

September 11, 2012

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**SUBDIVISION REGULATIONS
FOR THE
TOWN OF TILTON, NEW HAMPSHIRE**

SECTION I. AUTHORITY

Pursuant to the authority vested in the Tilton Planning Board by the voters of the Town of Tilton, by vote of the Town Meeting, March 9, 1965, and in accordance with the provisions of Chapter 674:35 of the New Hampshire Revised Statutes Annotated, as amended, the Tilton Planning Board adopts the following regulations governing the subdivision of land in the Town of Tilton, New Hampshire.

SECTION I: A RESPONSIBILITY

The Applicant(s) or potential Applicant(s) shall pay any expense involved in meeting the requirements of these subdivision regulations. These expenses may include but are not limited to: application fees, abutters fees, advertising fees, registry fees and expenses incurred by the Town's Agent to review an Application or oversee the design and construction of any roadways. (Also see individual sections for further details)

(This paragraph's adopted September 10, 2002)

SECTION II. TITLE

These regulations shall be known and cited as the "**SUBDIVISION REGULATIONS FOR TILTON, NH**".

SECTION III. DEFINITIONS

- 3.0 **ABUTTER** means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the lot or lots under consideration by the planning board. For the purpose of receiving testimony only, and not for purposes of notification, the term abutter shall include any person(s), corporation(s) or business(s) who is able to demonstrate that their lot or lots will be directly affected by the subdivision under consideration.
- 3.1 **ACCEPTANCE** means acknowledgment by the Planning Board of final project completion of all required roadway improvements as required by these regulations, granted at a duly called meeting of such a Board

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- 3.2 **AGENT** means person, persons or professional organization appointed by the Town of Tilton to advise, recommend or represent the Town's best interest in a specific field of expertise. Agent shall also refer to a person, persons or professional organization appointed to represent the Owner, Developer or Applicant by the Owner, Developer or Applicant.
- 3.3 **APPLICANT** means the owner, owners agent or developer of the land to be subdivided who files an application hereunder for such subdivision, such agent shall be authorized in writing by the owner at the time of the application.
- 3.4 **APPLICATION** means a properly filled out and executed application for subdivision approval on a prescribed form as supplied by the Board.
- 3.5 **APPROVAL** means the recognition by the Planning Board, certified by written endorsement on the plat that the final submission meets the requirements of these regulations, granted at a duly called meeting of such a board.
- 3.6 **APPROVED ROAD** means a private road in an approved subdivision that has met all conditions of the subdivision regulations, latest edition which will not be accepted as an approved street.
- 3.7 **APPROVED STREET** means a Town accepted roadway in an approved subdivision that has met all conditions of the subdivision regulations, latest edition.
- 3.8 **BOARD** means the Planning Board of the Town of Tilton, New Hampshire.
- 3.9 **CERTIFIED SOIL SCIENTIST** means a certified individual qualified in soil classification and mapping licensed in the State of New Hampshire.
- 3.10 **CERTIFIED WETLAND SCIENTIST** means a certified individual qualified in wetland classification and mapping licensed in the State of New Hampshire.
- 3.11 **CLASS 6 ROAD** means a right-of-way which has been either (1) discontinued and made subject to gates and bars by a Town Meeting vote or (2) not maintained by the Town for a period of five years or more.
- 3.12 **CLUSTER DEVELOPMENT** means a residential subdivision of a tract of land where housing units are grouped on lots of reduced dimensions. The remaining land in the tract, which is not built upon is reserved as permanently protected open space.

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- 3.13 **COLLECTOR STREET** means roads that collect traffic from neighborhood and other minor streets, collecting them to principal cross-town routes and to state roads.
- 3.14 **COMPLETED APPLICATION** means an application with all information and accompanying documents required by these Regulations and which is necessary to invoke jurisdiction and allow the board to proceed with consideration and make an informed decision (see Section 4.9)
- 3.15 **CONDOMINIUM:** A building or complex in which units of property, such as apartments, are owned by individuals and common parts of the property, such as the grounds and building structure, are owned jointly by the unit owners. This could include but is not limited to, Clustering units, townhouses or row houses, and time share arrangements in any type of housekeeping units. See also New Hampshire State RSA 356-B:3.
- 3.16 **CONTIGUOUS LOTS** means adjacent or abutting lots, which have a common boundary line.
- 3.17 **CUL-DE-SAC** means a circular termination point at the closed end of a roadway.
- 3.18 **DEVELOPER** means the individual(s), partnerships(s), company(s), corporations(s) or their representatives financially responsible for the performance surety, maintenance surety and completion of the subdivision.
- 3.19 **DRIVEWAY** means an area located on a lot, tract or parcel of land and intended for access to a garage or off-street parking space, serving not more than two (2) dwelling units. (Amended 4/13/04)
- 3.20 **DWELLING** means one room or rooms connected together, constituting a separate, independent housekeeping unit of at least **650** square feet, established for owner occupancy, rental or lease, and physically separated from any other rooms or dwelling units which may be in the same structure, and containing independent cooking, sleeping, and sanitary facilities.
- 3.21 **DWELLING, SINGLE FAMILY DETACHED** means a single residential dwelling unit or structure designed for and occupied by one family only.
- 3.22 **DWELLING, CONDOMINIUM, APARTMENTS & MULTI-FAMILY** means a residential building designed for or occupied by two or more families, with the

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number of families in residence not exceeding the number of dwelling units provided.

- 3.23 **EASEMENT** means a recorded authorization by a property owner to the Town for the specific use of recorded property.
- 3.24 **ENGINEER** means the designated duly registered professional engineer as required by the N.H Licensing Laws.
- 3.25 **FINAL PLAT** means the final map, plan drawing or chart on which the subdivider's plan or subdivision is presented to the Board for approval and which, if approved will be submitted to the Registrar of Deeds of Belknap County for recording.
- 3.26 **FRONTAGE**- frontage as used in these Regulations, is defined as the average of the total straight line distance between the points of intersection of the waterfront property with the shoreline and the measured distance along the shoreline.
- 3.27 **GROUP DEVELOPMENT** means camping parks, clubs, including recreational clubs and fraternal lodges or organizations, which are intended for use generally on an individual or family basis.
- 3.28 **GUARDRAIL** means a longitudinal traffic barrier intended to redirect errant vehicles from a crash more severe than the barrier itself.
- 3.29 **HOTEL/MOTEL** means commercial building or group of buildings built to accommodate, for a fee, travelers and other transient guests who are staying for a limited duration with sleeping rooms; each rental unit having its own private bathroom and may include a common corridor or hallway. A hotel may include restaurant facilities where food is prepared and meals served to its guests and other customers.
- 3.30 **LOCAL STREET** means a Town maintained roadway designed to accommodate traffic flow from neighborhood to neighborhood.
- 3.31 **LOT** means parcel of land or any part thereof capable of being occupied by at least one principal structure of use and accessory structures or uses incidental thereto and designated on a plat to be filed with the Registrar of Deeds as a separate lot. For the purposes of these Regulations, a lot shall have boundaries identical with those recorded with the Registrar of Deeds.
- 3.32 **LOT SIZE** means the total horizontal land area within the boundaries of a lot, exclusive of any land area designated for street purposes.

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- 3.33 **MAJOR SUBDIVISION** means the subdivision of land into four or more lots fronting on an existing street with potential for re-subdivision, new streets, water main, sanitary sewer, storm drain, gas main utilities or other municipal improvements.
- 3.34 **MINOR SUBDIVISION** means the subdivision of land into three or fewer lots fronting on an existing street without potential for re-subdivision, new streets, water main, sanitary sewer, storm drain, gas main utilities or other municipal improvements.
- 3.35 **MAINTENANCE SURETY** means a financial guarantee by the Developer to assure the satisfactory condition of the required improvements for a period of one (1) year after the Town's acceptance in an amount considered adequate by the Town.
- 3.36 **OBSERVATION ESCROW** means the cash deposit held by the Town, paid by the Applicant, Owner or Developer necessary to cover the costs of construction observations associated with roadway improvements.
- 3.37 **OBSERVATION REPRESENTATIVE** means the Road Agent or an appointed agent of the Town.
- 3.38 **OWNER** means the individual(s), partnership(s), company(s), corporation(s) or legal entity having legal title to the parcel(s) as recorded on the parcel(s) deed(s).
- 3.39 **PAVEMENT MARKINGS** means striping, delineators and symbols affixed to the roadway surface designed to inform, warn and guide traffic movements.
- 3.40 **PERFORMANCE SURETY** means a financial guarantee filed with the town by the Developer in the form of a letter of credit or cash escrow as approved by the board of selectman in an amount equivalent to the engineer's opinion of construction costs for the proposed improvements.
- 3.41 **PHASES or PHASING** means the segmented orientation of a subdivision for the purposes of planning and or construction.
- 3.42 **PLAT** means a map, plan drawing or chart on which a subdivision of land is shown.
- 3.43 **PRIVATE ROAD** means an exclusive roadway NOT maintained by the Town designed to accommodate traffic on privately held land.
- 3.44 **PUBLIC UTILITIES** means all overhead, surface or underground utilities owned, maintained and operated by the Town of Tilton, NH.

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- 3.45 **RECORD SUBDIVISION DRAWING** means a final plat or plats meeting the intent of section VI. of these regulations and capable of being recorded at Belknap County Registry of Deeds.
- 3.46 **RECORD ROADWAY IMPROVEMENTS DRAWING** means a final plat or plats meeting the intent of section VII. of these regulations and capable of being recorded at Belknap County Registry of Deeds.
- 3.47 **RESIDENTIAL DEVELOPMENT** means a development which includes single-family residences either detached or attached; multi-family residences either for rent or for sale; hotels, motels, inns or lodging houses and other development intended for use for human occupancy either as temporary or permanent residence.
- 3.48 **RE-SUBDIVISION** means any change in a plat of an approved or recorded subdivision.
- 3.49 **RIGHT-OF-WAY** means a strip of land used for or intended to be used for a street, road, crosswalk, sidewalk, water main, sanitary sewer, storm drain, gas main, utilities or for other special use including public use. The usage of the term “right-of-way” for land platting purposes in these Regulations shall mean that every right-of-way hereafter established and shown on a recorded plat is to be separate and distinct from the lots and parcels adjoining such area of such other lots or parcels.
- 3.50 **ROAD AGENT** means duly designated Road Agent of the Town of Tilton.
- 3.51 **ROADSIDE DRAINAGE** means open swales, channels and ditches designed to direct and transport stormwater away from the roadway.
- 3.52 **ROADWAY** means roadway improvements and new roadway construction within the defined right of way.
- 3.53 **ROADWAY SIGNS** means public markings and labels designating traffic control, areas of interest and public safety information.
- 3.54 **SELECTMAN** means the Selectmen of the Town of Tilton.
- 3.55 **SETBACK** means the distance between a legal boundary (right-of-way, Lot line or property line) and any part of a building.

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- 3.56 **SIDEWALK** means pedestrian access way within the defined limits of the roadway right-of-way and or easement.
- 3.57 **SOIL SCIENTISTS** means the designated duly licensed soil scientists as required by the N.H Licensing Laws.
- 3.58 **STANDARD SPECIFICATIONS** refers, implies and means the State of New Hampshire Department of Transportation Standard Specifications for Road and Bridge Construction, latest edition.
- 3.59 **STREAM** means a flowing body of water at or on the surface of the ground.
- 3.60 **STREET** means, relates to and includes road, avenue, boulevard, lane, ally, highway, or other way including all land dedicated within the right-of-way, but shall not include driveways serving not more than two adjacent lots.
- 3.61 **SUBDIVISION** means the division of a lot, tract or parcel of land into two or more lots, tracts, plats, parcels, sites or other divisions of land for the purposes, whether immediate or future of sale, gift, lease, rental, condominium conveyance or building development. A parcel of land held in common by two or more owners and subsequently divided into two or more lots or other divisions shall be a subdivision. When appropriate to the context of these Regulations, the term subdivision shall relate either to the process of subdividing or to the land of area subdivided. Subdivision further includes the submission of a tract or parcel of land to the New Hampshire Unit Ownership of Real Property Law, the so-called Condominium Law, whether the units thereof shall be for sale of for lease (N.H. RSA 479.A).
- 3.62 **SURVEYOR** means the designated duly licensed land surveyor as required by the N.H Licensing Laws.
- 3.63 **TOWN** means the Town of Tilton, New Hampshire.
- 3.64 **TOWNHOUSE** means a dwelling unit, generally having two or more floors and may have a garage and is attached to other similar units via party walls. Such dwellings are typically found in condominiums and or as, but not limited to, a cluster type of development.
- 3.65 **UNDERDRAIN** means subsurface drainage materials and methods designed to redirect and transport groundwater from the roadway.
- 3.66 **UTILITIES** mean all public services overhead or underground within the dedicated

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right-of-way or easement other than water main, sanitary sewer, storm drain or gas main.

- 3.67 **WATER BODY** means a lake, pond, river, brook or stream which ever is available for use by two or more abutting landowners and or the general public.
- 3.68 **WATERFRONT PROPERTY** means a lot or parcel of land from which direct access may be gained to a water body.
- 3.69 **WETLAND** means an area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands include, but are not limited to, swamps, marshes, bogs, and similar areas, as defined in the New Hampshire Department of Environmental Services, Wt 100-800: Rules Governing Wetlands.
- 3.70 **WETLAND SCIENTISTS** means the designated duly licensed wetland scientists as required by the N.H Licensing Laws.
- 3.71 **WETLAND SOILS** means soils classified by the Belknap County Soil Survey as poorly drained or very poorly drained soils or as field delineated by a Wetland Scientists.

SECTION IV. APPLICATION PROCESS

4.1 GENERAL GUIDELINES

Whenever a Subdivision is proposed and before any contract, offer for sale, rent, Condominium conveyance or lease of lots in the Subdivision shall have been negotiated; the Owner(s) thereof or their Agent(s) shall apply in writing to the Board for approval of such Subdivision on a form to be provided by the Board. Such an Application shall give the names and mailing addresses of the persons to be notified of any hearing including names and addresses of all abutting property Owner(s). Agent(s) of the Owner shall present written authority of their appointment.

At any point in time during the Subdivision Application process, the Town may appoint an Agent to perform an independent review of the proposed project at no expense to the Town. The Town may seek professional

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services including but not limited to the following: surveying, engineering, traffic analysis and planning.

4.2 PRE-APPLICATION

Prior to formal submission of a Subdivision layout, the Applicant, in order to save the cost of Application fees (refer to Table 1.0) at a later date, may appear at a regular meeting of the Board and submit a sketch (concept) plan for informational discussion with the Board, consistent with the provisions of RSA 676:4 II (a), as amended.

4.3 PRELIMINARY LAYOUT

Three (3) copies of the preliminary layout shall be filed with the Planning Board. The Board will then study the preliminary street, lot and proposed improvements layout in connection with the Tilton Comprehensive Plan, the topography of the area, the needs of the surrounding area and neighborhood as well as any other pertinent state or local regulations.

The Applicant shall submit an application for preliminary layout Approval to the Secretary of the Board not less than fifteen (15) days before any regular meeting of the Board. The Applicant shall use an Application form supplied by the Board.

The Board, before taking action on a preliminary layout, shall discuss the layout with the Applicant or their agent(s). After such discussion, the Board shall communicate to the Applicant and their Agent(s) the specific recommended changes to the preliminary layout, if any, which the Board may require. The Board may disapprove the preliminary layout in its entirety, but such disapproval shall be considered as conditional and shall not be entered on the plan, allowing only for preparation of the Final Plat.

4.4 PRELIMINARY LAYOUT REQUIREMENTS

Each Applicant shall file three (3) copies of a preliminary plat with the Board at a scale of not more than 100 feet to the inch (1"=100') with a preferred scale of 40 feet to the inch (1"=40') and having a vertical scale of not more than 4 feet to the inch (1"=4'). All sheets of the preliminary plat set, if required shall be numbered, showing their relationship to each other. Each sheet of the preliminary plat set shall have a margin of at least two inches along the left side for binding. The preliminary plat shall show or be accompanied by the following information:

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- A. Proposed subdivision name: Name and address of Owner(s) of record, name of Applicant, name of Developer and person(s) or Agent(s) making layout, date north point and scale. All Plats will state page and parcel number(s) as appearing on the Town Tax Map.
- B. Names and mailing addresses of Owner(s) of record of abutting properties, abutting Subdivision names, Streets, Easements, Setbacks, alleys, parks, public open spaces and any other pertinent facts regarding abutting property(s).
- C. Location of property lines and their approximate dimensions: existing Easements, buildings, water courses, ponds or standing water, Wetlands, rock ledges and other essential features.
- D. Existing water mains, private/public wells, sanitary sewer, individual septic systems, storm drain, culverts, gas main, Utilities and proposed connections or alternative means of providing water supply, sanitary sewer, storm drain, gas main or Utilities. Location and results of each percolation test hole and information with respect to soil conditions to show that the preliminary lot(s) can support both on site water and waste disposal, if required without danger of contamination of water supply on such lot(s) or on other property.
- E. Location, name and widths of existing and proposed Streets and highways and their grades, profiles and typical roadway section (refer to Exhibit T-1 & T-2). Spot elevations of sufficient points on the property to indicate the general topography ((2) two- foot contour intervals are preferred).
- F. Where the topography is such as to make difficult the inclusion of any facilities mentioned in this section, within the public area so laid out, the preliminary layout shall show the boundaries of proposed permanent Easements over or under private property. Such Easements shall conform to these regulations.
- G. Proposed Lots, approximate square foot size of each Lot(s) and setback lines.
- H. Location of all parcels of land proposed to be dedicated to public use, conditions of such dedication and a copy of such private deed restrictions as are intended to cover part or all of the tract.

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- I. Preliminary location, size and type of any bridges or culverts, which may be required and the respective grading impacts.
- J. The Applicant shall provide temporary centerline stakes along the preliminary location of new roads as requested by the Board in order to facilitate field inspections, if required.
- K. Where the preliminary layout submitted covers only a part of the Owner's entire holding, a sketch of the preliminary street layout of the entire holding shall be submitted. If preliminary layout phasing is proposed, all phases shall be clearly delineated on the entire holding including the time line relationship between each phase.

4.5 REVISION OF PRELIMINARY LAYOUT

The Board, before taking action shall hold a discussion or hearing with the Applicant as well as hear and confer with other parties whose interest may be affected by the preliminary layout. All Abutters will be notified. The Applicant shall prepare written notices, as prescribed by the Board. The Board shall notify all abutting property Owner(s) in writing by certified mail at no expense to the Town (see Table 1.0).

After such discussion; the Board shall communicate in writing within thirty (30) days to the Applicant the specific revisions, if any, required in the preliminary Plat as well as the types and amount of construction or improvements as a condition preceding the approval of the subdivision Plat.

If the Applicant wishes to revise the phasing or intended use of the preliminary layout, each phase(s) or intended use revision shall be clearly indicated on the preliminary Plat accordingly.

The Board may disapprove preliminary layout revisions in their entirety, but shall state reasons for disapproval in writing within thirty (30) days to the Applicant.

Any Board Approval of preliminary layout revisions shall be considered only as tentative and shall not be entered on the preliminary Plat.

Any requested information asked for by the Board for a site plan/subdivision shall be provided to the Planning Board at least seven (7) calendar days prior to the continuation of the case. If the information has not been

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received, the Planning Board shall retain the option of further continuing the site plan/subdivision review.

4.6 ABANDONMENT OF PRELIMINARY LAYOUT

A preliminary layout shall be considered abandoned by the Applicant if the applicant has not submitted a Final Plat within twelve (12) months of the preliminary layout submission date. An abandoned preliminary layout cannot be revised or Approval transferred except as a complete new submission to the Board.

4.7 FINAL PLAT

The Applicant, after official notification by the Board with respect to the preliminary Plat and the revisions, if any, to be made therein, shall within six (6) months thereafter, file with the Board drawings of the Final Plat, Street Profiles and sections provided, however if the preliminary Plat indicates phasing, the Final Plat must indicate which if not all of the phases to be developed have received Board Approval.

If the Final Plat includes project Phases, the Applicant is required to include the standard signature block on the Final Plat(s) as indicated in paragraph 4.11 of these regulations:

4.8 FINAL PLAT REQUIREMENTS

- A. The Final Plat submitted for approval to the Board and subsequent recording shall be submitted in triplicate, conforming to the requirements of N.H. RSA 478:13-a, for recording at the Belknap Registry of Deeds. Adequate space shall be available on the map for the necessary endorsement by the Chairman and Secretary. Maximum size of Final Plat must not exceed 24" x 36" (joining sheets may be used if necessary).
- B. The Final Plat shall indicate the name of the proposed Subdivision Plat sheet(s) title, number of Plat sheet(s) name and mailing address(s) of Owner(s), name(s) and seal(s) of all appropriate licensed professional(s), name and address of agent(s) who prepared the Plat(s), date, scale and north arrow. The final plat shall provide a legend for site plan/subdivision plans.

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- C. The Final Plat(s) shall indicate Street lines, setback lines, lot lines, Sidewalks, Lot sizes (in square feet) if under 1.0 acre or in acres to the nearest tenth of an acre (if over 1.0 acre), reservations, easements, zoning districts, overlay districts, areas to be dedicated to public use and areas the title to which is reserved by the Developer or Owner. Subdivision plats should show lot size calculations on the plans to reflect total amount of wetlands. (Minimum lot size cannot include any wetlands.)
- D. The Final Plat(s) shall include Street cross-sections indicating cut and fill; approximate street grades and profiles; and locations, sizes and types of bridges or culverts (refer to section VII.).
- E. The Final Plat(s) shall indicate slope of the land as determined by the Engineer or Surveyor and indicated by two (2) foot contour intervals of the property and the surrounding area or as specifically requested by the Board. If the purpose of the subdivision is to exchange land between abutters without contemplated building on any exchanged land, the slope of the land may not be required.
- F. The Final Plat(s) shall include spot elevations indicated on the property sufficient in number (as determined by the Owner's Engineer) to indicate the general topography of the property and the surrounding area or as specifically requested by the Board.
- G. The Final Plat(s) shall indicate soil type(s) and boundary(s) of the property with standard SCS labels as determined by the Belknap County Soil Survey, latest edition or by a Soil Scientists or as directed by the Board. When a parcel contains more than one (1) soil type, the soil boundary lines shall be shown on the Plat. If a Subdivision is to be served by public water main, sanitary sewer or storm drain or if the purpose of the subdivision is to exchange land between abutters without contemplated building on any exchanged land, the soil type may not be required.
- H. The Final Plat(s) shall indicate the location of Wetlands with standard USGS symbols as determined by the Belknap County Soil Survey, latest edition or by a Wetland Scientists or as directed by the Board. If the purpose of the subdivision is to exchange land between abutters without contemplated building on any exchanged land, the location of Wetlands may not be required.

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- I. Wetland delineations older than 5 years will not be considered valid for the purpose of the site plan/subdivision)
- J. No wetland survey's conducted from December 1st to March 31st will be accepted as valid by the Tilton Planning Board. Also, no wetland surveys conducted at a time when snow cover, permafrost and or seasonal vegetative growth cycles impair the wetland or soil scientist's ability to identify soil and vegetation
- K. The Final Plat(s) shall indicate all existing Public Utility features on or off site (as applicable). Unless Public Utilities are provided, the Developer shall be responsible to provide engineering studies required to design adequate on site utilities including but not limited to water supply, sanitary sewer and storm drainage in accordance with these regulations.
- L. The Final Plat shall indicate sufficient data to readily determine the location, bearing and distance of every Street Right-Of-Way line, Easement line, zoning line, overlay district line, reservation line and boundary line. All graphics depicting these lines upon the ground must permit clean, clear and legible reproduction.
- M. The Final Plat(s) must be accompanied by the appropriate fee(s) sufficient to cover the filing costs with the Belknap County Registry of Deeds (refer to Table 1.0). An authorized representative of the Board shall transmit the Final Plat(s) to the Belknap County Registry of Deeds for recording following Final Approval.
- N. The Final Plat shall indicate sufficient data to readily determine the location, bearing and distance of every Street Right-Of-Way line, Easement line, zoning line, overlay district line, reservation line and boundary line. All graphics depicting these lines upon the ground must permit clean, clear and legible reproduction.
- O. The Final Plat(s) must be accompanied by the appropriate fee(s) sufficient to cover the filing costs with the Belknap County Registry of Deeds (refer to Table 1.0). An authorized representative of the Board shall transmit the Final Plat(s) to the Belknap County Registry of Deeds for recording following Final Approval.

4.9 COMPLETED APPLICATION

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The following requirements shall constitute a completed Subdivision Application sufficient to invoke Board jurisdiction and to obtain Board Approval or disapproval:

- A. Current names and address(s) of the Applicant(s) or Agent(s) and all Abutters as indicated in Town records not more than five (5) days prior to the day of filing the Application with the Board.
- B. Payment of all applicable Application Fees (refer to Table 1.0).
- C. Three (3) copies of the preliminary layout showing or accompanied by the requirements listed in paragraphs 4.3 and 4.4 of these regulations.
- D. Four (4) copies of the Final Plat(s) completed in accordance with paragraphs 4.7, 4.8 and section VII. of these regulations. All abutters shall also be identified on the Final Plat(s) submitted to the Board

4.10 FILING AND SUBMISSION OF COMPLETED APPLICATION

- A. The completed Application shall be filed with the secretary or the chairman of the Board at least fifteen (15) days prior to a scheduled public meeting of the Board.
- B. The completed Application shall be formally submitted to and accepted by the Board at a public meeting. The Board will schedule a public meeting to accept the completed Application after due notification to the Applicant, Abutters and the general public in accordance with paragraph 6.12 of these regulations.
- C. The Board will not formally accept an incomplete Application filed by the Applicant or will notices of a public meeting be mailed, posted or published as provided under paragraph 6.12 of these regulations.
- D. Applications may be disapproved by the Board without public hearing on grounds of:

Failure of the Applicant to supply information required by these regulations, including:

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- (1) Abutters identification, information required for preliminary layout and information required for Final Plat,
- (2) Failure to pay Application fees or other associated Application costs as required by these regulations (refer to Table 1.0)
- (3) Failure to meet any reasonable deadline established by these regulations.

E. In case(s) of disapproval of any Application submitted to the Board, the grounds for such disapproval shall be stated in the minutes or records of the Board.

4.11 STATUS OF PLATS APPROVED
(changes adopted March 2008)

Pursuant to RSA 647.38, every plat approved by the planning board shall, by virtue of the board's approval, be deemed to be an amendment of or addition to or a detail of the official map. Every approved plat shall be a part of the official map. Approval of a plat shall not be deemed to constitute or result in an acceptance by the municipality or the public of the dedication of any street or other ground or open space shown upon the plat. (RSA 647:38)

Approval of the Final Plat(s) shall be certified by written endorsement on the Final Plat(s) and signed by the chairman and secretary of the Board in accordance with the standard Planning Board Approval Signature Block, to be included on all recordable Final Plat(s) located at the end of this paragraph.

The chairman and secretary of the Board shall appoint an authorized representative of the Board to transmit the Final Plat(s) with such approval endorsements in writing therein to the Belknap County Registry of Deeds for recording following Final Approval. The Applicant shall be responsible for the payment of the recording fees (refer to Table 1.0).

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Approved by the Town of Tilton, NH Planning Board on	(Date)
For Phase(s):	
Certified by: _____	
Tilton Planning Board Chairman	(Date)

Tilton Planning Board Secretary	(Date)

4.12 SITE OBSERVATIONS

The Town or its Agent(s) may perform a preliminary field observation of the proposed subdivision prior to conditional approval at no expense to the Town. The primary purpose of a preliminary field observation is to view the present conditions of the subject parcel and the relationship between the present and proposed site conditions. The Town or its Agent may require additional field observations at no expense to the Town to confirm the accuracy of the proposed project information including but not limited to the following: monumentation & parcel boundaries, topography, wetland delineation, soil conditions and natural or historic significance.

4.13 FILING FEES

All Subdivision Applications shall be subject to the following fee schedule as summarized in Table 1.0:

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TABLE 1.0

Tilton Land Use Schedule - Calculation Form			
Calculation and Fee to be Submitted with Application			
		FEE	Time s DUE
Conceptual Meeting			
	Meeting request fee	\$ -	
Notification Fee			
	Each abutter	\$ 10.00	
Site Plan			
A.	Residential		
		\$100.00	
1	Residential Filing Fee	0	
2	Residential Per Unit Fee	\$ 40.00	
	Filing Fee - Commercial/Industrial (new or with improvements)	\$300.00	
B		0	
	Per additional disturbed acre (above first)	\$100.00	
C	Filing Fee - Commercial/Industrial	0	
	(Change of use with no improvements)	\$100.00	
	Earth Excavation Fee (in addition to Commercial Site Plan Fee)	0	
D		\$ 50.00	
Subdivision			
A	Subdivision		
		\$250.00	
1	Filing Fee	0	
		\$100.00	
2	Per Lot	0	
B	Boundary Line Adjustment - Filing Fee	\$ 25.00	
C	New/changed manufactured home park/condo sites/units or campground.		
		\$250.00	
1	Filing Fee	0	
2	Per site/unit	\$ 50.00	
D	Condominium conversions with no lot/physical changes		
		\$150.00	
1	Filing Fee	0	
2	Per site/unit	\$ 20.00	
Variance/Special Exception/Equitable Waiver/Appeal			
	Filing Fee	\$100.00	
		0	
Wetland Applications - NH DES (Town Fee)			
	Filing Fee (includes certified mail postage)	\$ 25.00	
Other Fees			
A	Land Use Ordinances and Regulations, each	\$ 5.00	
B	Land Use Ordinances Book (in a binder)	\$ 25.00	

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C	Photocopies - 8.5" x 11"	\$ 1.00
D	Photocopies - 11" x 17"	\$ 1.00
E	Copy of Public Hearing Tapes	\$ 5.00
F	Master Plan (which includes NRI)	\$ 25.00
G	** Recording Fee at Registry of Plans (Per Page)	\$ 50.00
	*** As of July 1, 2008 Surcharge fee of \$25.00 ****	\$ 25.00

(Fees adopted on May 22, 2008)

***This fee per the state is funding the LCHIP Program. Must be on separate check
 ***made out to the Belknap County Registry at the time recording plans.

Application fees collected by the Town shall directly pay for the administrative costs associated with the application approval process. Application fees shall be held in escrow by the Town and dispersed by the Town.

If necessary, The Town may require additional fees when the complexity and uniqueness of the proposed project requires further review, observations or meetings. Unused fees shall be returned to the developer following final subdivision approval and plan signatures.

An authorized representative of the Board shall transmit the Final Plat(s) to the Belknap County Registry of Deeds for recording following Final Approval.

No project shall be considered complete or may receive Final Approval prior to payment of all Application fees.

4.14 PERFORMANCE SURETY

Except in the case of a Minor Subdivision (refer to section five (5) of these regulations) in which each lot is fronting on an existing Street or a Private Road, the Applicant shall post a Performance Surety in an amount sufficient enough to cover the construction costs associated with the Subdivision including but not limited to: preparation and installation of Streets; the extension of public water, sanitary sewer and storm drainage (if available); the installation of public water, sanitary sewer and storm drainage; the installation of landscaping, signage and pavement markings; and the installation of Monumentation and erosion control methods. The Board of Selectman and Town's legal counsel shall approve the form and amount of Performance Surety. The Performance Surety shall remain in place for a period of no less than two (2) years from the issued date or upon project

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completion all Approved improvements. If the Approved improvements are not completed within two (2) years the Developer shall be responsible to establish a new Performance Surety.

The amount of the Performance Surety shall be based on the Applicant's Engineers opinion of construction costs of the Approved improvements for the construction season for which the project is to be built. The Board may require the Towns Agent to review the opinion of construction costs. The Board and the Board of Selectmen shall approve the opinion of construction costs and inform the Applicant, Owner and Developer of the approved amount of the Performance Surety. All Performance Surety amounts shall be one hundred (100) percent (%) of the approved opinion of construction costs.

The Performance Surety shall not be partially or completely released until the Board of Selectmen has certified completion of the required improvements in accordance with these regulations and the Approved Final Plat(s). No lot(s) shall be sold prior to Approval.

4.15

BOARD ACTION ON PLATS

(4.15 A – change adopted 1/24/2000)

- A. Approval – The Board shall consider any Plat (survey) submitted to it for completeness within thirty (30) days after delivery (see Planning Board Rules of Procedure 5.d.3) or at the next regular hearing for which notice can be legally given. Final Approval or disapproval shall occur within sixty-five (65) days following the completeness determination unless an extension has been granted. Approval of the Plat shall be made by written endorsement of the Board or by other evidence as required herein. The chairman or secretary of the Board shall appoint an authorized representative of the Board to transmit a copy of such Approval in writing to the Belknap County Registry of Deeds for recording.
- B. Disapproval – In case(s) of disapproval of any Plat(s) submitted, the grounds for such disapproval shall be adequately stated upon the records of the Board and notice given to the Applicant
- C. Board may apply to the Board of Selectmen for an extension not to exceed an additional ninety (90) days before acting to approve or disapprove an application. The Applicant may waive the requirement

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for Planning Board action as specified in RSA 676:4, I(f) and consent to such extension as may be mutually agreeable.

- D. Upon failure of the Board to approve or disapprove the Application, the Applicant may obtain from the Board of Selectmen an order directing the Board to act within fifteen (15) days. Failure of the Board to act on such order of the Selectmen shall constitute grounds for the Superior Court, upon application, regulations and other pertinent ordinances permit, to become involved. If the Court determines that failure to act within the specified time was the fault of the Board and was not justified, the Court may order the Town of Tilton to pay the Applicant's reasonable costs, including attorney's fees incurred in securing such order
- E. The Applicant shall provide in a form certified as satisfactory by legal counsel for the town conditional title to all land included in Streets, highways, park or other public open space not specifically reserved by the Applicant. Approval of the Final Plat by the Board shall not constitute an acceptance by the Town of the dedication of any Street, highway, park or other public open space not specifically reserved by the Applicant.

SECTION V. APPLICATION FOR MINOR SUBDIVISION APPROVAL

5.1 SCOPE

Review and approval of Minor Subdivision Applications may be expedited using the guidelines of this section in case of:

- A. Applications involving Minor Subdivisions which create not more than three (3) or fewer lots for building development purposes, with no potential for re-subdivision and fronting on an existing street, or
- B. Applications involving Minor Subdivisions, which do not involve creation of lots for building development purposes, such as minor lot line adjustments or boundary agreements, which do not create new or additional buildable lots.

5.2 PRELIMINARY CONSULTATION AND REVIEW

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The Applicant may first meet with the Board for preliminary consultation and review of their Application in accordance with paragraph 4.2 of these regulations.

5.3 PRELIMINARY LAYOUT

No preliminary layout is involved is required under the expedited procedure of this section.

5.4 FINAL PLAT AND COMPLETED APPLICATION

The Applicant shall submit Final Plat(s) and information in accordance paragraph 4.8 of these regulations.

5.5 MEETINGS AND HEARINGS

A. The Application under this section may be submitted and become approved at one or more meetings, but no Application shall be Approved without first complying with paragraph 6.12 of these regulations.

B. A public Abutter(s) hearing with notices as provided in paragraph 6.12 of these regulations will not be held, unless

(1) Requested in writing by the Applicant or any Abutter at any time prior to Approval or disapproval of the Application, or

(2) The Board determines to hold a public Abutter(s) hearing.

5.6 FINAL ACTION

A. If all items are in order, the Application may be approved, after public hearing (if any), at the Board meeting at which the application is formally submitted and accepted for consideration, after proper notice of submission, including notice of public hearing.

B. Otherwise the Application may be disapproved at such Board meeting or modifications and/or further investigation may be required and/or final consideration deferred to a subsequent duly noticed Board meeting with public hearing (if required).

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- C. The Board action time limits under paragraphs 4.9, 4.10 and 4.11 in these regulations shall apply to Applications under section V.

SECTION VI. GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND

6.1 GENERAL GUIDELINES

- A. The Plat shall conform with the Comprehensive Town Plan, the Official Map, if and when one is adopted and any other pertinent state or Town regulations.
- B. The Applicant shall give due regard to the preservation and protection of existing features including but not limited to the following: trees, scenic points, brooks, streams, water bodies, other natural areas and historic landmarks in order to preserve the natural environment.
- C. Land of such character that it cannot be safely used for building purposes because of exceptional danger to health, peril from fire, flood or other menace shall not be platted for residential occupancy, nor for such other uses as may increase danger to health, life, property or aggravate the flood hazard until appropriate and adequate measures have been taken by the Applicant to eliminate such hazards. The Board shall consider the impact of the proposed subdivision upon the various services required from the Town or others, including but not limited to: water supply, sanitary sewer, storm drainage, rubbish disposal, fire protection, police protection, highways, roads, streets, schools, educational services or other public requirement(s). If the Board determines that lack or inadequacy of any or all of the aforementioned services will cause a hardship of undue financial expense to the Town or a substantial portion of the residents thereof, the Board may disapprove the subdivision. No drainage way shall be obstructed unless adequate means are taken to provide for the run-off and be finally approved by the Town's Agent as well as State and Federal regulations whenever applicable.
- D. The Applicant shall provide Subdivision approval certification by the State of New Hampshire Water Supply and Pollution Control Commission accompanied by a duplicate copy of all data submitted to the State and any stipulations, conditions or special requirements

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related to Subdivision approval and all additionally required State permits and approvals.

- E. Where strict conformity to the subdivision regulations would cause undue hardship or injustice to the Owner of the land, a Subdivision plan substantially in conformity with these regulations may be approved by the Board provided the spirit of these regulations, public convenience and welfare may not adversely be affected, but only after a public hearing in the prescribed manner.
- F. Requirements for Subdivision having land designated as "Special Flood Hazard Area" by the NFIP (National Flood Insurance Program)

The Planning Board shall review the proposed development to assure that all necessary permits have been received from those government 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.

The responsible person shall require that all Subdivision proposals and other proposed new developments greater than fifty (50) lots or five (5) acres, whichever is the lesser include within such proposal base flood elevation data.

Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow determination that:

- (i) all such proposals are consistent with the need to minimize flood damage and
- (ii) all public utilities and facilities including but not limited to; water, sanitary sewer, storm drain, gas and electrical are located and constructed to minimize or eliminate flood damage and
- (iii) adequate drainage is provided so as to reduce exposure to flood hazards.

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6.2 LOTS

- A. All lots shall comply with the minimum lot dimension requirements of the Town of Tilton and the State of New Hampshire Water Supply and Pollution Control Commission.
- B. The Applicant shall not reserve strips of land with the intent or purpose of controlling access to land dedicated, or to be dedicated to public use.
- C. Zoning districts permitting multi-family dwelling units, apartments, townhouses and condominium subdivisions shall be limited to a density equal to that shown in the Table of Dimensional Values in the Tilton Zoning Regulations.

6.3 EASEMENTS

- A. All Plats or layouts shall show the boundaries of all proposed permanent Easements.
- B. Permanent Easements are required for construction, access and maintenance to the following public services whenever located outside the Right-of-Way whether over or on the property: water, sanitary sewer, storm drain, gas and Utilities. Such permanent Easements shall have unobstructed access to existing or proposed public ways.
- C. Water courses proposed for public control shall have a permanent Easement of not less than twenty (20) feet.
- D. Areas set aside for parks and playgrounds to be dedicated or to be reserved for the common use of all property owners by a covenant in the deed, whether or not required by the Board shall be of reasonable size and character for neighborhood playgrounds or other public recreational use(s).

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6.3.1 MONUMENTATION

A. Location:

1. Subdivision and lot: Monuments for the external boundaries of the tract being subdivided and the lots that are being created shall be placed not more than one-thousand (1000) feet apart in any straight line, at all corners, at the beginning and end of all curves and at all angle points.
2. Easements: Monuments shall be placed not more than one-thousand (1000) feet apart in any straight line, at all corners, at the beginning and end of all curves and at all angle points.

B. Type:

1. Lots: At least one lot corner at the right-of-way line shall be marked by a solid stone or concrete monument 4" x 4" x 36" (minimum). All other lot corners shall be marked by either a one (1)-inch diameter iron pipe or five-eighth inch diameter (5/8") steel bar at least thirty (30) inches in length or a drill hole set in existing stone walls.
2. Easements: All corners shall be marked by either a one (1)-inch diameter iron pipe or five-eighth inch diameter (5/8") steel bar at least thirty (30) inches in length or a drill hole set in existing stone walls.

D. Bench Marks:

Two bench marks of the same description as the monuments shall be set in reference to the U.S.G.S datum place where practical or to an assumed datum where the preceding is not feasible.

6.4 GRADING

Grading shall be indicated on the Plat(s) with information including, but not limited to the following:

- A. Contours: Existing and proposed contours at two (2)-foot intervals, based on USGS datum.

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- B. Spot Elevations: Spot elevations shall be shown along all drainage facilities and adjacent streets at not more than one-hundred (100)-foot intervals in all directions.
- C. Layout: The layout of the existing and proposed streets, lots, wetlands (including square foot impact areas), and drainage facilities.
- D. Buildings: The location of all existing buildings and structures on-site and within fifty (50) feet of the property line.
- E. Erosion control: The erosion control measures shall be indicated on the plans and be in accordance with best management practices of the STORMWATER MANAGEMENT AND EROSION AND SEDIMENT CONTROL HANDBOOK FOR URBAN AND DEVELOPING AREAS IN NEW HAMPSHIRE. Proper construction details shall be provided in the plan set.

6.5 STORM DRAIN SYSTEM

- A. General: The proposed development shall provide for proper surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm water system and will help reduce flooding, erosion, and sedimentation.

The drainage system shall be designed so that the post-development runoff rate does not exceed the pre-development runoff rate.

Surface water runoff shall be controlled and directed in a system of catch basins, pipes, swales, drainage ways, culverts, or channels to a natural watercourse or existing drainage facilities.

Where a subdivision is traversed by a watercourse, drainage way, channel, or stream, there shall be provided an easement conforming to the lines of such watercourse. When a proposed drainage system will result in water encroaching on land outside the subdivision, appropriate drainage rights must be secured and indicated on the plan.

Where the Road Agent determines that the existing downstream, offsite drainage system is substandard, the Board may require the Applicant to improve the existing drainage system.

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- B. Design Computations: The Board will determine if a drainage study/storm water management report will be required depending on the size, complexity and type of Subdivision. If required by the Board, the Applicant shall submit a drainage study/storm water management report in accordance with Section VII of these regulations.

- C. Driveway Culverts: (refer to Exhibit T-11)
The Road Agent or the Town's Agent prior to construction shall approve the location, length, size, bedding, and back fill of all driveway culverts.

6.6 SANITARY SEWER SYSTEM

- A. Individual Disposal System: When a project is to be served by an individual septic system, a copy of the New Hampshire Department of Environmental Services' approval shall be submitted. The State subdivision approval number shall be shown on all plans. Individual disposal systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services and the Town of Tilton Regulations.

- B. Privately-Owned Common Disposal Systems: Common disposal systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services and the Town of Tilton Regulations. The design and location of the common disposal system shall be approved by the New Hampshire Department of Environmental Services and the Town of Tilton. The proposed ownership and operation shall be acceptable to the Town of Tilton, including all necessary easements, agreements, and licenses.

6.7 WATER SYSTEM

- A. Individual Well: When a project is to be served by an individual well, the well location and protective radius shall be shown on the plan. The State subdivision approval number shall be shown on the plan. Private individual wells shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services Regulations and the Town of Tilton Regulations. Protective well radius shall not encroach on right-of-ways.

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- B. Common Water System: When a common private water supply is to be utilized, plans similar to those for municipal water supply shall be submitted indicating the source of water, details of any pumping station and other distribution and treatment facilities. Certification from the New Hampshire Department of Environmental Services shall be submitted. The State subdivision approval number shall be shown on the plan. Common water systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services Regulations.
- C. Fire Protection: Flow rate for fire protection and hydrant locations shall be coordinated with and approved by the Town of Tilton Fire Department. The Applicant shall provide a written report documenting the required information.

6.8 UTILITIES

The Applicant shall show all existing and proposed water, sanitary sewer, storm drain and gas main on the Final Plat(s).

The Applicant shall show the location and size of all underground and overhead non-municipal utilities on the Final Plat(s). Non-municipal Utilities shall include but not be limited to; Electric, Telephone, Cable Television and Data (Internet or other).

The Applicant shall provide the Board with a "UTILITY CLEARANCE LETTER" for each non-municipal utility stating the ability of each utility to provide service to the project.

All proposed Utilities shall be underground and shall be located a minimum of fifteen (15) feet off the centerline of the roadway pavement. Utilities shall be located so as not to conflict with roadside drainage systems (refer to Exhibit T-1 & T-2).

6.9 SPECIAL INVESTIGATIVE STUDIES

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

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6.10 NOTIFICATION OF PUBLIC HEARING

The Board, before considering or taking formal action upon a plat or the completed Application shall hold a public hearing as required by the provisions of RSA 676:4, to provide an opportunity for public testimony relative to the consequences of the proposed Subdivision.

At the hearing, the Applicant, any Abutter or any person with a direct interest in the matter may testify in person or in writing. Other persons may testify subject to Board approval at the hearing.

The Applicant and all abutters shall be notified of the hearing by certified mail, return receipt requested, stating the time and place of such hearing and a general description of the Subdivision proposal and its location at least ten (10) days before the date fixed for the hearing.

Hearing notice to the general public shall also be given at the same time by posting in a public place in the Town or by publication in a newspaper of general circulation therein.

For any public hearing on the application, the same notice as required for notice of submission of the application shall be given.

If the notice of public hearing has been included in the notice of submission or any prior notice, additional notice of the public hearing is not required nor shall additional notice be required of an adjourning session of a hearing with proper notice if the date, time and place of the adjourned session was made known at the prior hearing.

6.11 RECORD SUBDIVISION DRAWINGS

Subsequent to completion of all the required improvements and prior to any release of the performance surety, the Applicant shall submit to the Town, a detailed "record drawing(s)" (one mylar reproducible and one paper print of each applicable sheet(s)).

The Applicant's Engineer shall certify that the layout of the line and grade of all public improvements is in accordance with approved construction plans of the Subdivision.

Record drawing information shall include but not be limited to the following items: Property boundaries, edge of pavement, underground utilities, rim

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elevations, inverts, all utility services, guardrail location, new monumentation and any specific plan revisions required by existing field conditions.

6.12 SUBDIVISION PLAN REQUIREMENTS

- A. Vicinity Map indicating the properties location according to the Towns tax map and lot, latest edition:
 - 1. Label parcel being subdivided as Subject Parcel
 - 2. Label all Abutters tax map and lot numbers including names and addresses.
 - 3. Label all roads, streets, highways and water bodies as applicable.

- B. Locus Map indicating the properties location in the Town of Tilton at a preferred scale 1"=2500'.

- C. Boundary plan drawing(s):
 - 1. All property lines shown including metes and bounds.
 - 2. All items required above under paragraphs 6.2 through 6.9.

- D. If the proposed Subdivision requires any roadway improvements the Applicant shall provide additional drawing requirement in accordance with paragraph 7.11 of these regulations, as applicable.

6.13 ACCEPTANCE

The Tilton Board of Selectmen will not execute a final performance surety release (if necessary) until the Applicant files a notarized letter with the Board stating that all required improvements have been completed and are free and clear of any and all liens and encumbrances. The Road Agent and Towns Agent will conduct a final site visit to verify that all required improvements have been completed and are ready for dedication to the Town of Tilton (if necessary).

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SECTION VII. DESIGN STANDARDS FOR ALL ROADWAY IMPROVEMENTS

7.1 GENERAL GUIDELINES

A. Approval of Improvements:

All improvements shall be designed and constructed in accordance with the Town of Tilton Subdivision Regulations and shall be subject to the approval of the Planning Board.

B. Installation and Maintenance:

The Applicant is responsible for the satisfactory installation and maintenance of all required roadway improvements in accordance with the approved plans, federal, state and local requirements without cost to the Town until the Town accepts the proposed project.

C. Standards and Specifications:

All proposed roadway improvements in the Town of Tilton, New Hampshire shall comply with, but not be limited to the following standards and specifications:

It shall be the Planning Board or Selectman's option whether or not an Agent shall be required to oversee road design and construction

(This paragraph was adopted September 10, 2002.)

Standards and Specifications:

1. ZONING ORDINANCE - Town of Tilton, current edition;
2. MANUAL ON DRAINAGE DESIGN FOR HIGHWAYS - State of New Hampshire, Department of Public Works and Highways, current edition;
3. MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) - U.S. Department of Transportation, Federal Highway Administration, current edition;
4. STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION - State of New Hampshire, Department of Transportation, most current edition;
5. HIGHWAY DESIGN MANUAL - State of New Hampshire, Highway Design Division, most current edition;

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6. A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS – AASHTO, most current addition;
7. STORMWATER MANAGEMENT AND EROSION AND SEDIMENT CONTROL HANDBOOK FOR URBAN AND DEVELOPING AREAS IN NEW HAMPSHIRE - August 1992, prepared by Rockingham County Conservation District (Green Book).
8. Other standards and specifications as approved by the Town.

7.2 LOTS

- A. All lots shall comply with the minimum lot dimension requirements for the Town of Tilton and the State of New Hampshire Water Supply and Pollution Control Commission.
- B. The Applicant shall not reserve strips of land with the intent or purpose of controlling access to land dedicated, or to be dedicated to public use.
- C. HIGH INTENSITY SOIL STUDY (HISS):
 1. Standards and Specifications: A High Intensity Soils Study (HISS) shall be prepared in accordance with the HIGH INTENSITY SOILS MAPS for NEW HAMPSHIRE - STANDARDS and ORIGINS published by the Society of Soil Scientists of Northern New England, Special Publication No. 1. The HISS shall be prepared and stamped by a certified soil scientist.
 2. Lot Size Calculations: Lot size calculations shall be submitted in accordance with the Town of Tilton Zoning Ordinance, latest edition.
 3. Large Lots: Any proposed subdivision plan which creates lots of more than five (5.0) acres may request a waiver from the Board from the requirement of the HISS. However, a sufficient area of the lot shall be HISS-mapped to substantiate a single building lot.
- D. WETLAND DELINEATION:

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1. Applicability: Wetlands shall be delineated and certified by a certified wetland scientist licensed in the state of New Hampshire for all projects involving roadway improvements or as required by the planning board if project conditions *warrant*.

7.3 EASEMENTS

- A. All Plats or layouts shall show the boundaries of all proposed permanent Easements.
- B. Permanent Easements are required for construction, access and maintenance to the following public services whenever located outside the Right-of-Way whether over or on the property: water, sanitary sewer, storm drain, gas and Utilities. Such permanent Easements shall have unobstructed access to existing or proposed public ways.
- C. Water courses proposed for public control shall have a permanent Easement of not less than twenty (20) feet.
- D. Areas set aside for parks and playgrounds to be dedicated or to be reserved for the common use of all property owners by a covenant in the deed, whether or not required by the Board shall be of reasonable size and character for neighborhood playgrounds or other public recreational use(s).

7.4 MONUMENTATION

- A. Location:
 1. Street right-of-way: Monuments shall be placed at all angle points, points of curvature (PC) and points of tangents (PT) on both sides of the right-of-way. Monuments shall also be placed at any intermediate points, as required by the Road Agent; and
 2. Subdivision and lot: Monuments for the external boundaries of the tract being subdivided and the lots that are being created shall be placed not more than one-thousand (1000) feet apart in any straight line, at all corners, at the beginning and end of all curves and at all angle points.

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3. Easements: Monuments shall be placed not more than one-thousand (1000) feet apart in any straight line, at all corners, at the beginning and end of all curves and at all angle points.
- B. Type:
1. Street right-of-way: Shall be marked by a stone or concrete monument 4" x 4" x 36" in size (minimum); and
 2. Lots: At least one lot corner at the right-of-way line shall be marked by a stone or concrete monument 4" x 4" x 36" (minimum). All other lot corners shall be marked by either a one (1)-inch diameter iron pipe or five-eighth inch diameter (5/8") steel bar at least thirty (30) inches in length or a drill hole set in existing stone walls.
 3. Easements: All corners shall be marked by either a one (1)-inch diameter iron pipe or five-eighth inch diameter (5/8") steel bar at least thirty (30) inches in length or a drill hole set in existing stone walls.

7.5 GRADING

Grading shall be indicated on the Plat(s) with information including, but not limited to the following:

- A. Contours: Existing and proposed contours at two (2)-foot intervals, based on USGS datum.
- B. Spot Elevations: Spot elevations shall be shown along all drainage facilities and adjacent streets at not more than one-hundred (100)-foot intervals in all directions.
- C. Layout: The layout of the existing and proposed streets, lots, wetlands (including square foot impact areas), and drainage facilities.
- D. Buildings: The location of all existing buildings and structures on-site and within fifty (50) feet of the property line.

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- E. Erosion control: The erosion control measures shall be indicated on the plans and be in accordance with best management practices of the STORMWATER MANAGEMENT AND EROSION AND SEDIMENT CONTROL HANDBOOK FOR URBAN AND DEVELOPING AREAS IN NEW HAMPSHIRE. Proper construction details shall be provided in the plan set.

- G. Sidewalks: (refer to Exhibit T-9)
The Board may require the construction of sidewalks for pedestrian access to schools, parks, shopping areas and transit stops or where population density and/or traffic volume conditions are such that the Board determines the construction of sidewalks to be prudent. In commercial and industrial districts, sidewalks may be required on both sides of the street. In residential districts, sidewalks may be required on one side of the street.

7.6 ROADWAY DESIGN STANDARDS

- A. General: All subdivisions shall have adequate provision for a safe and suitable access to a Class V or better road or shall make provisions for the construction and dedication of a Class V or better road in order to obtain safe and suitable access to the subdivision. Where an adjacent existing street from which access is gained to the subject property is deemed to be substandard by the Towns representative, the upgrading of said street should be provided for, as may be required by the Town of Tilton.
Where traffic from a proposed subdivision will adversely impact a nearby street or intersection, provisions shall be made for the mitigation of said impacts. Proposed streets, whether to be dedicated as public streets or retained as private streets, shall be of suitable location, width, grade, and improvement to accommodate prospective traffic and afford satisfactory access to police, fire fighting, emergency equipment, snow removal, sanitation, and road maintenance equipment.

The arrangement and character of all streets in a subdivision compose a safe and convenient system in relation to other existing and planned streets, to topographical conditions, and to the proposed uses of land to be served by street. Existing stonewalls shall be retained where possible or relocated and restored as required by the Planning Board.

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- B. Access: No subdivision shall be approved unless the property to be subdivided shall have frontage on or access from an existing Class V or better road. Each lot shall have a safe, independent and direct access from a Class V or better road. Where warranted, the Board may require that two (2) lots share a driveway. All portions of such a drive that are commonly shared shall be improved to facilitate two (2)-way traffic flows beyond Town right-of-way. Rights of passage over and across such a driveway shall be established by easement for each of the lots so served.

- C. Right-of-way: The Board may require greater width of right-of-way where, in its judgment, the width is warranted due to present or future demands. Please refer to Table 1.0 and Figure T-1 for additional information

- D. Arrangement: All streets shall be integrated with the existing and proposed street system. The Applicant shall provide for a circular terminus at the end of all proposed roads, for all phases and situations, where through streets are not provided in the design. Where extension of existing roadways is proposed, the existing turnaround shall be removed in its entirety. All projection of streets to adjoining property, that is not subdivided, shall be completed to adjoining property lines. A right of way to the adjoining property shall be provided to allow for possible future connections where applicable. Please refer to Table 2.0 and Exhibits T-1 & T-2 for additional information

- E. Classification:
 - 1. Collector street: A street designed to carry traffic from local streets to the major system of arterial streets and highways. A collector street is anticipated to have an average daily traffic that exceeds 1,000 vehicles /day.

 - 2. Local street: A street used primarily for access to abutting properties, designed and intended to carry through traffic. A local street is anticipated to have an average daily traffic of 0 – 1,000 vehicles /day.

 - 3. Cul-de-sac: Streets, including loop streets, with only one point of access from an approved street with multiple points of access. Cul-de-sacs shall have a minimum right of way

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radius of seventy five (75') feet from the center to the outside edge. The center of the cul-de-sac shall consist of a fifty (50') foot radius green area. Please refer to Figure T-2 for additional information.

4. Private street: All streets on property held under private ownership and are not maintained by the Town.
- F. Driveways: (refer to Exhibit T-11)
1. When a proposed driveway is located on a State road, the Applicant is responsible for obtaining the necessary approval and permits from the State. A copy of the permit shall be submitted to the Town of Tilton and the New Hampshire Department of Transportation approval number shall be shown on the plan. For all other cases, the Applicant is responsible for obtaining a driveway permit from the Road Agent prior to the issuance of a building permit.
 2. When a proposed driveway is located on a Town road, the Applicant is responsible for certifying the proper sight distance is provided at the location indicated on the plans. For all residential driveways located on the lot serving a single family or duplex lot, the minimum proper all season sight distance shall be two-hundred fifty (250) feet in all directions.
 3. All driveways shall provide sufficient opportunity for reversing of vehicles to prevent backing onto Town Roads.
 4. All driveways shall conform to the side and rear setbacks contained in the current zoning regulations.
 5. For all other driveways (common, commercial, industrial, multi-family, etc.), the minimum all season sight distance shall be four-hundred (400) feet in all directions meeting the requirements for roadway intersections. Proper visibility easements shall be provided to meet the sight distance requirements. Maximum driveway width for residential single family and duplex lots shall be sixteen (16) feet at the right-of-way with ten (10)-foot radii at the edge of pavement of the street. Minimum width for residential single family and duplex lots shall be determined by the needs of the Fire Department.

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(Adopted on 9/11/12)

6. In essence, all driveways cannot interrupt the natural or ditch line flow of surface drainage water. In some cases where shallow ditch lines or natural drainage courses exist, driveways may be swale at a point beyond the road shoulder to accommodate the flow of surface drainage water. In all other cases, driveways must have sufficiently sized culverts installed and maintained by the homeowner or developer.
 7. Any driveways which requires a driveway culvert to maintain proper road drainage shall have a minimum inside diameter of 15 inches, and be a minimum of twenty (20) feet long. All driveway culverts shall be constructed of HDPE plastic with water tight joints. In addition all culverts shall begin and end with head walls or flares. (Adopted on 9-11-12)
 8. Driveways shall intersect the roadway at a preferred angle of ninety (90) degrees but in no case shall the intersecting angle be less than sixty (60) degrees.
 9. No driveway will be permitted to be constructed within fifty (50) feet of an intersecting street and one-hundred (100) feet is desirable (refer to Exhibit T-11).
 10. The Tilton Road Agent shall grant final driveway acceptance in writing.
 11. The grade of driveways shall be constructed to slope away from the roadway surface for a distance equivalent to the existing ditch line. This driveway slope shall be a minimum of one-quarter (1/4) inch per foot.
 12. Driveways in excess of 200 feet in length providing access for multi-family residential use shall be designed to conform to the road standards of the Tilton Subdivision Regulations. (Amended 4/13/04)
 13. Driveways up to 199 feet shall be designed with a grade of not more than 8%.
- G. Sidewalks: (refer to Exhibit T-9)

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The Board may require the construction of sidewalks for pedestrian access to schools, parks, shopping areas and transit stops or where population density and/or traffic volume conditions are such that the Board determines the construction of sidewalks to be prudent. In commercial and industrial districts, sidewalks may be required on both sides of the street. In residential districts, sidewalks may be required on one side of the street

- H. Walking Trails: The Board may require the construction of walking trails for projects where the Board determines the construction of trails will connect to existing and planned trail systems and be desirable to the character and nature of the neighborhood.
- J. Roadside drainage: Roadside drainage shall be maintained by roadside swales, as required to control runoff and directed by the Town of Tilton.
- K. Streets in cut/fill: Side slopes in fills shall be no steeper than 4 horizontal to 1 vertical (4H:1V), graded, covered with loam and seeded as required to match to original ground with appropriate slope easements outside of the roadway right of way (R.O.W.). All slopes in ledge cut shall be no steeper than 1H:2V. A chain link fence shall be provided at the top of the ledge cut. The Applicant shall provide proper construction details to show the required information.
- L. Easements: Slope, visibility, and/or drainage easements shall be provided to the Town of Tilton and clearly shown on the subdivision plan including metes and bounds.
- M. Street Signs: The location and type of sign to be installed by the Developer or Owner shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
- N. Street Light: Street lights shall be provided if required by the Board.
- O. Street Name: No street name shall be used which will duplicate or be confused with any street name already in use. Street names shall be subject to the approval of the Board of Selectmen, Police and Fire Department.

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- P. Guardrail: Guardrail shall be metal beam on wood posts, meeting the New Hampshire Department of Transportation Standards and Specifications. All guardrail installation must end safely using a MELT-type terminal unit. FLEAT or ELT-type units may be permitted by the Road Agent. Guardrail shall be used in locations where the New Hampshire Department of Transportation’s typical warrant for guardrail is met and/or as required by the Board. Specific guardrail requirements shall include but not be limited to: all water crossing locations, any fill slope or embankment steeper than 4:1 having a height greater than 5.0 ft or any location determined to be a danger to public safety as determined by the Road Agent or Town’s Agent.

- Q. Under-drain: (refer to Exhibit T-8)
Under-drain may be required in all roadway cut sections as determined by the Road Agent, Town’s Agent or where the seasonal high water table is within four (2) feet of sub-grade. Under-drain shall be 4” perforated PVC or HDPE pipe located at the bottom of a 18” x 24” trench containing ¾” clean stone wrapped with Mirafi 140N drain fabric (or equivalent).

- R. Roadway Design Standards: The standards for roadway design shall be in accordance with Table 2 and Exhibits T-1 & T-2.

TABLE 2.0			
	Collector	Local	Private
Right-of-way	60 feet	50 feet	50 feet
Pavement width	28 feet	24 feet	24 feet
Gravel Shoulder width	2 feet	3 feet	3 feet
Sidewalk width	5 feet	5 feet	5 feet
Grade: Minimum	1.0 %	1.0 %	1.0 %
Maximum	6.0 %	6.0 %	8.0 %
Cross-slope	2.0 %	2.0 %	2.0 %
Maximum length	--	1,200 feet *	1,200 feet *
Minimum length	--	500 feet	500 feet
Minimum tangent length between reverse curves	200 feet	100 feet	100 feet
Minimum center-line radius	300 feet	250 feet	250 feet

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* Dead end streets shall not exceed six hundred feet and terminate with a cul-de-sac. Planning Board may waive length restriction on a case by case basis. Under no circumstances shall a dead end street exceed 1,000 feet in length.

1. Vertical Curves: A vertical curve shall be introduced between tangents where the algebraic difference in grade is in excess of one percent (1.0 %);
2. Horizontal Curves: Where street lines intersect at angle points, a curve of appropriate radius shall be introduced between horizontal tangents; and
3. Maximum Grade on Local Streets: Where, in the opinion of the Board, and where it has been demonstrated to the satisfaction of the Board by the Applicant, that adherence to the maximum grade specified above will cause local streets to be constructed in what the Board considers to be excessive cuts or fills, a waiver from the above specified maximum grade may be granted, provided:
 - (a) the Applicant provide written justification to the Board for the design of a roadway grade greater than six percent (6.0 %);
 - (b) the maximum allowable grade of any roadway improvements shall not exceed eight percent (8.0 %);
 - (c) the maximum length of such grade, measured between vertical points of intersection (PVI) is five-hundred (500) feet;
 - (d) no other such slope greater than eight percent (8.0 %) occurs within five-hundred (500) feet measured along the centerline of the road from PVIs; and
4. Maximum Grade on Private Roads: Where, in the opinion of the Board, and where it has been demonstrated to the satisfaction of the Board by the Applicant, that adherence to the maximum grade specified above will cause private roads to be constructed in what the Board considers to be excessive cuts or fills, a waiver from the above specified maximum grade may be granted, provided:
 - (a) the Applicant provide written justification to the Board for the design of a roadway grade greater than eight percent (8.0 %);

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- (b) the maximum allowable grade of any roadway improvements shall not exceed ten percent (10.0 %);
- (c) the maximum length of such grade, measured between vertical points of intersection (PVI) is five-hundred (500) feet;
- (d) no other such slope greater than ten percent (10.0 %) occurs within five-hundred (500) feet measured along the centerline of the road from PVIs; and
- (e) the Applicant shall include a private road waiver on the project plan set (all sheets), acknowledging the Town will NOT consider accepting the private road as a Local Street in the future (as indicated below).

The following private road design is in accordance with the current Town of Tilton Subdivision Regulations, section VII and does NOT meet the design requirements of a Local Street. Therefore, the Owner requests a Private Road Waiver Approved by the Town of Tilton on _____
 _____ (Date)

Certified By: _____
 Owner (Date)

_____ (Date)
 Planning Board Chairman

_____ (Date)
 Planning Board Secretary

5. Sight Distance: Minimum sight distance shall be designed in accordance with AASHTO, "A POLICY for GEOMETRIC DESIGN of HIGHWAYS and STREETS," current edition.

S. Intersections:

- 1. Offset intersections: Streets intersecting from opposite sides shall have their centerlines meet, or the offset between intersections shall be a minimum of one-hundred fifty (150) feet. The offset shall be measured from centerline to centerline.

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2. Angles at intersections: Streets shall be designed to, as nearly as possible, intersect at right angles with a fifty (50)-foot minimum tangent section. No streets shall intersect any other streets at an angle less than 75 degrees. The centerlines of no more than two streets shall intersect at one point.
3. Right-of-way radii: Minimum right-of-way radii rounding for intersection corners shall be:

TABLE 3.0	
Street R.O.W. Width	R.O.W. Radii
50 feet	25 feet
60 feet	30 feet

TABLE 4.0	
Street R.O.W. Width	Edge of Pavement Radii
50 feet	30 feet
60 feet	35 feet

4. When streets of different widths intersect, the radius of the wider street shall apply.
5. Sight distance: Streets shall not be designed with intersections on the inside of curves or at any location where sight distance will be inadequate for drivers to tell if they can safely enter the traffic flow.
6. Visibility easements: Visibility easements shall describe an area to be maintained clear of any and all obstructions and which provide sight distance in accordance with these regulations. No sign, hedge, structure, natural growth, fence or other obstruction of any kind, which obstructs sight distance shall be installed or maintained within the visibility easement.
7. Grades at street intersections: When two streets intersect, neither street shall have a grade greater than three percent

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(3.0 %) for a minimum distance of fifty (50) feet measured from the edge of pavement of the intersecting street. The minimum vertical curve length allowable at the intersection shall be fifty (50) feet.

T. Structural sections: Structural sections shall be as shown below:

TABLE 5.0				
	Collector	Local	Private	Sidewalks
Gravel *	12 inches	12 inches	12 inches	-
Crushed gravel **	8 inches	6 inches	6 inches	8 inches
Base course	2 ½ inches	2 inches	2 inches	-
Wearing course	1 ½ inches	1 inches	1 inches	-
Wearing course	-	-	-	2 inches

* Maximum stone size = 4" diameter ** Maximum stone size = 1 ½" diameter

Notes: All pavement depths are compacted depths. All road materials and construction methods shall be in accordance with the State of New Hampshire, Department of Transportation, Specifications for Road and Bridge Construction, current edition.

7.7 STORM DRAIN SYSTEM

A. General: The proposed development shall provide for proper surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm water system and will help reduce flooding, erosion, and sedimentation.

The drainage system shall be designed so that the post-development runoff rate does not exceed the pre-development runoff rate. Surface water runoff shall be controlled and directed in a system of catch basins, pipes, swales, drainage ways, culverts, or channels to a natural watercourse or existing drainage facilities.

Where a subdivision is traversed by a watercourse, drainage way, channel, or stream, there shall be provided an easement conforming

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to the lines of such watercourse. When a proposed drainage system will result in water encroaching on land outside the subdivision, appropriate drainage rights must be secured and indicated on the plan.

Where the Road Agent determines that the existing downstream, offsite drainage system is substandard, the Board may require the Applicant to improve the existing drainage system.

- B. Design Computations: A drainage study/storm water management report shall be submitted for review by the Town or its Agent and shall include:
1. A table of contents;
 2. A narrative statement that indicates how the Applicant has met the requirements of Section 7.4.A and describes the methodology and results of analysis;
 3. A summary table comparing existing and post-development rates of runoff for each individual drainage basin/watershed to abutting properties. All watersheds and drainage areas shall be consistently labeled in the tables, calculations, and plans;
 4. A summary table of each pipe indicating project location, pipe size, type, length, slope, Manning's "n" value, peak discharge, depth of flow, and peak velocity for the design storm. The summary table shall also include hydraulic grade line (HGL) elevations at each location in closed conduit piping systems;
 5. A summary table of each swale and channel indicating project location, cross-section/channel width, slope, Manning's "n" value, peak discharge, depth of flow, and peak velocity for the design storm;
 6. The project location and watershed area shown on USGS quadrangle as a figure in the report;
 7. A watershed area plan for existing condition showing topography and existing ground elevations at two (2)-foot contour interval for the project site. The plan shall clearly show the boundary of each drainage area and sub-area with identifying label and the size indicated in acres;

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8. A watershed area plan for post-development conditions showing existing and proposed topography at two (2)-foot contour interval for the project site. The plan shall clearly show the boundary of each drainage area and sub-area with identifying label and the size indicated in acres. The post-development area shall be shown on a separate plan from the existing condition;
 9. Runoff calculations shall be completed for the existing and post- development conditions using Soil Conservation Service (SCS) methods as described in the Storm water Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire for the appropriate design storms as required by the regulations;
 10. Flood routing calculations shall be provided for the design of each detention basin and pond using acceptable methods or as may be approved by the Town Engineer. In addition to the design storm, a fifty (50)-year storm analysis shall be conducted to establish the fifty (50)-year elevation at the detention basin. A minimum of twelve (12) inches of free board shall be provided above the fifty (50)-year storm to the minimum elevation of embankment at the detention basin;
 11. Water quality treatment facilities shall be designed to New Hampshire Department of Environmental Services standards and are in addition to the requirements of these regulations;
 12. Rip rap design calculations shall be provided to the requirements of the Storm Water Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire for each pipe discharge location and where necessary for open channels and swales; and
 13. A licensed professional engineer in the State of New Hampshire shall stamp the report.
- C. Flow Computations: Flow computations shall be in accordance with the following:

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1. Manning's formula shall be used to compute capacities for all open channels, swales, and closed piping drainage systems; and
 2. The capacity of cross culverts shall be computed in accordance with Manual on Drainage Design for Highways - New Hampshire Department of Transportation.
- E. Design Runoff: The rainfall frequency to be used for calculations shall be as follows:
1. Residential areas: 25 years;
 2. Commercial areas: 25 years;
 3. Industrial areas: 25 years; and
 4. Flood protection works: 50 years.

E. Placement of Drain Lines: (refer to Exhibit T-1) _
All off-site drain lines shall be placed within right-of-way dedicated for public street unless use of easements is specifically approved by the Board.

- F. Pipe Size, Velocity and Type: (refer to Exhibit T-6)
1. Minimum allowable pipe diameter in any storm drain system shall be fifteen (15) inches;
 2. The minimum design velocity in pipes shall be two (2) feet per second and the maximum velocity shall be ten (10) feet per second;
 3. The minimum depth of cover for storm drain lines shall be thirty-six (36) inches from the top of pipe to finished grade;
 4. Pipe bedding material shall be three-quarter (3/4)-inch crushed stone. Bedding shall be a minimum six (6)-inch depth in earth and twelve (12)-inch depth in ledge; and
 5. Acceptable pipe material shall be Class III (2000D) reinforced concrete pipe (RCP) and ADS N-12 pipe or equivalent.
 6. Maximum length between drain manholes and catch basins shall be three hundred (300) feet.

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- G. Drainage structures: (refer to Exhibit T-4)
Manholes and other drainage structures shall be pre-cast concrete meeting H-20 loading and constructed and installed in accordance with New Hampshire Department of Transportation Standards and Specifications for Road and Bridge Construction. Drainage structures shall not exceed eighteen (18) feet in depth (rim to bottom of structure).

- H. Driveway Culverts: (refer to Exhibit T-11)
The Road Agent or the Town's Agent prior to construction shall approve the location, length, size, bedding, and back fill of all driveway culverts.

7.8 SANITARY SEWER SYSTEM

- A. Individual Disposal System: When a project is to be served by an individual septic system, a copy of the New Hampshire Department of Environmental Services' approval shall be submitted. The State subdivision approval number shall be shown on all plans. Individual disposal systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services and the Town of Tilton Regulations.

- B. Privately-Owned Common Disposal Systems: Common disposal systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services and the Town of Tilton Regulations. The design and location of the common disposal system shall be approved by the New Hampshire Department of Environmental Services and the Town of Tilton. The proposed ownership and operation shall be acceptable to the Town of Tilton, including all necessary easements, agreements, and licenses.

7.9 WATER SYSTEM

- A. Individual Well: When a project is to be served by an individual well, the well location and protective radius shall be shown on the plan. The State subdivision approval number shall be shown on the plan. Private individual wells shall be designed and constructed in accordance with the New Hampshire Department of Environmental

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Services Regulations and the Town of Tilton Regulations. Protective well radius shall not encroach on right-of-ways.

- B. Common Water System: When a common private water supply is to be utilized, plans similar to those for municipal water supply shall be submitted indicating the source of water, details of any pumping station and other distribution and treatment facilities. Certification from the New Hampshire Department of Environmental Services shall be submitted. The State subdivision approval number shall be shown on the plan. Common water systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services Regulations.

- B. Fire Protection: Flow rate for fire protection and hydrant locations shall be coordinated with and approved by the Town of Tilton Fire Department. The Applicant shall provide a written report documenting the required information.

7.10 UTILITIES

The Applicant shall show all existing and proposed water, sanitary sewer, storm drain and gas main on the Final Plat(s).

The Applicant shall show the location and size of all underground and overhead non-municipal utilities on the Final Plat(s). Non-municipal Utilities shall include but not be limited to; Electric, Telephone, Cable Television and Data (Internet or other).

The Applicant shall provide the Board with a "UTILITY CLEARANCE LETTER" for each non-municipal utility stating the ability of each utility to provide service to the project.

All proposed Utilities shall be underground and shall be located a minimum of fifteen (15) feet off the centerline of the roadway pavement. Utilities shall be located so as not to conflict with roadside drainage systems (refer to Exhibit T-1 & T-2).

7.11 ROADWAY IMPROVEMENTS PLAN REQUIREMENTS

- A. Vicinity Map indicating the properties location according to the Towns tax map and lot, latest edition:
 - 1. Label parcel being subdivided as Subject Parcel

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2. Label all Abutters tax map and lot numbers including names and addresses.
3. Label all roads, streets, highways and water bodies as applicable.
- B. Locus Map indicating the properties location in the Town of Tilton at a preferred scale 1"=2500'.
- C. Boundary plan drawing(s):
 1. All property lines shown including metes and bounds.
 2. All items required above under paragraphs 7.2 through 7.9.
- D. Plan and profile drawings:
 1. All items required above under Storm Drain System
 2. lines:
 - a. Drainage
 - b. Visibility
 - c. Utility
 - d. Access
 3. Slope All sanitary sewer or water items under applicable regulations
 4. Profile grid (station and elevation) with horizontal to vertical scale (ratio = 5:1) and datum.
 5. Existing grade profile
 6. Proposed profile:
 - a. PVI's (station and elevation)
 - b. PVC's (station and elevation)
 - c. PVT's (station and elevation)
 - d. Length of vertical curve
 - e. K-values
 - f. Tangent slopes
 - g. Drainage system
 - h. Crest stations identified (stations and elevations)
 - i. Sag stations identified (stations and elevations)

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- j. Existing and proposed grades at fifty (50)-foot stations
- 7. Road intersection (equation of stations of intersecting streets)
- 8. Label street name
- 9. Right-of-way lines
 - e. Easement
- 10. H.I.S.S Mapping
 - a. Soil type and boundaries identified
- 11. Wetlands Mapping:
 - a. Wetland limits identified
 - b. Impact area identified in square feet for each individual location
- 12. Driveway shown to each individual lot (with grading and culverts if required).
- 13. Centerline geometry including:
 - a. Bearings and distances labeled
 - b. Tangents
 - c. Curve data
 - d. PC's
 - e. PT's
- 14. Pavement:
 - a. Width
 - b. Corner radius (edge of pavement)
 - c. Curbing (if applicable)
- 15. Existing and proposed lot lines
- 16. Lot designations
- 17. Under-drain location (beginning and end stations)
- 18. Guardrail:
 - a. Location (beginning and end stations, off-set)
- 19. Traffic control signs (stop, street, etc.)
- 20. Pavement markings

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E. Construction Detail Drawings:

Note: Construction details to conform with New Hampshire Department of Transportation Standards and Specifications for Road and Bridge Construction and Town of Tilton Subdivision Regulations.

1. Typical cross-section of roadway
2. Typical driveway plan and profile apron detail
3. Curbing detail (if applicable)
4. Guardrail detail (if applicable)
5. Sidewalk detail (if applicable)
6. Traffic signs and pavement markings
7. Typical under-drain trench detail
8. Drainage structure(s):
 - a. Catch basin (including frame and grate)
 - b. Manhole (including frame and cover)
 - c. Outlet structure (detention basins)
9. Outlet protection rip-rap apron
10. Level spreader
11. Treatment swale(s)
12. Typical section at detention basin
13. Typical pipe trench:
 - a. Drainage
 - b. Utilities
14. Erosion control details:
 - a. Hay bale barriers at waterways
 - b. Silt fence
 - c. Stone check dam
 - d. Stone construction entrance
 - e. Inlet filter basket
 - f. Hay bale barrier at catch basin

SUBDIVISION REGULATIONS AS AMENDED 1990

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15. Notes:

- a. Notes as required by the Town of Tilton
- b. Construction sequence
- c. Erosion control notes
- d. Turf establishment notes

F. Cross-Sections:

- 1. Roadway cross sections at fifty (50)-foot intervals, drives and culvert locations
- 2. Scale of sections at 1"=10' horizontal and vertical
- 3. Existing and finish centerline grades
- 4. Proposed pavements, crushed gravel and gravel limits
- 5. Right-of-way and easement limits
- 6. Roadway and shoulder cross slopes
- 7. Embankment slopes
- 8. Under-drains

7.12 PRECONSTRUCTION MEETING

- A. The proposed project Owner, Developer and/or Contractor shall be responsible to request a preconstruction meeting at least fifteen (15) working days prior to commencing construction of any subdivision improvements in the Town, which is mandatory prior to the start of construction.
- B. The Road Agent will NOT schedule a preconstruction meeting until the approved plans have been signed, the Town has received construction escrow and all applicable fees have been paid.
- C. The Road Agent will schedule, notify and facilitate the preconstruction meeting either at the Town Hall offices or at the proposed project location.

7.13 CONSTRUCTION OBSERVATIONS

- A. The Applicant shall be responsible for obtaining all necessary reports and obtaining the necessary construction observations by the Road Agent and/or Towns Agent for required improvements during

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construction. The necessary construction observations and reports are as follows:

1. No cut zones indicated on the plans shall be clearly delineated in the field using flagging tape or similar approved methods prior to construction and shall be maintained throughout construction of the project.
2. All wetland delineation indicated on the plans shall be clearly delineated in the field using flagging tape or similar approved methods and soil erosion control methods shall be in place prior to construction.
3. The center 50 feet of each street right of way shall be cleared of all trees, stumps, brush, roots boulders and like material.
4. Observation: At this stage of construction, and prior to performing any cuts and fills, the roadbed shall be observed by the observation representative.
5. Observation: Fill operations to bring the roadway to subgrade shall be observed by the observation representative. Compaction tests at the fill areas may be required at the observation representative recommendation.
6. Upon completion of rough subgrade and prior to the placement of any gravel sub-base, all underground utilities shall be installed.
7. Observation: Installation of all drainage piping and structures, associated swales, ditches, other drainage improvements, and any other underground utilities located within the right of way shall be observed by the observation representative.
8. Roadway Subgrade – Upon completion of all underground utilities, the road subgrade shall be shaped and compacted. Subgrade shall include shaping of the ditch line, cut slopes and fill slopes.
9. Observation: Upon completion of the subgrade preparation, and prior to the placement of any gravel material the subgrade shall be observed by the observation representative.

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10. The Road Agent/Town's Agent shall review the sieve analysis reports of the gravel and crushed gravel materials in compliance with New Hampshire Department Transportation and Town requirements prior to placement.
11. The road shall have a base of a minimum of 12 inches of gravel. The width of gravel shall meet the requirements shown on Exhibit T-1 included at the end of these regulations.
12. Observation: The observation representative prior to the placement of crushed gravel shall observe Gravel placement as well as appropriate compaction testing.
13. The road shall have a sub-base of a minimum of 6 inches of crushed gravel. The width of crushed gravel shall meet the requirements shown on the Typical Local Street Section contained at the end of these regulations.
14. Observation: The observation representative shall observe crushed gravel placement as well as appropriate compaction testing Agent prior to the placement of bituminous pavement. All shoulders, ditches, fill slopes and cut slopes shall be constructed prior to the placement of any bituminous pavement.
15. Compaction test results shall be submitted to the observation representative prior to placement of bituminous pavement indicating the gravel and crushed gravel was compacted in compliance with New Hampshire Department of Transportation requirements.
16. Streets and cul-de-sacs shall be paved in accordance with Table 5 with a minimum 2 inch deep (compacted) base course and a 1 inch deep (compacted) wearing course of bituminous pavement. All bituminous pavement shall be rolled and compacted using a minimum 8-ton static roller. The minimum ground temperature for placement of base course pavement is 40 degrees Fahrenheit. The minimum base pavement temperature for placement of the wearing course of pavement is 50 degrees Fahrenheit. If more than one construction seasons passes between the placement of the base course

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pavement and the wearing course pavement, a bituminous tack coat, at the rate of 0.25 gals/SY, shall be applied to the base course pavement prior to the placement of the wearing course of pavement.

17. The observation representative shall observe the placement of all bituminous pavement.
18. No base course pavement shall be placed after November 15 annually, unless specific written permission is granted by the Road Agent.

No wearing course pavement shall be placed after November 15 annually, unless specific written permission is granted by the Road Agent.

Upon completion of the base course of pavement, all street signs, stop signs and any other signs required per the approved plans shall be constructed. All signs shall meet the requirements of the current Manual on Uniform Traffic Control Devices (MUTCD).

Final site observation – The Road Agent and the Towns Agent shall perform a final site observation to determine if the improvements required by the approved subdivision plan have been completed to the Town's satisfaction. The project Owner and/or Developer and Contractor are encouraged to attend the final site observation.

7.14 CONSTRUCTION OBSERVATION FEE

1. All Applicants shall be required to establish a construction observation escrow account with the Town of Tilton. This escrow shall cover all costs incurred by the Town of Tilton and the Town's Agent to observe construction activity. A construction observation representative shall observe the overall roadway improvements for compliance with the approved plans and required engineering standards.
2. Escrow shall be determined by the Town of Tilton, but shall be normally calculated at the rate of \$ 3.50 per lineal foot of roadway to be constructed with a one thousand-dollar (\$1,000) minimum deposit, which does not include sanitary sewer or water main observations. The rate of The Town of Tilton, to cover administrative costs, shall retain ten percent (10%) of final construction observation

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costs. The Applicant shall be responsible for all costs of all construction observations and associated work.

3. The escrow account shall be periodically reviewed to assure that sufficient funds are available to cover all construction observation costs. The Road Agent or Town Agent may request additional escrow as the complexity and uniqueness of the proposed project requires. The quality of construction, duration of project, timeliness of project and project communications will determine the frequency and duration of construction observations. Upon Town acceptance of the project, unused escrow monies shall be returned to the Owner.
4. If a determination is made by the Road Agent or Towns Agent that any of the required improvements have not been constructed in accordance with the Town of Tilton's specifications, the Applicant shall be responsible for the reconstruction and reconstruction observation of the improvements.
5. The Contractor is responsible for requesting and scheduling all construction observations in accordance with section 7.13 at least forty-eight (48) hours prior to required observations.

7.15 PROPER INSTALLATION OF ROADWAY IMPROVEMENTS

If the Town, Road Agent or the Towns Agent finds, upon construction observation of the improvements performed before the expiration date of any security, that any of the required improvements have not been constructed in accordance with approved plans and specifications or any conditions of approval of the Town of Tilton Planning Board, the status shall be reported to the Tilton Board of Selectmen. The Board of Selectmen shall then notify the Applicant and, if necessary, the surety company or escrow agent and take all necessary steps to preserve the Town of Tilton's rights under the surety or agreement. The Tilton Planning Board shall not approve any plan(s) as long as the Applicant is in default on a previously approved Subdivision Plan.

7.16 FAILURE TO COMPLETE ROADWAY IMPROVEMENTS

When a performance surety has been posted and required improvements have not been installed or completed within the terms of such performance, the Board of Selectmen may declare the project in default and use the surety to complete all outstanding required improvements.

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7.17 ABANDONMENT OF PROJECT

A Subdivision involving roadway improvements shall be considered abandoned by the Applicant, Owner or Developer if the project is not substantially completed and or accepted by the Board of Selectman within the time limits granted in paragraph 4.14 of these regulations.

An abandoned Subdivision involving roadway improvements cannot be revised or Approval transferred except as a complete new submission to the Board.

7.18 RECORD ROADWAY IMPROVEMENTS DRAWINGS

Subsequent to completion of all the required improvements and prior to any release of the performance surety, the Applicant shall submit to the Town, a detailed "record drawing" (one mylar reproducible and one paper print).

The Applicant's Engineer shall certify that the layout of the line and grade of all public improvements is in accordance with approved construction plans of the Subdivision.

Record drawing information shall include but not be limited to the following items: Property boundaries, edge of pavement, underground utilities, rim elevations, inverts, all utility services, guardrail location, new monumentation and any specific plan revisions required by existing field conditions.

7.19 ACCEPTANCE

The Tilton Board of Selectmen will not execute a final performance surety release (if necessary) until the Applicant files a notarized letter with the Board stating that all required improvements have been completed and are free and clear of any and all liens and encumbrances. The Road Agent and Towns Agent will conduct a final site visit to verify that all required improvements have been completed and are ready for dedication to the Town of Tilton (if necessary).

7.20 MAINTENANCE OF ROADWAY IMPROVEMENTS

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The Applicant is responsible and shall be required to maintain all improvements until the acceptance of said improvements by the Town of Tilton.

SECTION VIII. ADMINISTRATION

Selectman may appoint an Agent(s) charged with the responsibilities of receiving for the Board preliminary layouts and final plans, checking them to determine if they meet the requirements of these Subdivision Regulations and requirements of the Board of Selectman.

SECTION IX. AMENDMENTS

These Subdivision Regulations may be amended or rescinded by the Board, but only following public hearing on the proposed change(s). The Chairman or Secretary of the Board shall transmit a record of any change(s) so authorized to the Belknap Count Registry of Deeds for recording purposes.

SECTION X. PENALTY

Whoever, being the Owner(s) of Agent(s) of the Owner(s) of any land located within a Subdivision, transfers or sells any land by reference to or exhibition of or by other use of a plat Subdivision before such plat has been Approved by the Planning Board and recorded or filed in the office of the appropriate Registry of Deeds shall forfeit and pay a penalty of Five Hundred Dollars (\$ 500.00) for each lot or parcel so transferred or sold; and the description of metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. The Town, through its solicitor or other official designation by its Selectman, may enjoin such transfer or sale or agreement and may recover the said penalty by civil action.

SECTION XI. ADOPTION

These regulations shall become effective on adoption by the Tilton Planning Board and final recording by the Tilton Town Clerk.

SECTION XII. SEPARABILITY

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If any section, provision, portion, clause or phrase of these regulations shall be held to be invalid or unconstitutional by any court or competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of the ordinance.

Revision and Adopted 09/29/81, Further revisions adopted in 1987, 1990, 1999, 2002, 2003, 2004 and 2008.

MENDMENT TO THE SUBDIVISION REGULATIONS, TOWN OF TILTON, NEW HAMPSHIRE

CLUSTER RESIDENTIAL DEVELOPMENT

Clustering of housing units may be permitted and is encouraged for the preservation of open space, to promote more efficient use of land and to provide flexibility in Subdivision design.

Minimum lot size for a subdivision with off site water and sewer (as defined and approved by the New Hampshire Water Supply and Pollution Control Commission (WSPCC) is fifteen thousand (15, 000) square feet per lot. If the Applicant proposes a clustered housing arrangement or multi-family structures that are arranged in a way to minimize environmental and aesthetic protection, the Board may reduce the minimum lot size to ten thousand (10,000) square feet per lot.

Where clustering or multiple dwellings units are permitted, the minimum lot size shall be as determined by the Board based upon the character of the land involved, the type of housing proposed and other pertinent factors, i.e. WSPCC. The total area in the Subdivision must still equal the minimum lot size requirements as determined by using the soils and slopes table times the number of lots or family units planned. The area which, has not been built upon shall be consolidated into open space. The total number of family units to the acre shall remain substantially the same overall density as required in a conventional Subdivision layout with all requirements of the Subdivision Regulations being met.

The common open space shall be designed as an integral part of the development and used for recreation, conservation, off site sewer and water or park purposed and open at least to the Owners and occupants of the lots in the cluster development.

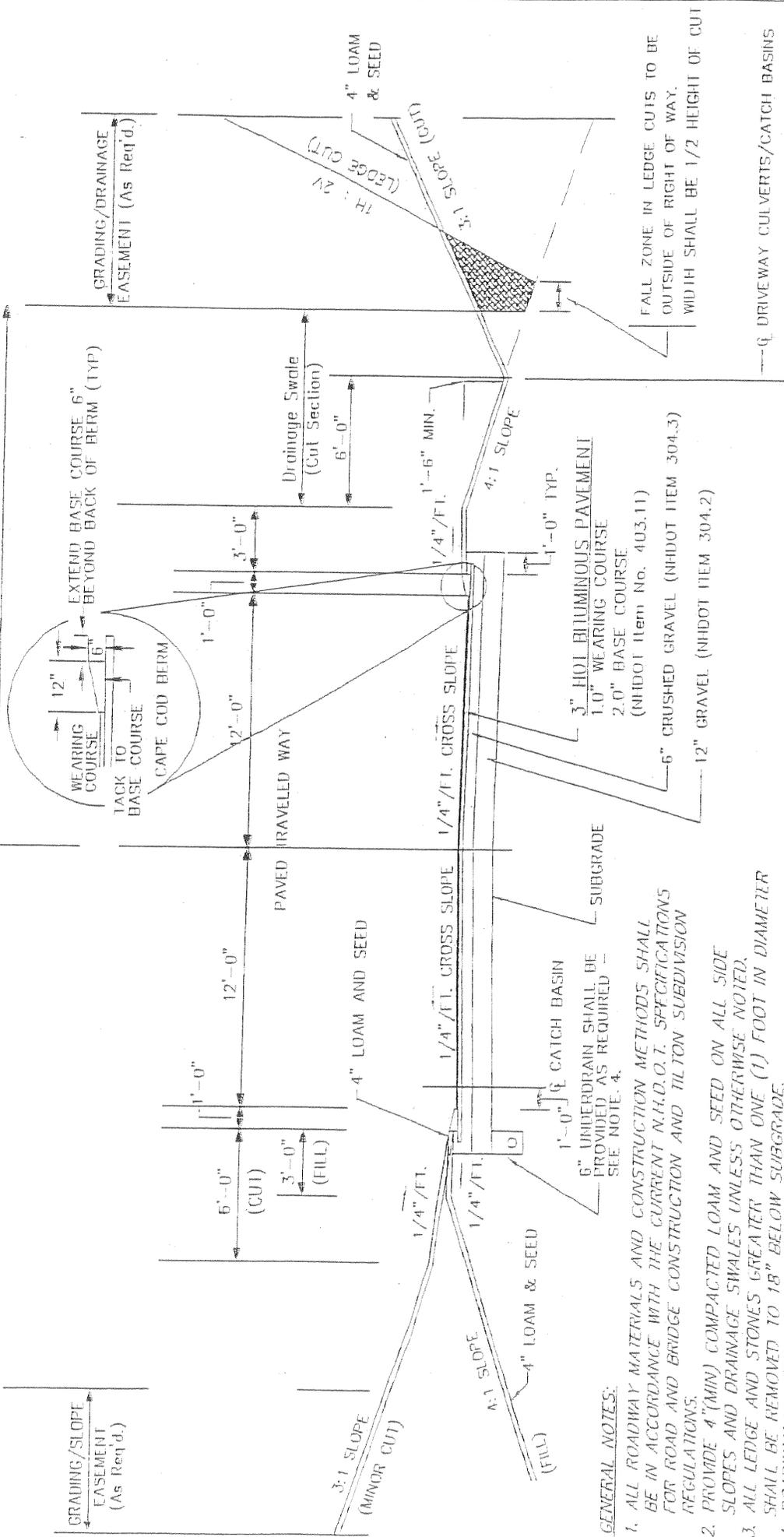
The common open space shall be so defined on the Subdivision plan and shall be made subject to a deed restriction, which shall thereafter prohibit further Subdivision of open space or the use of the open space for purposes other than originally designated.

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Should some of the open space land not be owned in common, such as a golf course or play courts and fields, such ownership and maintenance responsibility shall be specifically stated on the Final Plat(s).

50' RIGHT OF WAY (MINIMUM)

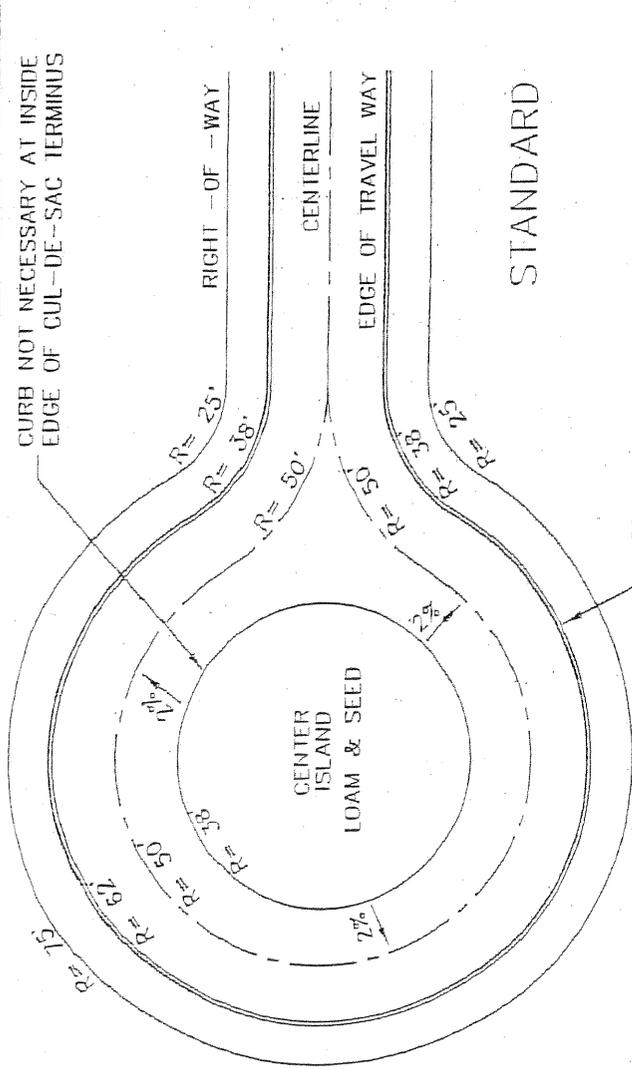


TYPICAL ROADWAY SECTION (CURBED)
(NOT TO SCALE)

GENERAL NOTES:

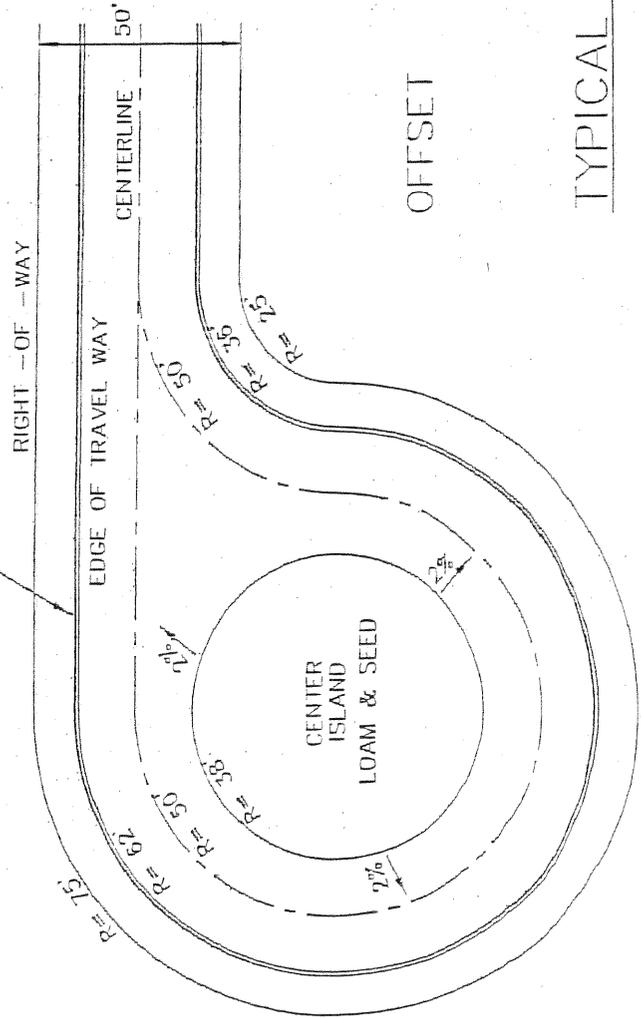
1. ALL ROADWAY MATERIALS AND CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH THE CURRENT N.H.D.O.T. SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION AND TILTON SUBDIVISION REGULATIONS.
2. PROVIDE 4" (MIN) COMPACTED LOAM AND SEED ON ALL SIDE SLOPES AND DRAINAGE SWALES UNLESS OTHERWISE NOTED.
3. ALL LEDGE AND STONES GREATER THAN ONE (1) FOOT IN DIAMETER SHALL BE REMOVED TO 18" BELOW SUBGRADE.
4. ROADWAY UNDERDRAIN SHALL BE PROVIDED IN ALL CUT SECTIONS (AT SIDE WITH CUT) AND WHERE SEASONAL HIGH WATER IS WITHIN TWO (2) FEET OF SUBGRADE. UNDERDRAIN SHALL HAVE A MINIMUM OF FOUR(4) FEET OF COVER.
INCREASE TO 4'-6" WHERE GUARDRAIL IS CONSTRUCTED. CONSTRUCT FACE OF GUARDRAIL 3'-0" FROM EDGE OF PAVEMENT.
5. 6.0 FT HIGH CHAIN LINK FENCE REQUIRED AT THE TOP OF ALL LEDGE CUTS.
6. ALL DIMENSIONS ARE FOR LOCAL STREETS IN THE TOWN OF TILTON, NEW HAMPSHIRE. (TABLE 2.0 SECTION 7.6)

CURB NOT NECESSARY AT INSIDE
EDGE OF CUL-DE-SAC TERMINUS



PROVIDE CAPE COD BITUMINOUS CURB OR
VERTICAL GRANITE CURB AS REQUIRED (TYP)

STANDARD



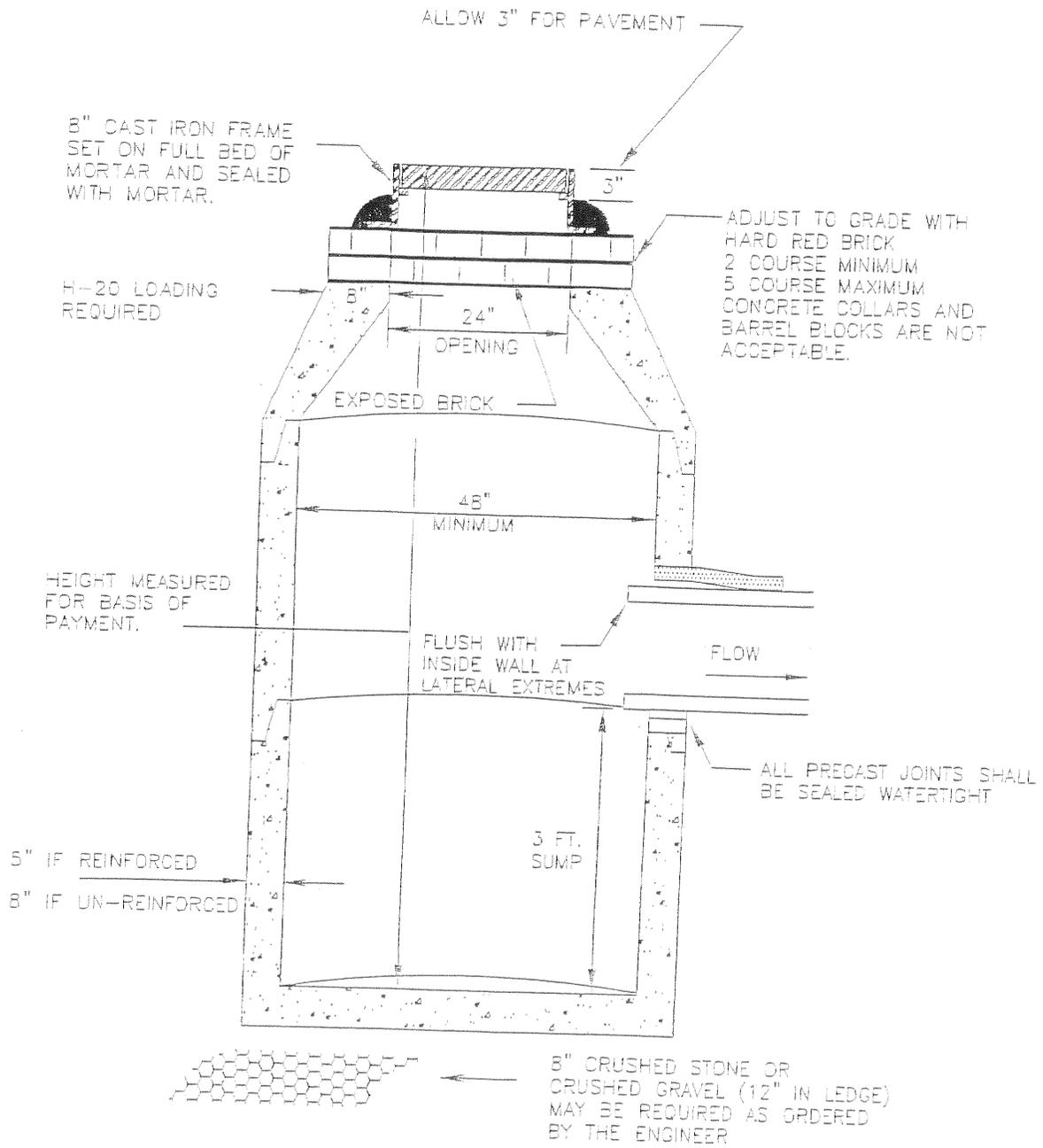
OFFSET

NOTES

1. ROADWAY SHALL PITCH 2% TO OUTSIDE AROUND CUL-DE-SAC TERMINUS.
2. ROADWAY CENTERLINE PROFILE SLOPE IN CUL-DE-SAC TERMINUS SHALL NOT TO EXCEED FOUR(4)%.
3. WHERE INSIDE EDGE OF CUL-DE-SAC TERMINUS IS NOT CURBED, INSTALL CATCHBASIN IN THE CENTER ISLAND AND GRADE ACCORDINGLY.
4. WHERE INSIDE EDGE OF CUL-DE-SAC TERMINUS IS CURBED, PROVIDE CATCHBASIN AT SAG AND GRADE CENTER ISLAND TO DRAIN TO CURBLINE.
5. VERTICAL GRANITE CURB SHALL BE PROVIDED WHERE SIDEWALK IS REQUIRED.
6. RADIUS SHOWN FOR CUL-DE-SAC TERMINUS WITH 24' PAVEMENT AND 50' ROW WIDTH. ADJUST RADIUS BASED UPON DIMENSION FOR WIDER ROW WIDTHS.
7. FOR ROADWAY LENGTHS - SEE TABLE 2.0 IN SECTION 7.6 OF THE SUBDIVISION REGULATIONS.

TYPICAL CUL-DE-SAC LAYOUT

(NOT TO SCALE)



CATCH BASIN DETAIL

(NOT TO SCALE)

ALLOW FOR FULL PAVEMENT DEPTH.

3" TYPICAL

8" CAST IRON FRAME TO HAVE 30" CLEAR OPENING. FRAME TO BE SET IN FULL BED OF MORTAR AND SEALED WITH MORTAR INSIDE AND OUT. H-20 LOADING REQUIREMENT.

ADJUST TO GRADE WITH HARD RED SEWER BRICK SET IN PORTLAND CEMENT MORTAR. 2 COURSE MINIMUM 5 COURSE MAXIMUM ADJUSTMENT CONCRETE COLLARS OR BARREL BLOCK ARE NOT ACCEPTABLE.

MORTAR SHALL CONSIST OF:

- 1 PART BY BOLUME - PORTLAND CEMENT (TYPE I, II, OR I/II).
- 2 PARTS BY VOLUME - DAMP WASHED COURSE MORTAR SAND.

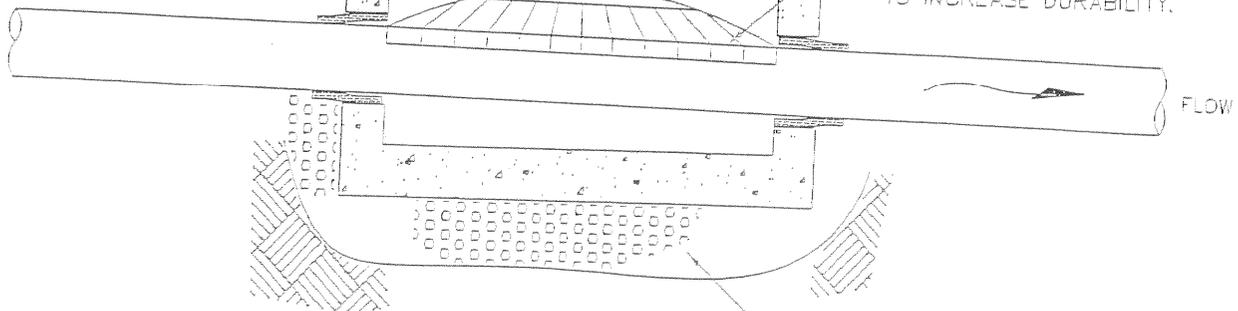
ENOUGH CLEAR DRINKABLE WATER TO PRODUCE THE CONSISTANCY OF A STIFF PASTE.

EXPOSED BRICK

ALL PRECAST JOINTS SHALL BE SEALED WATERTIGHT

SEAL ALL OPEN PRECAST JOINTS WITH PORTLAND CEMENT MORTAR.

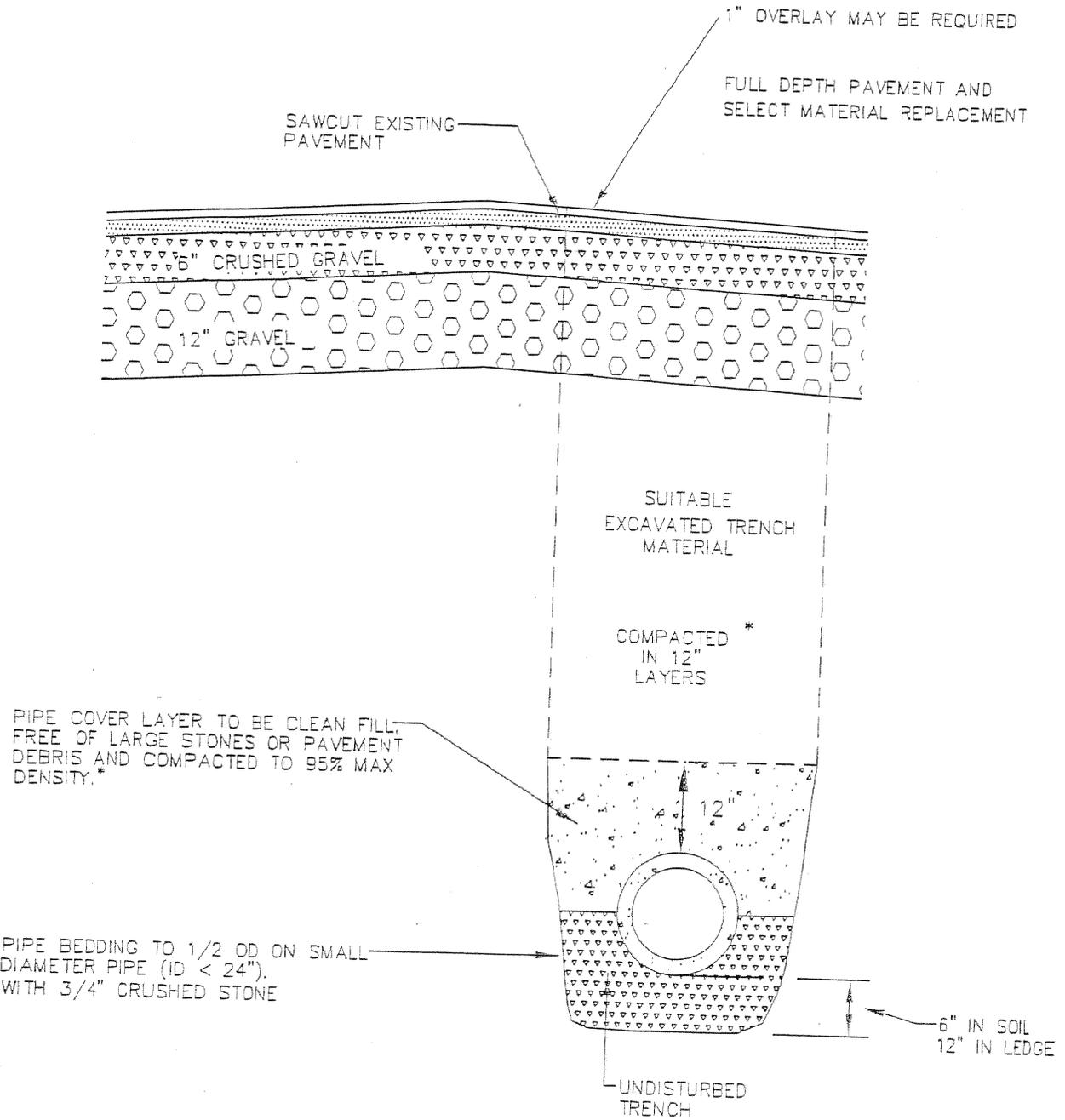
LEADING EDGE BRICK TO BE PERPENDICULAR TO FLOW LINE TO INCREASE DURABILITY.



NOTES:

1. NO INTERIOR LADDER CASTINGS PERMITTED.
2. 3" LETTERS CAST IN COVER: "DRAIN"

STANDARD MANHOLE
(STORM SEWER)
(NOT TO SCALE)

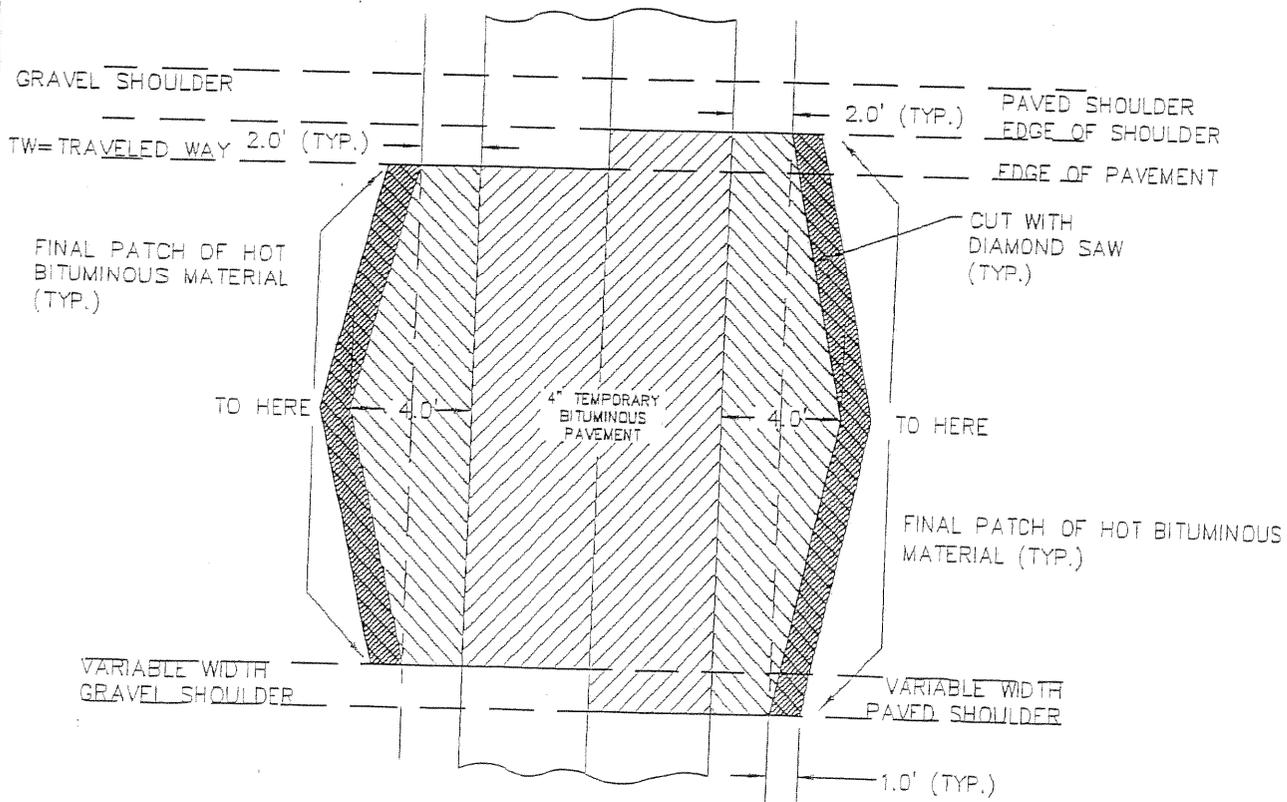
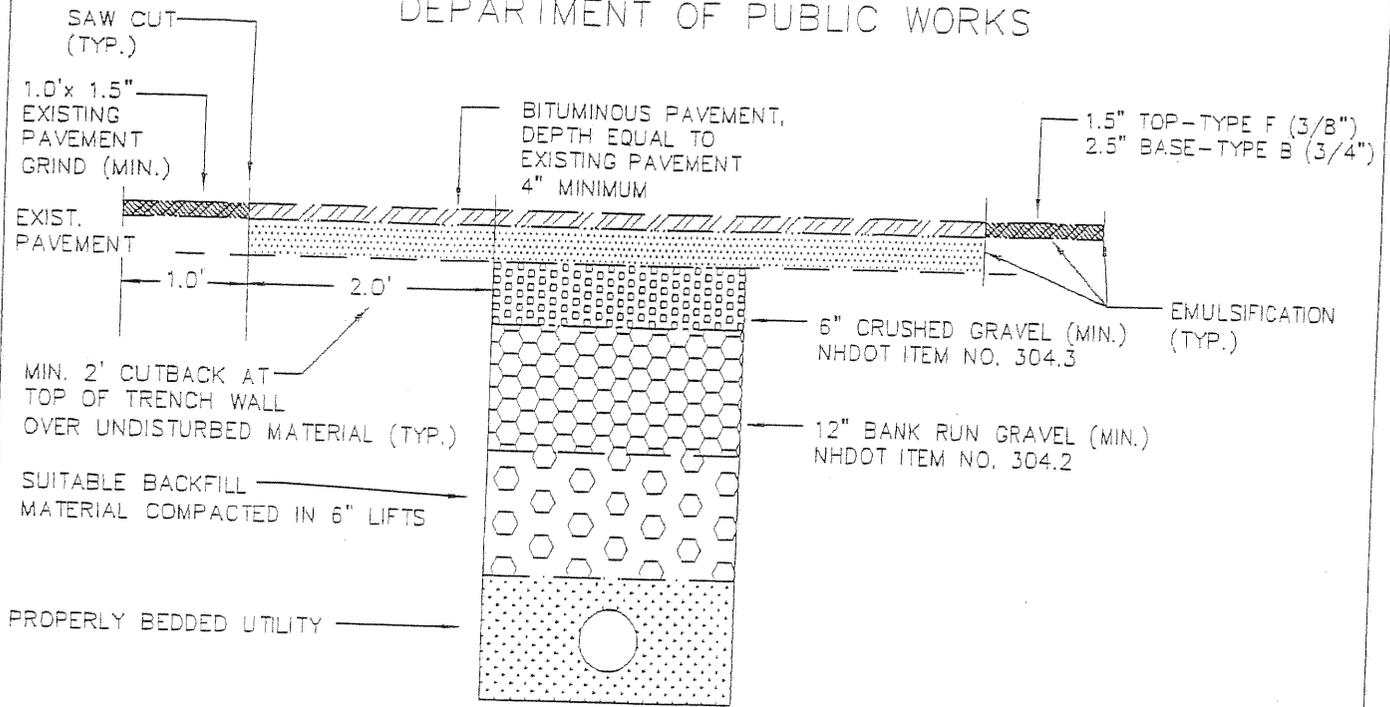


* (AS DEFINED BY AASHTO T180 MODIFIED PROCTOR DENSITY)

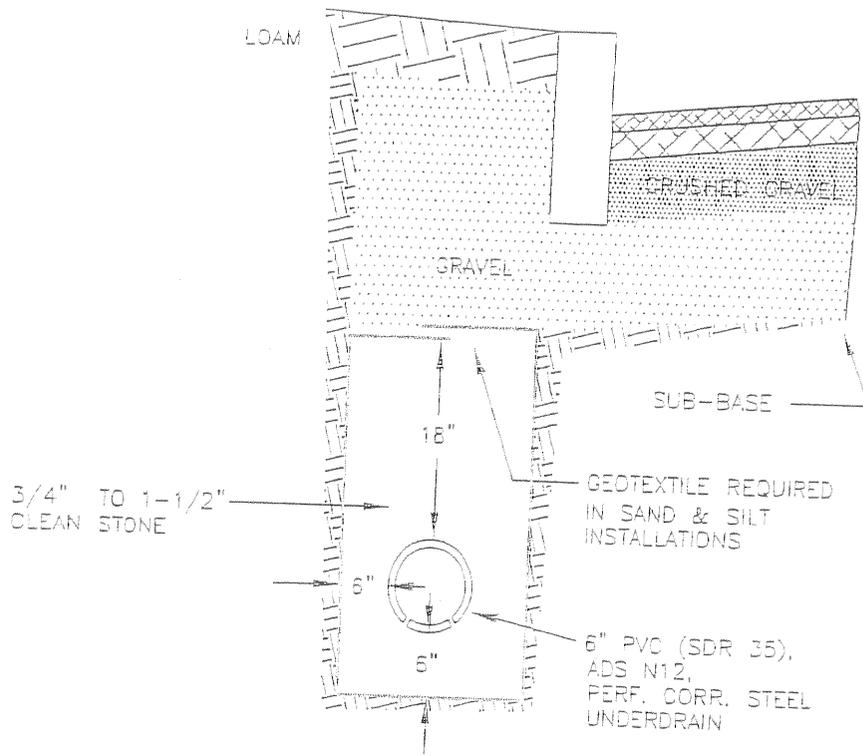
TYPICAL TRENCH DETAIL

(NOT TO SCALE)

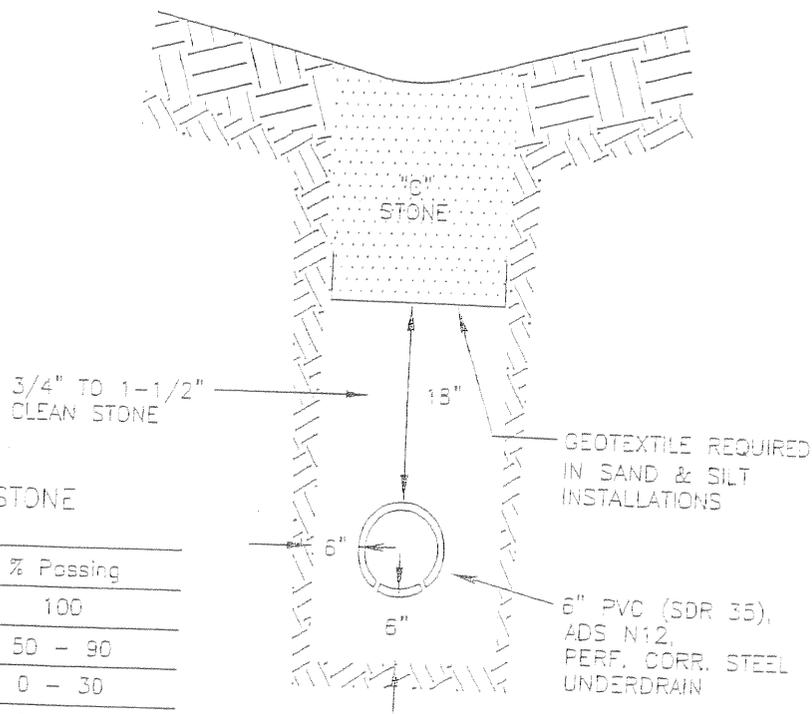
TOWN OF TILTON
DEPARTMENT OF PUBLIC WORKS



TYPICAL PERMANENT PAVEMENT REPAIR



ROAD SECTION



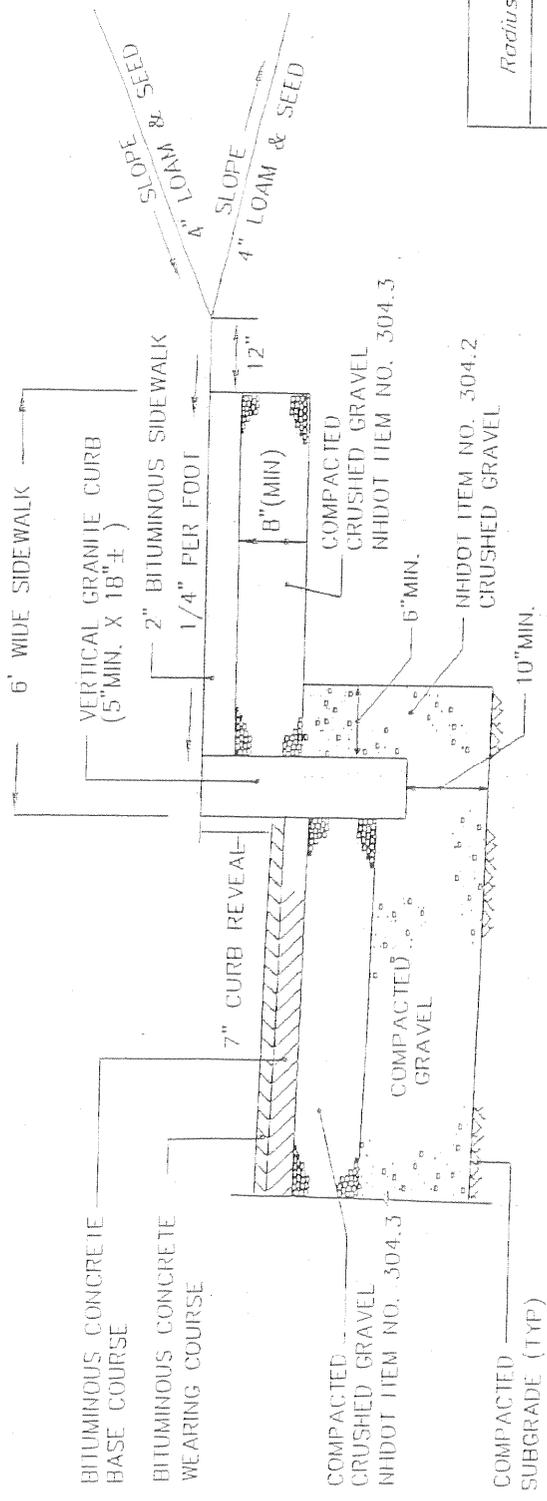
DITCH SECTION

CLASS "C" STONE

Sieve Size	% Passing
12"	100
4"	50 - 90
1-1/2"	0 - 30
3/4"	0 - 10

UNDERDRAIN REQUIREMENTS

(NOT TO SCALE)



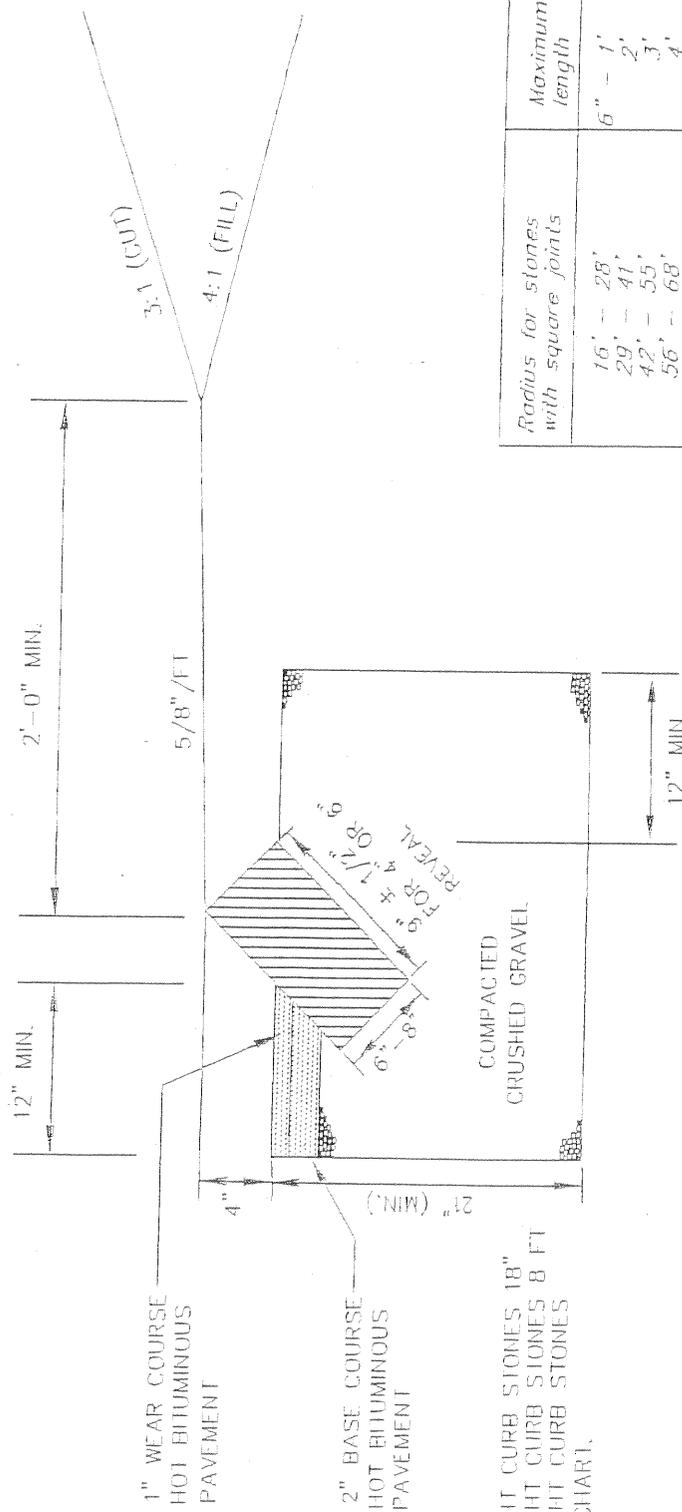
Radius	Max. length
21'	3'
22' - 28'	4'
29' - 35'	5'
36' - 42'	6'
43' - 49'	7'
50' - 56'	8'
57' - 60'	9'
over 60'	10'

GRANITE CURB NOTES:

1. LOAM SHALL BE PROVIDED TO TOP OF CURB WHERE THERE IS NO SIDEWALK.
2. ALL CURBING WILL BE SURROUNDED BY CRUSHED GRAVEL MEETING NHDOT ITEM 304.3 SPECIFICATIONS.
3. CONCRETE IS NOT ACCEPTABLE BACKFILL MATERIAL.

SIDEWALK AND GRANITE CURB DETAIL

(NOT TO SCALE)



SLOPE GRANITE CURB
 MIN. LENGTH OF STRAIGHT CURB STONES 18"
 MAX. LENGTH OF STRAIGHT CURB STONES 8 FT
 MAX. LENGTH OF STRAIGHT CURB STONES
 LAID ON CURVES SEE CHART.

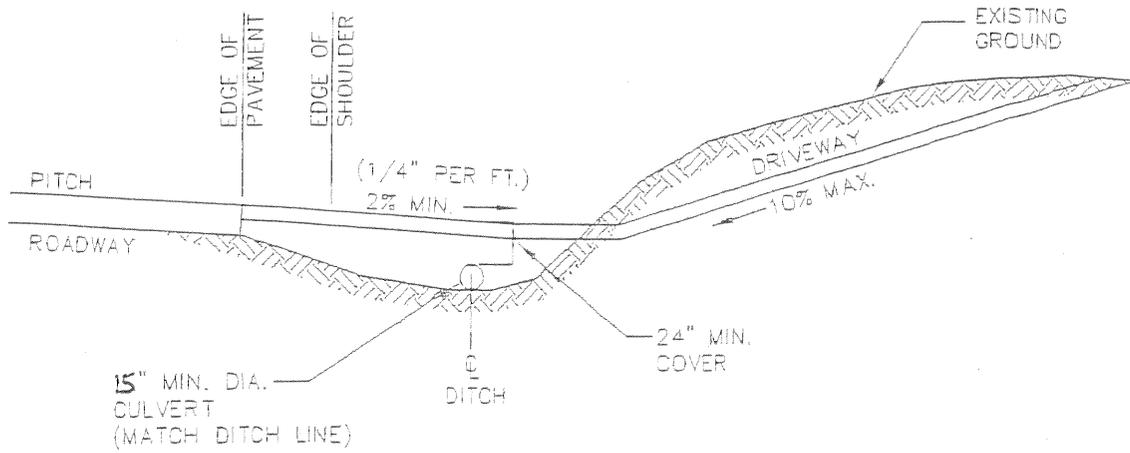
GRANITE CURB NOTES:

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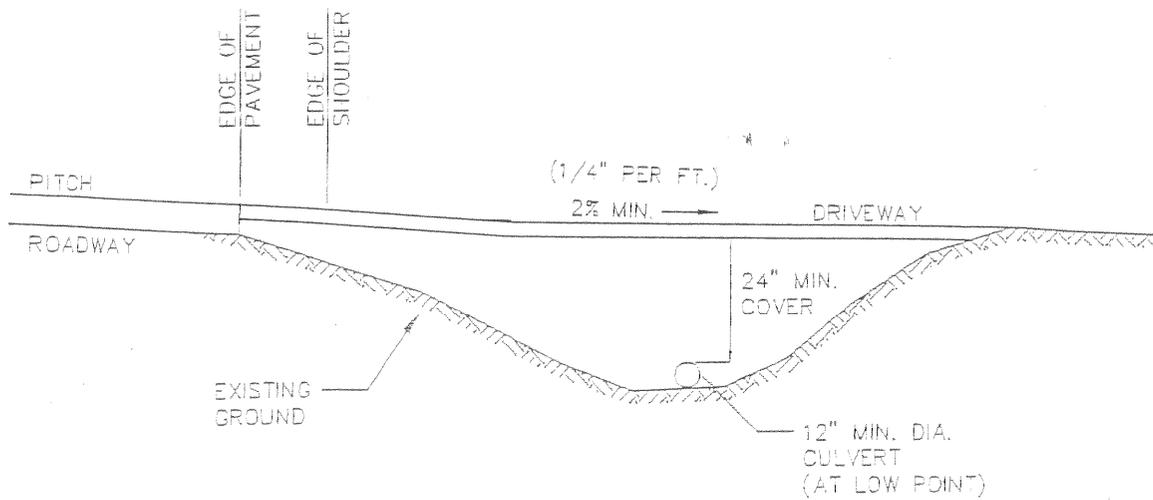
Radius for stones with square joints	Maximum length
16' - 28'	6" - 1'
29' - 41'	2'
42' - 55'	3'
56' - 68'	4'
69' - 82'	5'
83' - 96'	6'
97' - 110'	7'
over 110'	8'

SLOPED GRANITE CURB DETAIL

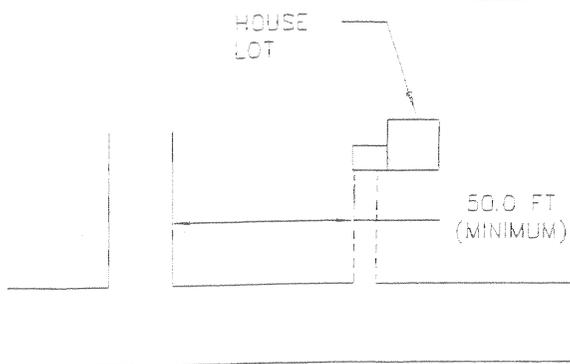
(NOT TO SCALE)



CUT SECTION



FILL SECTION



DRIVEWAY DETAIL

(NOT TO SCALE)