Failure to do so may, at the discretion of the Planning Board Chair, result in the scheduled hearing to be cancelled and rescheduled to a later date.
4. All conditions of approval required by the Planning Board must be met before the specified project completion date as determined by the Planning Board during the review process. Failure to meet this deadline by the applicant will result in the approval being deemed null and void. The applicant may submit a letter of request to the Planning Board to extend the deadline for meeting conditions, thirty (30) days prior to the expiration date.
5. Prior to final approval, a performance guarantee may be required, covering the estimated cost of all on-site and off-site road(s), drainage, and utilities.

6. Prior to final approval, the Planning Board shall have received, reviewed and accepted any consultant's report required by the Board with respect to the application, and Town Counsel's review, if required, of any covenants, easements, or security documents.
7. *The Board reserves the right to engage a third party for a review of any component of the application if it deems it necessary in order to make an informed decision. This expense shall be borne by the applicant.*

E. Failure of the Board to Act

- ~~1. In the event that the Planning Board does not act on an accepted application within~~ **Prior to the expiration of** the prescribed 65, or 95 days *if deemed to constitute a development of regional impact*, the applicant may, ~~per RSA 676:4 (c), petition the Selectmen to issue an order directing the Planning Board to act within 30 days~~ *waive this requirement and consent to an extension that is agreeable to both parties. If the Board determines that it does not have enough information to make a final decision and the applicant does not agree to an extension, the Board may deny the application without prejudice, allowing the applicant to reapply.*
2. ~~If the Planning Board fails to act within 40 days of this directive, the Selectmen must approve the application unless they find in writing that the plan does not comply with a local regulation. In the event the Selectmen fail to act, the applicant may petition superior court to approve the plan.~~
3. *If the Planning Board fails to act on the application within the prescribed 65, or 95 days if deemed to constitute a development of regional impact, the Select Board is required to approve the application pursuant to RSA 676:44, I (c) (1). In the event the Select Board fails to act, the applicant may appeal to the superior court.*

E. Decisions

1. *As part of its deliberations, the Board shall make written findings that support the approval or disapproval of the application.*
2. *Approval of the application shall be certified by a written Notice of Decision, signed by the Chair indicating the date of the approval and any conditions attached thereto, and given to the applicant within five (5) business days of the decision.*
3. *If any application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the applicant within five (5) business days of the decision.*

F. Notification

- ~~1. Notice of a Design Review or submission of a Completed Application shall be given to all abutters, the Applicant, all holders of conservation, preservation, or agricultural preservation restrictions, and any engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board. Notice shall be given by certified mail, mailed at least ten (10) days prior to the submission. The public will be given notice at the same time, by posting at the Town Offices, Library, Post Office and on the Town's website., and publication in the newspaper.~~
2. The notice shall give the date, time, and place of the Planning Board meeting at which the Application or other item(s) will be formally submitted to the Board, shall include a general description of the proposal which is to be considered, and shall identify the Applicant and the location of the proposal.

3. If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing is not required. Additional notice is not required to continue a hearing provided that the date, time, and place of the continued session was made known at the prior meeting.

Section V: Submission Requirements for the Subdivision of Land

Eight copies of the application shall be submitted, fully executed and signed. Applications longer than 10 pages shall be submitted in binders with dividers. The complete application shall be submitted on physical media to the Planning Department in Portable Document Format (*.pdf).

A. Plan Submission

1. Plats for subdivision shall have a survey of the entire lot. A prior survey may be used provided that it shows metes and bounds, meets all current subdivision regulations for surveys and is acceptable to the surveyor preparing the current subdivision plan by a note on the plan to that effect.
2. A plan or plat drawn at a scale no greater than 1 inch = 100 feet. A scale of 1 inch = 50 feet may be required if all details cannot be shown clearly at the greater scale. All plans shall be 22 x 34 inches. Oversized drawings will not be accepted. All plans/plats shall be consistent with the standards as adopted by the registry of deeds.
 - a. All plans/plats shall include:
 - (1) A written statement of purpose of the subdivision shall be a note on the subdivision plan.
 - (2) Name and address of the person or firm preparing the plan.
 - (3) A vicinity sketch showing the location of the site in relation to the surrounding public street system.
 - (4) North arrow, scale, date of original drawing and revision block.
 - (5) Current zoning classification (including overlaying districts) and district requirements as a note on the plan.
 - (6) Tax map and lot number of the property and the location of any district boundaries if located within the site including the fifty (50) foot intrusion into the less restrictive district.
 - (7) Property boundary lines, dimensions of proposed lots, distances and bearings of such plotted to scale.
 - (8) Names of all current abutting property owners with deed book and page #'s.
 - (9) Names, location and classification of all abutting streets.
 - (10) Area of the parcel (in square feet and acres), and street frontage clearly delineated. The Major lot retains the primary lot number. Subdivided lots are numbered -1, -2, etc.
 - (11) Location of all buffers and setbacks by use of dashed lines.
 - (12) Location and size of all existing buildings and driveways.
 - (13) Location of wetlands. The Planning Board reserves the right to have these areas delineated by a Wetland Scientist or a Soil Scientist. (See Section VII, Q)

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- (14) One-hundred-year flood elevation line (or a note if not applicable), including the source of 100-year flood line, i.e. FEMA community/panel #.
- (15) Location of waterbodies, streams, rock ledges, cemeteries, drainage ditches and bridges if applicable or a note if there are none.
- (16) Location of all existing and proposed easements, common lands and/or dedication of land, or a note if there are none (Section VII, C).
 - (a) Any existing or proposed easements shall be clearly labeled and identified on the plan. If the easement is being dedicated on the plan, it shall be properly set out in the owner's certificate of dedication. If an easement shown on the plan is already on record, its recorded reference must be shown.
 - (b) The accurate outline of all property that is offered for dedication for public use must be designated, with the purpose indicated thereon, and of all property that may be reserved by deed restrictions or protective covenant in the deed for the common use of the property owners in the subdivision. Tracts offered for dedication other than for streets or easements should be designated by letter or number.
 - (c) Where the topography is such as to make difficult the inclusion of any facilities mentioned above within the public ways so laid out, the submitted layout shall show the boundaries of proposed permanent easements over or under private property. Easements shall not be less than fifteen (15) feet in width and shall have satisfactory access to existing or proposed public ways or as determined by the Board.
- (17) All existing utilities.
- (18) Location and type of all proposed and existing monuments.
- (19) Location of all soil test pits, test borings, percolation test pits, and 4000 sq. ft. septic area on each proposed lot (for lots less than 5 acres and for lots within Shoreland Protection).
- (20) The existing grades, drainage systems and topographical contours at intervals not exceeding five (5) feet, with spot elevations where the grade is less than two (2) percent. Also, all low points, and high points and other areas needing spot elevations shall be shown using dashed lines. Contour lines are to be field run or photogrammetric and not interpolations of USGS maps. The source of the data shall be shown.
- (21) Ground control clearly indicated as such. (See Section VII,P)
- (22) In the case of Annexations, a note indicating the property to which the lot will be annexed and that the lot from which the parcel is taken will remain a legal lot.
- (23) A cover sheet showing the entire project whenever it cannot be shown at the required scale on a single plan of 22" x 34".
- (24) Seal and signature of a duly licensed land surveyor in the State of New Hampshire attesting that:
 - (a) All bounds are set.
 - (b) A Note stating that the survey close(s) within one (1) foot/fifteen thousand (15,000) feet for lots within the Village Business District, Residential District, Lakefront Residential District, and Highway Business District and

one (1) foot/seven thousand five hundred (7,500) feet in the Rural and Rural Conservation District.

- (c) The data set forth on this plan are based upon an actual field survey of the premises shown.
- (25) Blocks for the endorsement by the owner and the Chair and Secretary of the Planning Board.
- (26) Legend showing symbols, hatching and line types shown on the plan.
- (27) Existing soils delineation based on the "Soils Survey of Hillsborough County, New Hampshire, Western Part" and a legend that explains the map symbols.
- (28) If a variance or special exception was granted by the Antrim Zoning Board of Adjustment, a note on the plan stating what the variance or special exception was for and the date and case number of the variance or special exception.
- (29) The location of the proposed and existing wells with protective radius shown for each lot.
- (30) For a major subdivision the following must also be included on the plat or plan:
 - (a) Location and width of all proposed streets, sidewalks and other public ways and their grades, profiles and rights-of-ways. Location of handicap ramps for all sidewalks. Engineering specifications for paved areas, bridges and/or culverts as required. (See Section VII, E,F,G,H,I & J)
 - (b) A circulation plan of the interior of the lot showing provision for both auto and pedestrian circulation. An access plan showing means of access to the site and any proposed changes to existing public streets including any traffic control devices necessary in conjunction with the proposed site development plan.
 - (c) Location and design of all other proposed improvements for:
 - (i) Water supply showing location and size of water mains, fire hydrants and valves.
 - (ii) Location of the existing effluent disposal area(s).
 - (iii) The location, size, grade and invert elevation of sanitary and/or storm sewers.
 - (iv) Electric power supply with location of utility poles or underground conduits. If the utility company(s) requires an easement to provide service, no final approval shall be granted by the Planning Board until such easements are secured.
 - (d) Provisions for control of erosion and sedimentation both permanent and temporary (during construction). (See Section VII, K)
 - (e) A storm water drainage plan. (See Section VII, L)
 - (f) A plan for the disposal of waste generated on the site during development. (See Section VII, M)
 - (g) Construction drawings including but not limited to roads, walks, steps, curbing and drainage structures prepared by a Professional Engineer.

B. Other Information

1. Approval of the Antrim Planning Board for a Special Use Permit to disturb the 25' wetland buffer, if applicable.
2. Copies of deed restrictions or protective covenants for each definitely restricted section shall be submitted to the Board and boundaries of such shall be accurately presented on the submitted plan if applicable or a note if there are none.
3. Written approval from the Antrim Sewer and Water Department if such approval is required by the Planning Board.
4. Written Approval by the NHDES Subsurface Systems Bureau for the subdivision.
5. Written Approval of the New Hampshire Department of Transportation or the Antrim Road Agent for siting driveways & curb cuts with adequate lines of sight.
6. Site Specific Permit as specified by the NHDES Water Division.
7. An estimate of the time required to complete the project, and the phasing of project construction, if staged.
8. For a major subdivision, and only required if requested by the Planning Board per section IV:
 - a. Community Facilities Impact Study (See Section VII, N).
 - b. Soil Erosion and Sediment Control Plan (See Section VII, K,2).
 - c. Site Specific Soil Survey (See Section VII, O).

Section VI: Submission Requirements for Site Plan Review Applications

Eight copies of the application shall be submitted. Applications longer than 10 pages shall be submitted in binders with dividers. The complete application shall be submitted on physical media to the Planning Department in Portable Document Format (*.pdf).

A written statement describing the purpose of the proposed project and stating compliance with the provisions of Site Plan Review Regulations and the Town Ordinances and Regulations in effect.

A. Minor Site Plan Applications

For a minor site plan, an engineering plan is not necessary. The following items must be shown on the plan:

- (1) Location of the site, zoning district, tax map and lot numbers.
- (2) Name and addresses of the owners of record, of the applicant, and abutting landowners.
- (3) Name, location and classification of all abutting streets.
- (4) Shape and dimensions of the interior area to be used.
- (5) Location and type of buildings
- (6) Area to be used for commercial purposes
- (7) Any additions or changes to be made in plumbing or electrical wiring.
- (8) Any changes in the sewage disposal system.
- (9) The shape and dimensions of the proposed parking area.
- (10) Driveways and flow of traffic entering and exiting the site.

- (11) Location, size and character of all signs and exterior lighting.
- (12) Provisions for storage and removal of rubbish.
- (13) Additions to inns, hotels and restaurants shall have handicap access if the enlargement has a value in excess of twenty five percent (25%) of its current value.

B. Major Site Plan Applications

For a major site plan, a plan or plat drawn at a scale no greater than 1 inch = 100 feet. A scale of 1 inch = 50 feet may be required if all details cannot be shown clearly at the greater scale. All plans shall be 22 x 34 inches. Oversized drawings will not be accepted.

Existing Conditions

- (1) Name and address of the person(s) or firm preparing the plan.
- (2) A vicinity sketch showing the location of the site in relation to the surrounding public street system.
- (3) North arrow, scale, date of original drawing and revision block.
- (4) Blocks for the endorsement by the owner, the Chair, and the Secretary of the Planning Board.
- (5) Current zoning classification (including overlaying districts) and district requirements as a note on the plan.
- (6) Tax map, and lot number of the property and location of any district boundaries if located within the site including the fifty (50) foot intrusion into a less restrictive district.
- (7) Lot number, area of the parcel (in square feet and acres), and street frontage clearly delineated.
- (8) Property boundary lines, distances, and bearings of such plotted to scale.
- (9) Names of all current abutting property owners with deed book and page numbers.
- (10) Names, location and classification of all abutting streets.
- (11) Location of all buffers and setbacks for buildings, wetlands, parking and loading required by the Zoning Ordinance by use of dashed lines.
- (12) Location of all existing buildings and structures on the parcel.
- (13) Location of all intersecting roads or driveways and other features such as cemeteries, rock ledges, or drainage ditches within two hundred (200) feet of the parcel.
- (14) Location of wetlands, The Planning Board reserves the right to have these areas delineated by a Wetland Scientist.
- (15) Location of waterbodies, streams, rock ledges, cemeteries, drainage ditches and bridges if applicable or a note if there are none.
- (16) Identification of a one hundred year flood elevation line (or a note if not applicable), including the source of 100-year flood line, i.e. FEMA community/ panel #.
- (17) Location of all easements on record as of the date of the preparation of the plan if applicable or a note if there are none.
- (18) All existing utilities.

- (19) The existing grades, drainage systems and topographical contours at intervals not exceeding five (5) feet, with spot elevations where the grade is less than two (2%) percent. Also, all low points, high points, and other areas needing spot elevations shall be shown using dashed lines. Contour lines are to be field run or photogrammetric and not interpolations of USGS maps. The source of such data shall be shown.
- (20) Ground Control clearly indicated as such. (See Section VII,P)
- (21) A cover sheet showing the entire project whenever it cannot be shown at the required scale on a single plan of 22" x 34".
- (22) If a variance or special exception was granted by the Antrim Zoning Board of Adjustment, a note on the plan stating what the variance or special exception was for and the date and case number of the variance or special exception.

Proposed Development

- (1) The shape, size, height and location of the proposed structures, including any expansion or changes of existing structures, with typical elevations and floor plans. (See Section VII,C)
- (2) Location and width of streets, driveways, parking spaces and sidewalks, with indication of the direction of travel for one-way streets, and drives and inside radii of all curves. (See Section VII, E, F & G)
- (3) The location of all points of access to town roads and State highways.
- (4) Street centerlines and rights-of-way lines and locations of adjacent streets and other public property within at least one hundred (100) feet of the site. Street names, bearing and distances along centerlines.
- (5) Street, sidewalk and bikeway cross sections and profiles, location of handicap ramps for all sidewalks, engineering specifications for paved areas, bridges and/or culverts as required. (See Section VII, H,I & J)
- (6) A circulation plan of the interior of the lot showing provision for both auto and pedestrian circulation. An access plan showing means of access to the site and proposed changes to existing public streets including any traffic control devices necessary in conjunction with the proposed site development plan. (See Section VII, G)
- (7) A utility plan showing:
 - (a) Water supply showing location and size of water mains, fire hydrants and valves.
 - (b) Location of the existing effluent disposal area(s).
 - (c) The location, size, grade and invert elevation of sanitary and/or storm sewers.
 - (d) Storage tanks: location, size, type and protective barriers.
 - (e) Location of utility poles and a layout indicating how the site will be served by electric, telephone, and any other public utility. If the utility company(s) requires an easement to provide service, no final approval shall be granted by the Planning Board until such easements are secured.
- (8) Exterior lighting plan and proposed signs or instructional devices to be located on the site, including sign orientation, size, height and elevation view.
- (9) Provisions for storage and removal of rubbish.
- (10) Plans for snow removal and storage.

- (11) Existing and proposed topography of the site at a five (5) foot interval of two (2) foot contour if major changes to the existing topography are being proposed.
- (12) Provisions for control of erosion and sedimentation both permanent and temporary (during construction). (See Section VII, K)
- (13) A storm water drainage plan. (See Section VII, L)
- (14) A plan for the disposal of waste generated on the site during development. (See Section VII, M)
- (15) Construction drawings including but not limited to roads, walks, steps, curbing and drainage structures.
- (16) A general landscaping plan and planting schedule, including the treatment of buffer areas and the location and types of trees and vegetation to be planted.
- (17) The location, type and size of other screening, including fences and walls.
- (18) The location of any common lands and/or dedication of land for public or common ownership. (See Section VII, C)
- (19) Provisions for fire safety, prevention and control.
- (20) The location of easement, deed restrictions, dedications and covenants, with the following additional requirements:
 - (a) Where the topography is such as to make difficult the inclusion of any facilities mentioned above within the public ways so laid out, the submitted layout shall show the boundaries of proposed permanent easements over or under private property. Easements shall not be less than fifteen (15) feet in width and shall have satisfactory access to existing or proposed public ways or as determined by the Board.
 - (b) Any existing or proposed easements shall be shown by a fine dashed line and clearly labeled and identified on the plan. If the easement is being dedicated by the plan, it shall be properly set out in the owner's certificate of dedication. If an easement shown on the plan is already on record, its recorded reference must be shown.
 - (c) The plan shall contain an accurate outline of all property that is offered for dedication for public use with the purpose indicated thereon, and of all property that may be reserved by deed restrictions or protective covenant in the deed for the common use of the property owners in the subdivision. Tracts offered for dedication other than for streets or easements should be designated by letter or number.

C. Other

- (1) An estimate of the time required to complete the project, and the phasing of project construction, if staged.
- (2) Written Approval by the NH DES Subsurface Systems Bureau for any additions to any existing septic system or the construction of any new septic systems.
- (3) Written Approval of the New Hampshire Department of Transportation or the Antrim Road Agent for siting driveways & curb cuts with adequate lines of sight.
- (4) Written approval of the Antrim Planning Board for a Special Use Permit to disturb the 25' wetland buffer.
- (5) Written Approval from the Antrim Sewer and Water Department.
- (6) Written recommendation of the Fire Safety Officer.

- (7) Site Specific Permit as specified by the NH DES Water Division.
- (8) For Major site plan applications, the following must be submitted:
- (9) Copies of deed restrictions or protective covenants for each definitely restricted section shall be submitted to the Board and boundaries of such shall be accurately presented on the submitted plan if applicable or a note if there are none.
- (10) If requested by the Planning Board per section IV, the following additional requirements may be required of a Major Site Plan:
 - (a) Community Facilities Impact Analysis. (See Section VII,N)
 - (b) Soil Erosion and Sediment Control Plan. (See Section VII,K,2)
 - (c) Site Specific Soil Survey. (See Section VII,O)

D. Final Plan Submission

1. A request for final approval of a plat or plan shall be accompanied by a final plan of such proposal legibly and clearly drawn as follows:
 - a. The plan shall show all items required in the preliminary layout.
 - b. The plan shall have a revision block giving the date and nature of all revisions since the date of the original plan submitted to the Planning Board.
2. One Mylar and four (4) dark line copies must be submitted.
3. Additional Approvals—Copies of all state and town approvals and permits:
 - a. Written Approval of the NH DES Wetlands Bureau for relocation, filling, dredging or re-channeling of any natural or manmade drainage area, river, stream, pond, wet area, etc.

Section VII: General Standards and Requirements

The following regulations shall govern the Subdivision of land and the Site

Plan Review. The Planning Board may refer any proposed subject to these General Standards and Requirements to a consultant or consultants for review and comment. Prior to referral, the applicant shall post a performance guarantee assuring payment of such services.

A. Lots

1. Lot size and configurations shall meet all requirements of the Antrim Zoning Ordinance. Irregular lot configurations involving extremely acute angles between lot boundary lines, abnormally narrow strips of land or other arrangements limiting normal utilization of the lot area shall be avoided.
2. All lots shall have their minimum frontage on a state highway (excluding limited access highways), a class V road or a street within an approved subdivision plan. Subdivisions will not be approved on roads shown on Town records and plans as Discontinued, Discontinued Subject to Gates and Bars or Class VI Roads.
3. Lots shall be at right angles to street lines (or radial to curving street lines) unless a variation from this rule will give a better street or lot plan.

B. Bounds

The surveyor shall set bounds or post a performance guarantee for the cost of the permanent monuments before final Planning Board approval and signing of the plan. Bounds must be set using the following requirements: 1" x 24" iron rod or 6" x 6" x 36" granite markers set to a depth of 30" and/or markers as approved in detail by the Planning Board at all corners and changes in angle of the lot lines and not more than one thousand (1,000) feet apart along a straight line.

C. Design and Layout of Buildings

1. The proposed use, building design and layout shall meet the provisions of the Antrim Zoning Ordinance, Subdivision Regulations, Site Plan Review Regulations and intent of the Master Plan.
2. The proposed use and design layout will be in such a location and of such size and character that it will be in harmony with the appropriate and orderly development of the surrounding area.
3. The proposed use, building design and layout shall be in such a location and shall be of such a size, and layout so that all possible nuisances emanating there from are minimized.
4. The proposed location and height of buildings or structures, location, nature and height of walls and fences, parking, loading and landscaping shall be such that they will not interfere with, discourage or prevent the appropriate development in the use of land adjacent to the proposed site or reasonably affect its value.
5. All new or enlarged inns, hotels and restaurants shall have handicap access.
6. Signs shall be in accordance with the regulations of the Antrim Zoning ordinance and in addition shall be so designed and located as not to present a hazard, glare or unattractive appearance to adjacent properties, motorists or pedestrians.
7. The land indicated on the plan shall be of such a character that it can be used for building purposes without danger to public health or the general welfare. Any buildings located in Special Flood Hazard Areas shall meet the requirements of Article XII – Flood Plain Development District (FDD) of the Antrim Zoning Ordinance.
8. If proposed use provides for open space or parks before approval, the Planning Board may, in proper cases, require the plat to show a park or parks suitably located for playground or other recreational purposes. The Planning Board may, by appropriate endorsement on the plat, require that no building be erected upon such park or parks without its approval. Areas set aside for parks or playgrounds to be dedicated or to be reserved for common use of all property owners by covenant in the deed, whether required or not required by the Planning Board, shall be of reasonable size and character for neighborhood playgrounds or other recreational uses.
9. The design shall provide adequate safeguards against undesirable and preventable elements of pollution such as noise, smoke, soot, particulates, odor, electrical disturbance or any other discharge into the environment which might prove to be harmful or a nuisance to persons, structures or adjacent properties.
10. The landscape shall be preserved in its natural state insofar as is practical by minimizing tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas.
11. The proposed development shall be related harmoniously to the existing terrain, and to the use, scale and proportions of existing and proposed buildings in the vicinity that have functions or visual relationships to the proposed development.

12. All open space shall be so designed as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing the site or overlooking it from nearby properties.
13. Any outside storage of rubbish and waste of any description shall be restrained by the use of a container or confined space to prevent refuse from being scattered by animals or weather.
14. Exposed storage areas, exposed machinery installations, service areas, truck loading areas and similar accessory uses and structures shall be subject to such setbacks, screen plantings or other screening and buffering methods as shall reasonably be required to prevent these areas from being incongruous with the existing or contemplated environment and surrounding properties.
15. Appropriate screening, as deemed necessary by the Planning Board, shall be required in cases to shield adjacent properties from incompatible uses.

D. Sanitary Systems

1. In areas not currently served by public sewer systems, it shall be the responsibility of the developer or his agent to provide information to prove that the area of each lot is adequate to permit the installation and operation of a sewage disposal system adequate to serve the development.
2. A septic approval by the New Hampshire Water Supply and Pollution Control Division is required for lots of less than five (5) acres and for all site plan developments.
3. The Board, when it deems necessary, may require that said plan contain a certification by a certified soils engineer and/or scientist as to the information therein contained. All fees shall be paid by the developer.

E. Parking Requirements

1. Off-street parking spaces shall be provided for every new structure, the enlargement of an existing structure, the development of a new land use or any change in an existing use in its entirety in accordance with the Antrim Zoning Ordinance Off Street Parking, Loading and Unloading Regulations.
2. Required off-street parking spaces shall continue to serve the uses or structures for which they were intended so long as said use or structure remains.
3. When the computation of required parking or loading spaces results in the requirements of a fractional space, any fraction over one-half shall require one space.
4. All off-street parking, loading or unloading shall be suitably improved, graded, surfaced and maintained so as to cause no nuisance from dust or storm drainage including ice and snow removal. Provisions will be made for snow removal to insure that no snow will be pushed, shoveled or placed in a public way.
5. Required off-street parking shall be provided on the same lot as the principal use it is required to serve, or when practical difficulties, as determined by the Planning Board, prevent its establishment upon the same lot; it shall be established no further than three hundred (300) feet from the closest lot line.
6. All parking areas shall be designed so as to prevent soil erosion and shall be included in the soil erosion and sediment control plan.

F. Driveway Permits

Anyone desiring to construct, alter, repair, or relocate a driveway in order to obtain access to an existing or proposed street or roadway, shall first apply for and obtain a permit from the Road

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Agent of the Town of Antrim or the State Highway Department, which permit shall provide for the construction, alteration, repair or relocation of such driveway in accordance with the following specifications:

1. Any driveways having access on a state highway must comply with RSA 236:13.
2. No construction of any driveway shall be conducted without such permit.
3. ***Property owners are responsible for maintaining any culvert and drainage ditch on their property, and up to 36 inches from a culvert.***
4. No use of such driveway (except of a temporary nature during construction) shall take place until the Road Agent shall inspect the construction of the driveway and certify that said driveway conforms to the specifications set forth in this regulation.
5. Upon any application for a driveway permit, the applicant shall confer with the Road Agent who shall determine specifications and other aspects of construction of said driveway as the Road Agent deems necessary in order to provide for adequate drainage, snow removal, safety, etc. to prevent interference with the proper use of existing access roads. It shall be a requirement of construction that such specifications of the Road Agent be complied with prior to the use of such driveway.
6. In the case of rear lots with private driveways to local streets, the above requirements shall be at the discretion of the Planning Board.
- ~~6. General Specifications~~
 - a. ~~Minimum width at property line 20 feet.~~
 - b. ~~Minimum distance between drives (same side of road) 50 feet in residential areas and 100 feet in rural areas.~~
 - c. ~~Minimum distance from intersection (same side of road) 50 feet in residential areas and 100 feet in rural areas.~~
 - d. ~~Minimum all season safe sight distance 200 feet.~~
- ~~5. In the case of rear lots with private driveways to local streets, the above requirements shall be at the discretion of the Planning Board.~~
- ~~6. Upon any application for a driveway permit, the applicant shall confer with the Road Agent who shall determine specifications and other aspects of construction of said driveway as the Road Agent deems necessary in order to provide for adequate drainage, snow removal, safety, etc. to prevent interference with the proper use of existing access roads. It shall be a requirement of construction that such specifications of the Road Agent be complied with prior to the use of such driveway.~~
 - a. ~~All driveway culverts shall be smooth interior corrugated high density polyethylene pipe with a minimum diameter of fifteen (15) inches and a minimum cover of one and one half (1½) times the diameter of the culvert. (Amended June 19, 2008)~~
 - b. ~~All driveways shall have a negative grade at the road unless otherwise authorized by the Road Agent.~~
 - c. ~~The driveway grade shall not exceed ten percent (10%) unless authorized by the Road Agent and the Antrim Planning Board.~~
- ~~7. Shared Driveways~~
 - a. ~~A shared driveway shall serve no more than two lots.~~

- ~~b. The shared portion of the driveway shall be a minimum of twenty (20) feet wide.~~
- ~~c. The shared portion of the driveway shall not extend more than fifty (50) feet from the intersection with the highway.~~
- ~~d. Easements protecting the right of way for property owners must be incorporated into the land deeds.~~

6. General Specifications [New and Revised Language]

- a. Residential driveways shall have a minimum width at the property line of 20 feet.
- b. Residential driveways shall have a paved or processed gravel apron at least 16 feet wide with a 12-foot-wide radius for the first 12 feet in from the traveled edge of the intersection road.**
- c. Non-residential driveways shall have a paved or processed gravel apron at least 20 feet wide with a 30-foot-wide radius for the first 25 feet in from the traveled edge of the intersection road.**
- d. All driveways shall have a minimum travel width of 14 feet.**
- e. All driveways shall have at least 13 ½ feet of year-round vertical clearance.**
- f. The minimum distance from intersections or another driveway shall be 50 feet in residential areas and 150 feet in rural areas.
- g. The centerline of the driveway must be a minimum of 14 feet from side or rear property lines.**
- h. There shall be a minimum sight distance of 200 feet in each direction, measured at a minimum height of 3'9" off the ground up to standard height clearance of 13'6" unobstructed view at 10 feet off the roadway edge.**
- i. Driveways shall intersect roadways at an angle of ninety (90) degrees, and must have a 25-foot radius.**
- j. All culverts shall be a minimum of twelve (12) inches in diameter and must be designed, installed, and maintained so as to support the heaviest vehicle likely to operate on the driveway. The Road Agent must approve all culvert diameters and proposed pitch for driveway culvert installations.**
- k. Driveways that slope down from a road must be designed with proper crowning so as to pitch runoff to the shoulders and drainage of the driveway.**
- l. All Driveways shall be designed to have at least a 2% slope /back pitch away from the road edge, and shall be installed with a minimal proper crown of the same degree of slope, from the center of the approach to the edges of the traveled way to allow for proper shedding of water off of travel way surface.**
- m. Shared Driveways: An easement must be provided that addresses the rights of all property owners sharing the driveway.**
- n. Temporary Access:**
 - i. Permits are required for temporary driveways for such activities as logging, utility maintenance and construction.**
 - ii. The applicant must provide the Road Agent with site-specific information regarding road edge stabilization/protection, use of temporary culvert(s) if needed.**

- iii. *Upon completion of the activity, the site shall be returned to its original condition, to the extent feasible.*
- iv. *A permit is valid for a maximum of 180 days from the date of approval. The Road Agent may grant an extension of up to 180 days for good cause shown.*

G. Erosion and Sediment Control

A soil erosion and sediment control plan shall be provided for all major subdivisions and major site plans where the soil surface is to be disturbed. Applicants may request the Planning Board to waive this requirement upon recommendation of the Hillsborough County Conservation District.

1. Definitions

- a. Certification means a signed, written approval by the Planning Board that a soil erosion and sediment control plan complies with the applicable requirements of the regulations.
- b. County Conservation District means the Hillsborough County Conservation District (HCCD).
- c. Development means any construction or grading activities to improved or unimproved real estate.
- d. Disturbed Area means an area where the ground cover is destroyed or removed leaving the land subject to accelerated erosion.
- e. Erosion means the detachment and movement of soil or rock fragments by water, wind, ice or gravity.
- f. Grading means any excavation, grubbing, filling (including hydraulic fill) or stockpiling of earth materials or any combination thereof, including the land in its excavated or filled condition.
- g. Inspection means the periodic review of sediment and erosion control measures shown on the certified plan.
- h. Sediment means solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.
- i. Soil means any unconsolidated mineral or organic material of any origin.
- j. Soil Erosion and Sediment Control Plan means a scheme that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.

2. Erosion and Sediment Control Plan

- a. To be eligible for certification, a soil erosion and sedimentation control plan shall contain proper provisions to adequately control accelerated erosion and sedimentation and reduce the likelihood of excessive storm water runoff from the proposed site, based on the best available technology. Such principles, methods and practices necessary for certification are found in the EROSION AND SEDIMENT CONTROL DESIGN HANDBOOK FOR DEVELOPING AREAS OF NEW HAMPSHIRE (1987) as amended. Alternative principles, methods and practices may be used with prior approval of the Planning Board. Said plan shall conform to and contain all items listed in the application requirements for a Major Subdivision or Site Plan.
- b. Site development shall not begin unless the soil erosion and sediment control plan is approved by the Planning Board, those control measures, and facilities in the plan scheduled for installation prior to site development are installed and functional.

- c. Planned soil erosion and sediment control measures and facilities shall be installed as scheduled according to the approved plan.
 - d. All control measures and facilities shall be maintained in effective condition to ensure the compliance of the approved plan.
 - e. The estimated costs of measures required to control soil erosion and sedimentation, as specified in the certified plan, may be covered in a performance guarantee acceptable to the Planning Board.
3. Minimum Acceptable Standards
 - a. Plans for soil erosion and sediment control shall be developed in accordance with these regulations using the planning considerations in the EROSION AND SEDIMENT CONTROL DESIGN HANDBOOK FOR DEVELOPING AREAS OF NEW HAMPSHIRE (1987), as amended. Soil erosion and sediment control plans shall result in a development that: minimizes erosion and sedimentation during construction; is stabilized and protected from erosion when completed; and does not cause off site erosion and/or sedimentation.
 - b. The minimum standards for individual measures are those in the EROSION AND SEDIMENT CONTROL DESIGN HANDBOOK FOR DEVELOPING AREAS OF NEW HAMPSHIRE (1987), as amended. The Planning Board may grant exceptions when requested by the applicant, in writing, if technically sound reasons are presented.
 - c. The Soil Conservation Service method is outlined from Appendix I of the EROSION AND SEDIMENT CONTROL DESIGN HANDBOOK FOR DEVELOPING AREAS OF NEW HAMPSHIRE (1987), as amended, shall be used in determining peak flow rates and volumes of run off unless an alternative method is approved by the Planning Board.
 4. Issuance of Certification or Denial
 - a. The Planning Board shall either certify that the soil erosion and sediment control plan, as filed, complies with the requirements and objectives of this regulation or deny certification when the development proposal does not comply with these regulations.
 - b. Prior to certification, any plan submitted to the municipality may be reviewed by the Hillsborough County Conservation District which may make recommendations concerning such a plan, provided such review shall be completed within thirty (30) days of the receipt of such a plan.
 - c. The Planning Board may forward a copy of the development proposal to the Conservation Commission, other review agency or consultant for review and comment.
 5. Inspections shall be made by the Planning Board, the Building Inspector or other designated agent during development to ensure compliance with the certified plan and that control measures and facilities are properly performed or installed and maintained. The Planning Board may require the permittee to verify through progress reports that soil erosion and sediment control measures and facilities have been performed or installed according to the certified plan and are being operated and maintained.

H. Storm Water Drainage Plan

1. The existing and proposed method of handling storm water.
2. The direction of flow of the run off using arrows.

3. The location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers.
4. Engineering calculations used to determine drainage and piping requirements based upon a fifty (50) year storm frequency, if the project will significantly alter the existing drainage pattern due to such factors as the amount of new impervious surface (such as paving and building area) being proposed.

I. Plan for Disposal of Waste Generated During Development

1. The treatment and/or disposal of any displaced ledge and/or rocks.
2. The treatment and/or disposal of tree stumps, loam, dredgings, or subsoil.

J. Community Facilities Impact Analysis

1. Demographic Description - The analysis must identify the demographic market the project intends to serve, including:
 - a. Average family size.
 - b. Numbers and ages of families.
 - c. Anticipated time period to fill all units or lots.
2. Community Facilities Impact - The applicant shall conduct analysis of the following:
 - a. Estimated impact on sewage disposal system, including flow estimates and assessment of capacity.
 - b. Estimated impact on the water system, including flow estimates, capacity and assessment of existing or potential water pressure.
 - c. Estimated impact on the traffic system, including impact of traffic on immediate existing road structures.
 - d. Estimated impact on the school system.
 - e. Estimated impact on public safety providers including police, fire and ambulances.
 - f. Estimated impact on solid waste disposal system.
 - g. Estimated impact on existing storm water management systems, including flow and water quality.
 - h. Estimated impact on recreation resources.
 - i. Any other study deemed appropriate by the Planning Board.

K. High Intensity Soils Maps

1. High intensity soils maps are to be provided for major site plans and major subdivision plans on those occasions deemed necessary by the Board due to wetland, septic or drainage considerations.
2. The high intensity soils maps shall be prepared by a certified soil scientist who is qualified by the Hillsborough County Conservation District.
3. A high intensity soils map shall be drawn at a scale no greater than 1 inch = 100 feet and identified and mapped in accordance with high intensity soils mapping standards as adopted by the Hillsborough County Conservation District.

4. A paper copy of the high intensity soils survey shall be provided to the Planning Board. In addition to the soils information provided by the survey, the map shall have on it the following:
 - a. The signature of the certified soils scientist.
 - b. Any qualifying notes made by the soils scientist.
5. If a soils classification provided on the high intensity soils map is in dispute, the Planning Board may request an evaluation of the soil designations by the Hillsborough County Conservation District.

L. Ground Control

1. Ground control shall be marked, by the applicant, both on the site and on the plan map(s). The ground control shall consist of numbered flags, stakes, walls, trees or other easily identifiable points on the property. These points will be well distributed throughout the site at a density of not less than four (4) points per acre. The numbered points must be identified by number on the plan. The purpose of this requirement is to provide easy identification for all parties required or interested in examining the site.
2. All wetland areas, prior to tree cutting and clearing shall be staked and flagged twenty-five (25) feet from the wetland boundary. These stakes shall be a maximum of fifty (50) feet apart for straight boundaries and twenty-five (25) feet apart for curved boundaries.

M. Special Flood Hazard Areas

1. All proposals for development governed by these regulations having lands identified as Special Flood Hazard Areas (SFHA) by the Federal Emergency Management Agency (FEMA) in its “Flood Insurance Study for the County of Hillsborough, NH” dated [September 2007 – Insert Final Map Effective Date], together with the associated Flood Insurance Rate Maps (FIRMS) dated [September 2007 – Insert Final Map Effective Date] as amended, shall meet the requirements of Article XII--Flood Plain Development District (FDD) of the Antrim Zoning ordinance.
2. Base flood elevation (the level of the one hundred (100) year flood elevation line) data shall be provided for that portion of proposals within the Special Flood Hazard area.
3. All development proposals shall be reviewed to determine whether such proposals meet the requirements of the Zoning ordinance.
4. All installations shall be inspected by the Building inspector or other designated agent before they are certified for use.
2. Requirements for subdivisions and site plans that involve land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP) are as follows:
 - a. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
 - b. The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).
 - c. The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:

- (i) All such proposals are consistent with the need to minimize flood damage;
- (ii) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
- (iii) Adequate drainage is provided to reduce exposure to flood hazards.

N. Fire Protection

Ready access to an adequate water supply is an essential requirement for fire suppression for the preservation of life and property. All subdivisions creating one or more additional lots are required to address fire protection water supply as follows:

1. Where water systems are unavailable and water for tanker shuttles is inadequate, the developer shall install an appropriate water supply to address the needs of the development as determined by the Planning Board in conjunction with recommendations from the Antrim Fire Chief.
2. Appropriate water supply may include fire ponds, dry hydrants, or cisterns. Adequacy will be evaluated by the number of additional lots created, travel distance from existing water supply, housing density, and the intended use of the lots. The Fire Chief will inspect the proposed site of installation, approve the appropriateness of the design, and sign off on the final installation.
3. If the proposed subdivision is in a location where there is a preexisting, unmet need for water for fire suppression, the developer may propose a proportional payment in lieu of installing a fire pond, dry hydrant, or cistern. If a proportional payment is proposed, the developer must provide documentation that supports their request, including the proposed proportional amount, the location of natural water sources within 3000 feet of travel distance from the edge of the farthest proposed lot, the density of existing structures located within 3000 feet of travel distance from the edge of the farthest proposed lot, a site evaluation from the Antrim Fire Chief, and at least three quotes of fair value for installation of a water supply as recommended by the Antrim Fire Chief.
4. The Planning Board will consider the proposed proportional payment based on any preexisting, unmet needs and the additional burden created by the subdivision. If the Planning Board determines that the proposed proportional payment is appropriate, then the developer shall post a bond acceptable to the Planning Board and payable to the Town for the future installation of the water supply.
5. If there is a suitable water source on site, the planning board may require an easement to the Town for maintenance and access, for which the property owner is not liable.
6. Subdivisions that are commercial or mixed use will be evaluated on a case-by-case basis by the Planning Board with the Fire Chief's recommendation.

Section VIII: Performance Guarantee

- A. The applicant shall post a performance guarantee satisfactory to the Planning Board, Select Board and Town Counsel, assuring payment for a consultant or consultants requested by the Planning Board for review of the Subdivision and/or Site Plan Application and during the hearing process.
- B. Where there are provisions in the plat for the construction of street work or utility improvements, prior to the signature of the plan its release for recording, the developer shall post a performance guarantee to cover the estimated cost of construction and completion of such work.
 1. The performance guarantee shall assure the filing of an "as built" plan with the Board of Selectmen upon completion of the project.

2. The Board of Selectmen may authorize release of the performance guarantee for a project contingent upon the completion of minor changes or unfinished work and the posting of a performance guarantee to cover the estimated cost of such work.
3. The applicant shall provide a performance guarantee in an amount and with surety and conditions satisfactory to the Planning Board and Board of Selectmen and reviewed by Town Counsel, providing for and securing to the Town of Antrim the actual construction and installation of such improvements and utilities within a period of time specified by the Planning Board and expressed in the performance guarantee; and further, the Town of Antrim shall have the power to enforce such performance guarantee by all appropriate legal and equitable remedies.

Section IX: Inspection, Approval and Acceptance of Improvements, Installations or Facilities.

- A. Subdivision and Site Plan Review approvals are granted subject to certification of compliance upon completion of any construction and prior to any use of the approved project. The certificate of compliance shall be issued by the Selectmen or their designated agent after final inspection affirms the project as completed, to be in conformity with all permits theretofore issued by the Town and other governmental agencies and all plans and information on which the permits were issued.
- B. All construction procedures under Subdivision and Site Plan Review Regulations shall be observed, inspected, and certified by the Selectmen, their designated agent, or a registered professional engineer, selected by the Planning Board, and paid for by the applicant.
- C. Minor necessary changes may be required by the Selectmen or their designated agent. An inspection shall be completed within seven (7) working days of the request.
- D. A performance guarantee for the completion of minor unfinished work may be accepted by the Selectmen in lieu of the total completion of the project at that time and thereupon a certificate of compliance may be issued.
- E. Before certification can be granted, an "as built" Final Plan shall be submitted showing the actual location and position of all roads and utilities. The plan shall include the license number and seal of a licensed engineer or land surveyor licensed in the State of New Hampshire preparing the plan and form for endorsement by the Selectmen or their designated agent. PLACEHOLDER – record “as built” plan

Section X: Recording of Plat

- A. Subdivision plats shall be recorded by the Planning staff within thirty (30) days of receipt of the final drawings. Plans to be recorded will have all the required signatures, and any expenses for filing will be borne by the applicant in advance.
- B. Prior to the recording of any plats in the registry of deeds that are not subdivisions, the surveyor shall file, for information purposes only, a copy of the survey with the Planning Board.

Section XI: Waivers

Upon receiving a written request, the Planning Board may grant a waiver from any portion of these regulations only if a majority of the Board finds that the following criteria are met: (1) That strict conformity with the provision would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations; or (2) specific circumstances relative to the

subdivision or site plan, or conditions of the land indicate that the waiver will properly carry out the spirit and intent of the regulations.

Section XII: Administration and Enforcement

- A. These regulations are administered by the Planning Board. The enforcement of these regulations is vested with the Selectmen.
- B. Penalties and Fines: Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676:17, as amended.
- C. Appeals: Any person aggrieved by a decision of the Planning Board concerning a plat or subdivision may appeal said decision to the superior court pursuant to RSA 677:15, except when a disapproval by the Board is based upon non-compliance with the zoning ordinance.

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Appendix A:

Antrim Road Standards, Acceptance, Reopening, and Reclassification Policy

A. ROAD STANDARDS

1. All roads shall conform to the standards of class V Roads or better, shall meet all specifications of this section, and shall be approved by the Planning Board.
2. No street shall be recommended for acceptance by the Board of Selectmen until it has been approved by the Planning Board in accordance with this ordinance.
3. The right of way shall be fifty (50) feet.
4. Road Layout
 - a. New streets shall be so laid out as to accommodate the continuation of the principal streets in adjoining subdivisions or for their proper protection when adjoining property is not subdivided.
 - b. Street intersections and curves shall be so designed as to permit adequate visibility for both pedestrian and vehicular traffic.
 - (1) Unless two streets or roads entering an intersection are directly opposite each other, the minimum distance from another intersection shall be 100 feet.
 - (2) Minimum all seasons safe site distance 300 feet.
 - (3) Minimum radii of curves at intersections 30 feet at the curb line. The radii may be increased for heavy traffic flows, commercial or industrial activity.
 - (4) When a traffic impact study indicates, space must be provided for turning lanes as indicated.
5. Dead end streets shall be equipped at the closed end with a cul-de-sac or turn-around having a minimum radius of seventy-five (75) feet from the center of the circle to the right-of-way and with a grade not to exceed two percent (2%).
6. If a road is to be offered up for acceptance by the Town it must be paved per paragraph H.12 and certified by a professional engineer that it meets or exceeds Class V specifications at the time of acceptance.

B. ROAD CONSTRUCTION

1. All roads shall be constructed to meet the standards of Class V roads or better.
2. The right of way shall be fifty (50) feet.
3. The finished surface of the traveled way shall not be less than the width of connecting Town roads unless specifically approved by the Planning Board. The minimum width required shall be eighteen (18) feet. The road shall have at least four (4) foot gravel shoulders on each side of the traveled way before tapering off at a 3:1 slope to the ditch line.
4. The grade of a road shall not be less than one (1) percent nor more than ten percent (10%) unless specifically approved by the Planning Board.
5. Intersections shall be designed with a flat grade wherever practical. In hilly or rolling areas, at the approach to an intersection, a leveling area shall be provided having no greater than a two percent (2%) rate at a distance of sixty (60) feet, measured from the nearest right of way line of the intersecting street unless specifically approved by the Planning Board.

6. Where any street intersection will involve earth banks or existing vegetation inside any lot corner that would create a traffic hazard by limiting visibility, the developer shall cut such ground and/or vegetation (including trees) in connection with the grading of the public right-of-way to the extent deemed necessary to provide an adequate sight distance. The sight distance profile shall allow for four (4) feet at the ditch line.
 7. All loam, stumps and other improper road foundation material within the limits of the roadway and shoulders shall be removed. In embankment areas, suitable foundation materials shall be placed in one (1) foot layers and compacted, to form a suitable sub-grade.
 8. Ledge and boulders shall be removed to a minimum of at least twenty-four (24) inches below base course gravel and replaced with sand or bank run gravel.
 - *9. Base course gravel shall consist of a minimum of twenty four,(24) inches of compacted gravel. It shall be applied in two (2) separate twelve (12) inch compacted layers. The base course shall contain no stone measuring larger than six (6) inches in diameter.
 - *10. Finish gravel shall consist of six (6) inches of crushed gravel.
- *Note: The quality of the gravel must meet or exceed the standards outlined in the State of New Hampshire Standards and Specifications for Road and Bridge Construction as approved and Adopted in 1971.
11. All culverts under roadways shall be of reinforced concrete or smooth interior corrugated high density polyethylene pipe with a minimum diameter of fifteen (15) inches and minimum cover of three to four (3-4) feet to final grade. There shall be headers on all inlets and spreaders on all outlets unless otherwise approved by the Planning Board.
 12. Paved roads shall consist of three inches of hot bituminous concrete. It shall be applied in two (2) courses: a two (2) inch base course and a one (1) inch wearing course. The thickness specified shall be compacted. Pavement shall be applied by an approved paving contractor and in accordance with the State of New Hampshire Standards and Specifications for Road and Bridge Construction, Department of Transportation, 2002 as subsequently amended and/or superseded.
 13. The deadline for applying bituminous concrete is November 1 or when weather conditions are not acceptable as determined by the Town of Antrim Road Agent or the Planning Board Engineer.

C. STORM WATER DRAINAGE FOR ROADWAYS

1. Proper drainage shall be installed subject to the storm water drainage plan as approved by the Planning Board and the Planning Board Engineer.
2. Natural watercourses shall be cleaned out and increased in size where necessary to handle storm run off. A permit must be obtained for any dredging and filling of streams or wetlands for the State of New Hampshire Department of Environmental Services Wetlands Board.
3. Drainage ditches shall be twelve (12) to eighteen (18) inches in depth with a 3:1 slope from the road surface to the bottom of ditch. Riprap is required in areas where water flow is excessive.
4. Storm drainage systems shall be designed to adequately handle a fifty (50) year storm frequency.
5. Culverts fifteen (15) inches or greater in diameter shall be of reinforced concrete or smooth interior corrugated high density polyethylene pipe having a minimum of three to four (3-4)

feet of cover to final grade. There shall be headers on all inlets and spreaders on all outlets unless otherwise approved by the Planning Board. (Amended June 19, 2008)

6. Closed drainage may be required depending upon the steepness of the slope and/or the length of the slope. Closed drainage shall have catch basins every two hundred fifty (250) feet or less.

D. PREPARATION OF PUBLIC ROADWAYS

1. Monuments of granite or concrete six (6) inches on the top and thirty-six (36) inches long shall be set with six (6) inches exposed above ground at all street corners and angle points in the street line as well as at the ends of all curves. All street lines shall have monuments set at a maximum of one thousand (1000) feet apart.
2. Sidewalks and curbing shall be constructed as directed by the Planning Board. All curbs shall be of either granite or concrete. All sidewalks shall have handicap ramps at suitable locations. The expense shall be borne by the developer.
3. Driveway culverts shall be installed if required at the direction of the Road Agent. This expense shall be borne by the developer.
4. Street signs, culverts and guardrails shall be installed as directed by the Road Agent. The expense shall be borne by the developer.
5. It shall be the responsibility of the developer planning and constructing a new road to do the following:
 - a. Advise the Planning Board and the Road Agent of his intent in order to secure approval of the proposed right-of-way.
 - b. Request an inspection and approval of the right-of-way after each of the following operations. The inspection shall be made by the Planning Board, the Planning Board Engineer and/or the Road Agent. The cost of inspection shall be borne by the developer.
 - (1) Clearing and grubbing.
 - (2) Installing drainage.
 - (3) Course gravel.
 - (4) Finish gravel.
 - (5) Surfacing.
 - (6) Loam, seeding, guard rails, signs and general cleanup.
 - (7) Monumentation.
 - c. The developer shall work from grade stakes set at fifty (50) foot stations along the length of the right-of-way. All stakes are to be intact when inspections are made.
 - d. Before final inspection, the developer shall remove all trash from the right-of-way and repair any damage to the road or shoulders.

E. ACCEPTANCE OF A NEW ROAD

In accordance with RSA 674:40-a, the authority to accept dedicated streets was delegated to the Board of Selectmen by the legislative body of the Town of Antrim at the March 6, 1973 Town Meeting by vote in the affirmative on Article 16.

Draft for Public Hearing January 5, 2023

The following procedures shall apply to any person proposing to create a new road or highway, in conjunction with an application for subdivision or site plan review, intended to be dedicated to the Town of Antrim for acceptance by the Town:

1. The proposed road design, prepared in accordance with the Town of Antrim Subdivision and Site Plan Review Regulations and Road Design Specifications, shall be submitted to the Planning Board with an application for subdivision or site plan review. A note on the subdivision plan should clearly indicate the applicant's intention to dedicate the proposed new highway or road to the Town.
2. Upon receipt of a subdivision or site plan review application showing a proposed new road to be dedicated to the Town, the Planning Board Secretary will distribute copies of the plans to the Board of Selectmen, Town Planner, Road Agent, Police Chief, and Fire Chief for review and comment. Comments provided by these local officials will be considered by the Planning Board during the initial acceptance and final approval stages of the application review process.
3. The Planning Board will review the application in accordance with 676:4, including the proposed road design, and may ask the Town's consulting engineer to review and comment on the proposed road design to ensure the plan is in conformance with the Town's regulations and road design specifications. Such review shall be at the expense of the applicant.
4. Should the Planning Board vote to approve the application, the applicant should be aware that the Planning Board's approval to proceed does not constitute acceptance of the road, or that the Town will take over the road. This can be done only by the Board of Selectmen after the road has been completed and built to the Town's requirements and satisfactory confirmation of same is received from the Planning Board and the Town's consulting engineer(s).
5. The developer shall be responsible for providing and installing all standard street signs and lighting as recommended by the Police Department and required by the Planning Board for all highways and roads at his expense.
6. Once the highway or road has met all requirements for completion, it shall be posted "Private" until accepted by the Board of Selectmen.
7.
 - a. Once the Planning Board has determined that the application has met all requirements, including final inspection by the Town's consulting engineer, the applicant or lot owners within the subdivision, may submit to the Board of Selectmen a written request to formally accept the road. Upon receipt of such a request, the Board of Selectmen will schedule a public hearing and render its decision considering whether there is public need for the highway.
 - b. Until such time as the road is accepted by the Board of Selectmen, it shall be the continuing responsibility of the creator of the road to provide for maintenance. This may be accomplished in several ways, including, but not limited to, the following:
 - (1) The creation of an association with the authority to assess individual lot owners, subject to approval of the Planning Board.
 - (2) Maintenance by the creator of the road.
 - (3) Entering into a contract for maintenance with the Town.
8. Once the highway or road is accepted by the Board of Selectmen they will notify the Planning Board, applicant, Post Office, Road Agent, Conval School District, Fire Chief, and Police Chief. Once such a notice is disseminated, the Town will assume full responsibility for the road or highway which shall have the status of a public highway under RSA 229:1,

deemed a Class V highway, and subject to the municipality's duty of regular maintenance as per RSA 674:40-a and set forth in RSA 231.

The Planning Board does not have the authority to accept a highway, and therefore, it is in the best interest of the applicant to consult with the Board of Selectmen at the earliest possible stage

F. REOPENING & RECLASSIFICATION OF HIGHWAYS

1. A previously discontinued highway may be reopened upon petition to the selectmen in accordance with RSA 231:22
2. The selectmen, upon petition, have the authority to reclassify an existing Class IV, Class V or Class VI highway in accordance with RSA 231:22-aV and RSA 231:8
3. The Planning Board does not have the authority to re-open or reclassify a highway, and therefore, it is in the best interest of the applicant to consult with the Board of Selectmen at the earliest possible stage.

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