

SUBDIVISION REGULATIONS
Town of Harrisville, NH

Amended July 14, 2005
By the Harrisville Planning Board

Subdivision Regulations of Harrisville, New Hampshire

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(MINOR AND MAJOR)

SECTION I. AUTHORITY AND PURPOSE

Pursuant to the authority vested in the Harrisville Planning Board by the legislative body of the Town of Harrisville and in accordance with the provisions of RSA 674:35 of the New Hampshire Revised Statutes Annotated, as amended, the Harrisville Planning Board adopts the following regulations governing the subdivision of land in the Town of Harrisville, New Hampshire.

These regulations are designed to accomplish the purposes set forth in RSA 674:36 and for the purposes of protecting the health, safety, convenience, and economic and general welfare of our citizens.

SECTION II. TITLE

These regulations shall be known and cited as the **SUBDIVISION REGULATIONS OF HARRISVILLE, NEW HAMPSHIRE.**

SECTION III. DEFINITIONS

1. **Abutter:** means any person whose property is located within 200', adjoins or is directly across the street or stream from the land under consideration by the planning board. For purposes of receiving testimony only, and not for purposes of notification, the term abutter shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of notification and giving testimony, abutter also means a municipality and the applicable Regional Planning Commission.
2. **Annexation:** the sale, transfer or other conveyance which involves merely an exchange of land among two or more owners and which does not increase the number of parcels, lots, or owners, and on which no sewage disposal system is proposed to be constructed.
3. **Applicant:** means the owner of record, or his agent duly authorized in writing, at the time of application.
4. **Approval:** recognition by Planning Board, certified by written endorsement on the plat, that the final plat submission meets the requirements of these regulations and satisfies, in the judgment of the Planning Board, all criteria of good planning and design.
5. **Board:** The Planning Board of the Town of Harrisville.
6. **Boundary Line Adjustment:** An adjustment in the boundary line between two potential existing lots which does not result in the creation of any additional lots, and which does not create a building lot from a lot that was here-to-fore restricted from building according to the Harrisville Zoning Ordinance and any other town ordinances or regulations.
7. **Check List:** The items necessary as part of a completed application sufficient to invoke jurisdiction to obtain subdivision approval.
8. **Condominium:** A building or group of buildings in which units are owned individually, and the structure, common areas, and facilities are owned by all the owners on a proportional, undivided basis. Condominiums shall be considered a subdivision under the requirements of RSA 356-B and reviewed accordingly.
9. **Developer:** The individual, partnership or corporation which will be responsible for the construction of all improvements and subsequent sale of lots and/or dwelling units,
10. **Development:** means any construction or grading activities to improved or unimproved real estate.

11. **Disturbed area:** means an area where the ground cover is destroyed or removed, leaving the land subject to accelerated erosion.
12. **Erosion:** Means the detachment and movement of soil or rock fragments by water, wind, ice, or gravity.
13. **Engineer:** Shall mean the Town Consulting Engineer of the Town of Harrisville or one appointed by the Planning Board.
14. **Expedited Review:** The submission, acceptance, and voting on an application at the same meeting but only with full notice to the public and abutters.
15. **Final plat:** The final map(s), drawing(s), or charts(s) on which the subdivider's plan of subdivision is indicated, prepared as required by the Planning Board, and which, if approved by the board, will be submitted to the Registry of Deeds of Cheshire County for recording.
16. **Grading:** Means any excavating, grubbing, filling, or stockpiling of earth materials or any combination thereof, including the land in its excavated or filled condition.
17. **Health officer:** Shall mean the Health Officer of the Town of Harrisville.
18. **Licensed land surveyor:** Shall mean a person who engages in the practice of land surveying and is licensed by the State of New Hampshire under RSA 310-A:53.
19. **Master Plan:** Shall mean a plan for development for the Town of Harrisville developed in accordance with the provisions of RSA-674:2-4.
20. **Preliminary layout:** Shall mean a layout plan prepared as required by the planning board and submitted to the board prior to preparing the final plat.
21. **Street, Collector:** A street which, in addition to giving access to abutting properties, serves to carry traffic from interior streets to thoroughfares and to public and other centers of traffic concentration. A collector street may be further classified as major or minor depending on average traffic count.
22. **Street, Interior:** A street used primarily to give access to abutting properties.
23. **Street, Public:** Any highway, street, road, avenue, land or other right-of-way over which the public has a right to pass and re-pass, and which the state, county, or municipality has a responsibility to maintain. The phrase "public street" shall include the entire right of way.
24. **Soil Erosion and Sediment Control Plan:** means a plan that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.
25. **Subdivision:** The division of a lot, tract, or parcel of land into two or more lots, plats, sites, and/or other division of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance, building development or mobile home park. It includes re-subdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided.
26. **Subdivision, Minor:** Shall mean a subdivision of land into not more than three lots that fronts on an existing street and requires no new streets, utilities, or other municipal improvements.
27. **Subdivision, Major:** Any subdivision of land into four or more lots or that requires new streets, utilities, or other municipal improvements.
28. **Subdivision, Technical:** For the purposes of administration of these regulations only, shall mean a subdivision of land into two lots or sites for the purpose of conveying one such lot or site directly

to an abutting land owner. The parcel to be conveyed to an abutter shall not be considered a separate building lot. However, said parcel may be used for building development in conjunction with contiguous land owned by the abutter.

29. Steep Slopes: As defined in Steep slopes Ordinance of the Town of Harrisville, or as identified by an on-site inspection by the Town Engineer.

30. Wetlands: Shall mean those areas identified and delineated as poorly drained soils by the U.S Soils Conservation Service and shown on "The Wetlands Map for the Town of Harrisville," or identified by an on-site inspection by a qualified soil scientist certified by the State of New Hampshire.

SECTION IV. GENERAL PROVISIONS.

1. Before any subdivision is made, or before the transfer or sale of any part thereof, and before any subdivision may be filed in the office of the Register of Deeds of Cheshire County, the owner or authorized agent shall apply in writing to the Board on a form provided by the Board and secure approval of such proposed subdivision in accordance with these regulations.

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

3. In subdividing parcels with existing dwellings, the Applicant shall submit a statement from a NH licensed septic designer that an existing septic system is in working order. Lots that are less than five acres or subdivisions that reduce an existing lot to less than five acres require New Hampshire Water Supply and Pollution Control Commission subdivision approval. The Board reserves the right to require a perc test for the subdivision of lots that exceed five acres to indicate suitability for future home construction.

4. The Applicant shall take adequate measures to preserve and protect existing features, trees, scenic points, brooks, streams, rock outcroppings, water bodies, other natural resources and historic land marks.

5. Designs which incorporate narrow strips of land or other unusual characteristics simply to meet technical requirements of the zoning regulations may not qualify as appropriate if the Planning Board deems that the spirit of the ordinance is being violated.

6. Fire ponds, dry hydrants, and other fire protective facilities shall be furnished by the applicant if deemed necessary by the Fire Department or the Board.

7. Any expense that the Board may incur in securing information relative to a subdivision, including legal, engineering, surveying, or other pertinent service, shall be reimbursed to the Board by the subdivider. Any expense beyond the initial escrow deposit that may be required shall also be reimbursed.

8. The premises shown as "Area of Annexation or of the Boundary Line Adjustment" shall not be deemed or considered as separate lots of record, but shall be regarded as merged into and made integral parts of the contiguous lots of land shown on this plan so that each shall hereafter be one combined single lot of record.

9. Parcels of land separated by a class V or better public road constructed prior to 1957 shall be considered separate lots of record and as such will not require Planning Board approval to be transferred.

10. All deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property are submitted in a form satisfactory to the Board's counsel.

11. There shall be adequate width and area on every lot after the erection of a residence, to allow for parking within the lot as stipulated by the zoning ordinances for the Town of Harrisville.

12. All communication with the Planning Board shall be at a regular meeting of the Board or by writing to Planning Board, Town of Harrisville, 705 Chesham Road, Harrisville, NH 03450.

SECTION V. SUBDIVISION REVIEW PROCEDURES

A. Preliminary Conceptual Consultation (optional but strongly recommended)

The Applicant may request a meeting with the Board to discuss a proposal in conceptual and general terms. Such discussion shall not bind the Applicant or the Board and may occur without formal public notice but must occur only at a posted meeting of the Board. Although preliminary consultation is strictly optional, the Board encourages applicants to avail themselves of this opportunity to resolve issues at an early stage that might become problems later. Such pre-application consultation shall be informal and be directed towards:

1. Reviewing the basic concepts of the proposal.
2. Reviewing the proposal with regard to the zoning ordinance.
3. Explaining state and local regulations that may apply to the proposal.
4. Determining if the proposal is a major, minor or technical subdivision.
5. Discussing the desirability of types of development and proposals under Harrisville's Master Plan.

Pre-application Procedure

Note: Persons planning to subdivide land may avail themselves of one, both or neither of these optional pre-application procedures. For a complete description of these procedures, consult the Harrisville Subdivision Regulations.

1. PRELIMINARY CONCEPTUAL CONSULTATION

- Can occur only at a regular meeting of the Board
- Limited to general and conceptual discussion, e.g., explaining regulations that might apply, relating proposal to Master Plan and Zoning Ordinances, determining if project would be a major, minor or technical subdivision.
- Requires no formal public notice.
- Involves no time limit or binding decisions for Board or Applicant.

2. PRE-APPLICATION DESIGN REVIEW

- Owner or agent files required materials at regular meeting of the Board.
- Must include names and addresses of abutters and holders of conservation or preservation restrictions (for notification purposes).
- Must include fee to cover cost of certified mailings.

Notices mailed to abutters and holders of conservation or preservation restrictions and posted/published at least 10 days prior to the next regular meeting of the Board

- Review occurs at next regular meeting of the Planning Board.
- No public hearing required (but possible)
- Provides opportunity for more detailed discussion of proposal: e.g., lot sizes, utilities, roads, design and engineering issues.
- Board conveys suggestions, recommendations, and concerns to Applicant.
- Involves no time limit and no binding decisions for Board or Applicant.

B. Design Review Phase (optional)

1. Prior to submission of an application for Board action, an Applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and

general, involving more specific design and engineering details of the potential application.

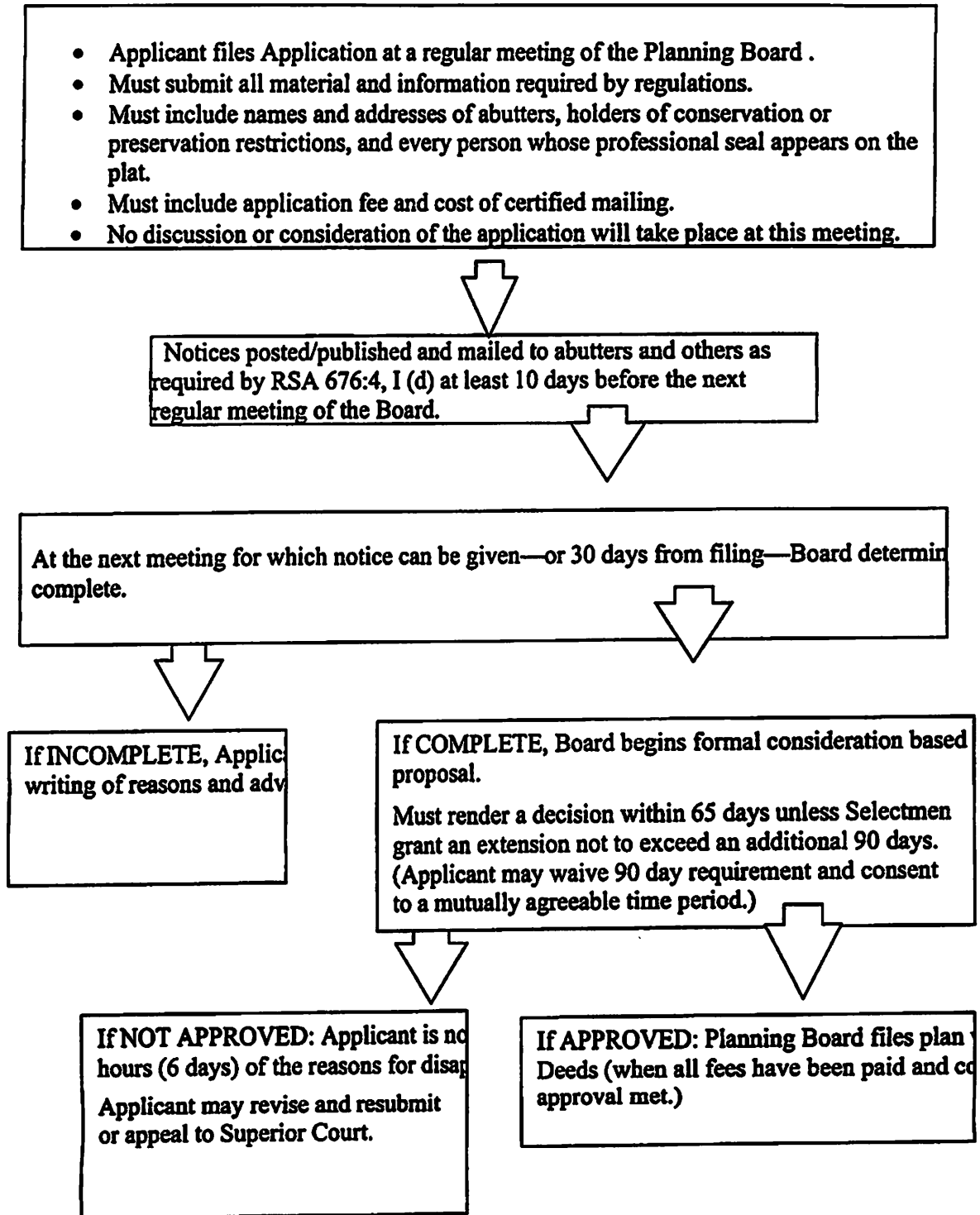
2. The design review phase may proceed only after identification of and notice to abutters and the general public as required by RSA 676:4 I (d).
3. Persons wishing to engage in pre-application design review shall file a "Request for Pre-application Design Review" and associated fees with the Board at a regularly scheduled meeting. The request shall include:
 - a.) Names and addresses of the applicant and all abutters and holders of conservation, preservation, or agricultural preservation restrictions, obtained from Town records not more than 5 days before submission.
 - b.) Fees to cover the costs of mailing notices to the above persons (certified mail, return receipt requested) and of publishing notice in the Keene Sentinel.
4. The design review will be scheduled for the next regular meeting of the Board. Statements made by Board members at a design review shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.
5. A preliminary layout of the site should be provided, showing: location of lot lines, lot measurements, and the roads surrounding the site.

C. Submission of Completed Application (required procedure)

1. An Application for Subdivision and Checklist form is available from the Planning Board at regular meetings or from the Selectmen's office during regular business hours.
2. A completed application shall be filed with the Planning Board only at its regular monthly meeting. A completed application shall consist of all the data required on the Harrisville Subdivision Application and Checklist form and in Section VII of these Regulations unless a waiver of a particular item or items is requested in writing and granted by the Board.
3. At the next meeting for which due notice can be posted, the Board will determine whether the application is complete. If the application is incomplete, the Board will notify the applicant of the reasons in writing, and the applicant will need to resubmit under a new notification procedure.
4. Acceptance of an application shall only occur at a meeting of the Planning Board after due notice has been given as required by RSA 676:4 I (d) and Paragraph V. I. of these regulations.
5. Acceptance will be by affirmative vote of a majority of the Board members present. Once the Board accepts an application as complete, the 65-day review period begins.

Formal Application Procedures

Note: This chart is for purposes of general and summary illustration only. For a full statement of the Regulations governing the subdivision of land in Harrisville, applicants should consult the Harrisville Subdivision Regulations.



D. Board Action on Completed Application

- 1. The Board will begin to consider the merits of the proposal in the Completed Application upon acceptance. The Board will act to approve, conditionally approve, or disapprove the Completed Application within 65 days of acceptance unless the Applicant and/ or Selectmen grant an extension.**
- 2. The Board may apply to the Selectmen for an extension not to exceed an additional 90 days before acting to approve, conditionally approve, or disapprove an application. An Applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable. (RSA 676:4, I (f))**
- 3. Approval of the application shall be certified by written endorsement on the Plat, signed and dated by the Chairman and Secretary of the Board. The Planning Board Secretary is responsible for filing the approved Plat with the Registry of Deeds of Cheshire County within 90 days of the signing. The Applicant shall submit a check made out to the Town of Harrisville for payment of the recording fees.**
- 4. If any application is disapproved, the grounds for such disapproval shall be stated in the records of the Planning Board and in written notice mailed to the Applicant within 144 hours of the decision.**

E. Expedited Review

- 1. The Planning Board may allow for an expedited review of applications for Technical Subdivisions, Lot Line Adjustments, Annexations and some Minor Subdivisions.**
- 2. An Application may be submitted, accepted as complete, and voted on at the same meeting, provided public notice so indicates. No application shall be approved or disapproved without full notice to abutters, holders of conservation and/or agricultural preservation restrictions, and the public.**
- 3. The notice of submission may be combined with the notice of public hearing, if one is to be held. A public hearing may be waived for Technical subdivisions. Minor Subdivisions require public hearing if requested by the Applicant, abutter(s), or holders of conservation and/or agricultural preservation restrictions, or if the Planning Board elects to hold a hearing.**

4. The Board may waive certain plat requirements for technical subdivisions and minor subdivisions when the Applicant requests such waivers in writing and the Board decides such waivers are in keeping with these regulations.
5. The Board reserves the final judgment concerning when expedited review and/or waivers of plat requirements are appropriate.

F. Failure of the Planning Board to Act

In the event that the Planning Board does not act on an accepted application within the prescribed 65 days, and has not obtained an extension, the Applicant may petition the Selectmen for an order directing the Board to act within 30 days. On failure of the Board to act within 40 days of this directive, the Selectmen must approve the application unless they find in writing that the plan does not comply with a local regulation. In the event the Selectmen fail to act, the Applicant may petition the superior court to approve the plan.

G. Conditional Approval.

The Board may grant conditional approval of an application, but the plat will not be signed or recorded until all of the conditions have been met. If the Applicant has not complied with all the conditions of approval within one (1) year, the approval is considered null and void, and the Applicant must submit a new application for subdivision. A further public hearing is not required when conditions of approval:

1. Are administrative in nature,
2. Involve no discretionary judgment on the part of the Board, or
3. Involve the Applicant's possession of permits and approvals granted by other boards or agencies, such as the Department of Transportation, the Wetlands Board, or the Department of Environmental Services. However, any subsequent change to the plan required by such approvals would constitute grounds for a new application process.

H. Public Hearing

No application for a major subdivision will be approved or denied without a duly noticed public hearing. A public hearing will be held before approval of minor or technical subdivisions if requested by the Planning Board, the Applicant or any abutter(s) or holders of conservation or preservation restrictions. If a public hearing is held, it will follow the procedures outlined in RSA 676: 4,1(e).

I. Notices

1. Notice of a Design Review Discussion, a Submission of Application, or a Public Hearing will be given by the Board to the abutters, the Applicant, holders of conservation preservation or agricultural preservation restrictions, and every engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat.
2. Notice will be by certified mail, return receipt requested, mailed at least ten (10) days prior to a Design Review, a Public Hearing, or the Board's formal consideration of an

Application Submission, The public will be given notice at the same time, by posting at the town office, the Post Office, and publication in the *Keene Sentinel*.

3. The notice will give date, time, and place of the Planning Board meeting at which the Application or other item(s) will be formally submitted to the Board and/or reviewed, will include a general description of the proposal to be considered, and will identify the Applicant and the location of the proposal.
4. If notice for public hearing was included in the submission notice or any prior notice, additional notice of public hearing is not required. Additional notice is not required for an adjourned session of a hearing provided the date, time, and place of the adjourned session were made known at the prior meeting.

J. Fees

1. The applicant shall be responsible for all fees incurred by the processing of applications and recording of plats. Failure to pay such costs shall constitute valid grounds for the Board to not accept an application as complete or not file a plat at the Register of Deeds. The costs include the following:
 2. Fees upon formal submission of an application:
 - a) For a major or minor subdivision:
 - i.) The application fee of \$100 per lot,
 - ii.) Costs of certified mailings and newspaper notices.
 - b) For a technical subdivision or lot line adjustment:
 - i.) The application fee of \$25,
 - ii.) Costs of certified mailings and newspaper notice.
 3. Fees upon approval of the application:
 - a) The costs for making changes to the Town's tax maps;
 - b) The cost of recording the final plat (Mylar) with the Register of Deeds.
 4. Design Review Phase: The costs of certified mailings and newspaper notice.
 5. Additional Fees: In accordance with RSA 676:4 (g), reasonable additional fees may be imposed by the Board to cover costs of special investigative studies, environmental assessments, review of documents, and other matters which the Board may require to make an informed decision on a particular application.
 - a) The Board will notify the applicant in writing within 10 days of its decision that such additional fees will apply.
 - b) The Board may require the applicant to post security to cover these additional fees. The security will be in a form approved by the Board's legal counsel.

K. Site Inspections

1. Whenever the Board deems it necessary for the consideration of an application to visit the site, the Board will arrange a time that is reasonable.

2. Such a site inspection will be posted as a meeting of the Board pursuant to the Right-to-Know provisions of RSA 91-A. If there is a quorum present at the site inspection, minutes will be kept.
3. All applications are conditioned upon the owner allowing access to the property, to the extent reasonable and necessary to properly review the application. Denial of access automatically terminates any further consideration of the proposal.

L. Concurrent and Joint Hearings

The applicant or the Planning Board may request a joint hearing with one or more land use boards in conjunction with a subdivision hearing if approval from all boards is required for the same project and if all boards agree that the joint hearing is appropriate.

SECTION VI. (RESERVED)

SECTION VII. PLAT SUBMISSION REQUIREMENTS

With Sample applications at end.

SECTION VIII. PERFORMANCE GUARANTEE.

A. As a condition of approval, the Planning Board may require the posting of a performance guarantee in an amount sufficient to defray the costs of construction of streets, public improvements, drainage structures; the extension of water and sewer drains, storm drains, under drains, and other improvements of a public utility nature. The amount of the security shall be based on an estimate of costs provided by the subdivider and, at the discretion of the Planning Board, reviewed by a licensed engineer. All costs shall be paid by the Applicant.

1. The security shall be approved as to form and sureties by the Board and the municipal counsel.
2. The amount of security shall include fees to cover the cost of periodic inspections.
3. Where electric lines and other utilities are to be installed by a corporation, municipal department, or public utility, a letter of intent shall be required stating that the work will be done in reasonable time and without expense to the town.
4. Each approved plat shall contain a time limit for the completion of streets and public improvements.
5. The performance guarantee may be reduced in phases as portions of the secured improvements or installations are completed and approved by the Board or its designee, in accordance with the plan approved by the Board.

SECTION IX. DESIGN STANDARDS.

For standards for road construction, sewage disposal, water systems, open space requirements, and other local laws see Attachment 1.

SECTION X. REQUIRED IMPROVEMENTS

For requirements of improvements to drainage systems, existing roads and utilities see Attachment 2.

SECTION XI. ADMINISTRATION AND ENFORCEMENT

A. These regulations shall be administered by the Planning Board. The requirements of the foregoing regulations may be modified when, in the opinion of the Board, specific circumstances surrounding a subdivision, or condition of the land in such subdivision, indicate that such modification will properly carry out the purpose and intent of the Master Plan and these regulations. In considering applications for subdivision, the Board shall consider all factors which in any way affect the Town, its inhabitants, the abutters, and the ecology of the area involved, both in specific detail and in general concept.

B. Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676: 17, as amended. The Selectmen are designated as the local authorities to institute appropriate action under provision of RSA 675:17.

SECTION XII. CONFLICTING PROVISIONS.

Where these regulations are in conflict with other local state. or federal ordinances, the more stringent shall apply.

SECTION XIII. AMENDMENTS

A. These regulations may be amended by the Planning Board following a public hearing on the proposed change. Such changes shall not take effect until a copy of said change, certified by a majority of the Board, is filed with the Town clerk.

B. A copy of any amendments to these regulations shall also be filed with the Office of State Planning in Concord, NH. (RSA 675:9)

C. History of Amendments:

Amended February 12, 1992

Amended July 14, 2005 after Public Hearing July 13 & 14, 2005

C. The following Attachments are incorporated into the Subdivision Regulations:

Attachment 1. SECTION IX. Design Standards.

Attachment 2. SECTION X. Required Improvements.

Attachment 3. Subdivision of Land Application and Checklist.

Attachment 4. Request for Pre-application Review.

D. The following documents are for Planning Board use:

1. Receipt of Completed Application.

2. Notices.

a. Design Review Discussion.

b. Submission of Completed Application.

c. Notice of Board Decision to Applicant.

ATTACHMENT 1. SECTION IX. DESIGN STANDARDS

A. Technical Requirements for New Roads.

1. No road or highway right-of-way shall be less than 50 feet in width and may be required to be more if a greater width is warranted in the opinion of the Board. The apportioning of street widths among roadway, sidewalks, and grass strips shall be subject to the approval of the Board.
2. The travel surface of new or upgraded roads shall be at least 20 feet, and may be required to be wider if a greater width is warranted in the opinion of the Board.
3. Streets shall be laid out to intersect as nearly as possible at right angles. No street shall intersect another at an angle of less than 60 degrees. Streets entering opposite sides of another street shall be laid out either directly opposite one another or with a minimum offset of 125 ft. between their centerlines.
4. Dead end streets shall not exceed 400 feet in length and shall be equipped with a cul-de-sac with a minimum radius of 60 feet from the center to the outside edge of the right-of-way. Grades on intersections and cul-de-sacs shall not exceed 2%.
5. The road grade shall generally conform to the grade of the terrain and shall not exceed 8%.
6. The roadway shall be constructed in accordance with the following specifications:
 - a. The entire roadbed, ditches, and slopes shall be cleared of all stumps, brush, roots, and boulders and all trees not intended for preservation. Excavation shall be consistent with good construction procedures and shall at all times be subject to inspection by the Road Agent and the Board.
 - b. Where the grade of the road is above or below the grade of the adjacent land, walls or slopes shall be constructed by the subdivider in accordance with the standards and recommendations of the Board, the Road Agent, and the Cheshire County Conservation District. Slopes shall not exceed a grade of 25%.
 - c. The profile of all new roads must be in accordance with the Town of Harrisville Road Construction Standards as specified in these regulations. The construction requirements shall be based on traffic flow anticipated from the entire future subdivision or any long-term growth management ordinances in effect at the time of application.
7. Culverts may not be less than 15 inches in diameter, and drainage swales must be at least 3 feet wide and 16 inches in depth. The Board may require greater dimension in such cases as engineering data or the recommendation, of the Town Engineer indicates this to be in the best interest of the long-term maintenance of the road.
8. Slopes and drainage ditches shall be seeded and mulched, or otherwise stabilized to prevent erosion.
9. No underground installation shall be covered until inspected by the appropriate Town officials or their authorized agent.
10. The Town of Harrisville Road Construction Standards are a part of these subdivision regulations.

B. Monuments: Monuments constructed of concrete or stone at least 4 inches on the top and at least 30 inches long shall be set at all block corners. Solid iron pipes shall be set at all lot corners. Concrete or stone bounds shall be set at all points of curvature and all points of tangent for surveying purposes.

ATTACHMENT 2. SECTION X . REQUIRED IMPROVEMENTS.

Upgrading of Existing Roads.

- 1. The Town of Harrisville Road Construction Standards are part of these Subdivision Regulations.**
- 2. The subdivider must present a statement relative to the physical and economic impact upon all Town roads. In the event that engineering studies are required, the Town shall be responsible for contracting the engineer; however, the subdivider bears the financial responsibility for the required services.**
- 4. In the event that there is a measurable impact on the existing roads as a result of the subdivision, the Planning Board may require the subdivider to bear a reasonable portion of the costs of the upgrade to the existing road.**

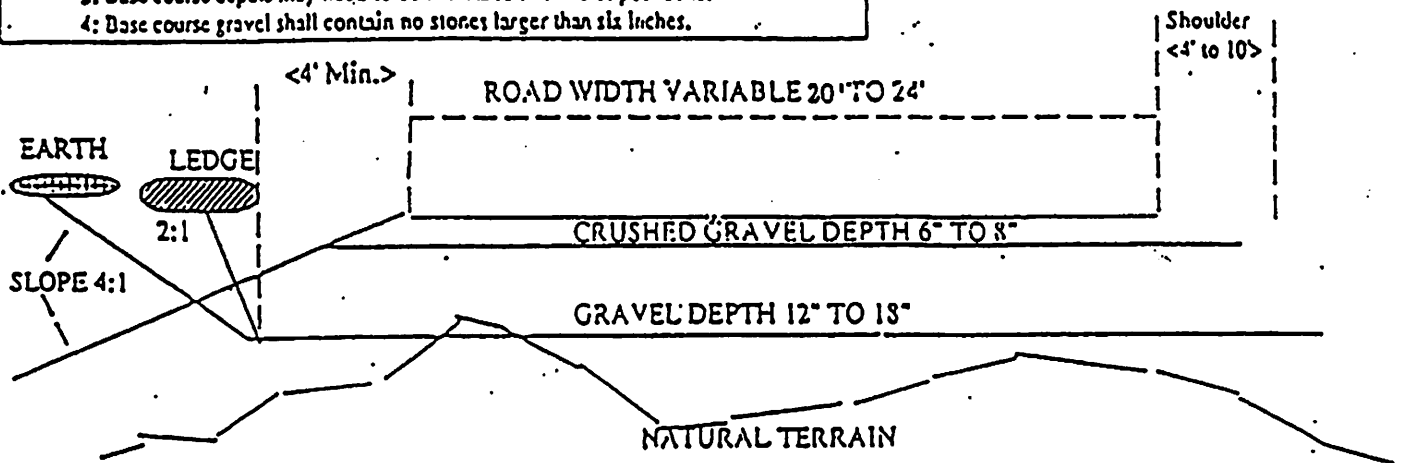
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HARRISVILLE ROAD CONSTRUCTION STANDARDS

MINIMUM GEOMETRIC AND STRUCTURAL GUIDES FOR LOCAL ROADS AND STREETS

Average Daily Traffic (Veh/Day)	0-50	51-200	201-750	751-1500	1501 & over
Pavement Width (feet)	20'	20'	20'	22'	24'
Shoulder Width (feet)	4'	4'	4'	4' - 8'	8' - 10'
Center of Road to Ditch Line	16'	18'	22'	24'	24' +
Pavement Type	Gravel	Hot Bituminous	Hot Bituminous	Hot Bituminous	Hot Bituminous
Slope of Roadway from Centerline	1/2" per ft.	1/4" per ft.	1/4" per ft.	1/4" per ft.	1/4" per ft.
Base Course Depth (Gravel) (Min)	12"	12"	13"	18"	18"
(Crushed Gravel)	6"	6"	8"	8"	8"

- Notes - 1: Gravel Surface shall be paved where steep grades occur.
 2: For average daily traffic over 100 veh/day, paved shoulders should be considered.
 3: Base course depths may need to be increased in areas of poor soils.
 4: Base course gravel shall contain no stones larger than six inches.



The following standards are also part of these regulations:

NH DOT Standard Specifications for Road and Bridge Construction 1990

NH DOT Suggested Minimum Standards for Rural Subdivision Streets

HS-25 Loading (AASHTO Specifications) 125% of the Alternative Military Specifications

**MINOR SUBDIVISION
(3 Lots or Less)
HARRISVILLE PLANNING BOARD
705 CHESHAM ROAD
HARRISVILLE, NH 03450
APPLICATION AND CHECKLIST**

*For Board
Use Only*

1.

 Name of owner(s) Address Phone _____

 Name of owner(s) Address Phone _____

2.

 Applicant Name Affiliation Phone _____
(If other than owner) (Certified Letter from Owner)

3.

 Property Location Address Tax Map# - Lot# _____

 Property Location Address Tax Map# - Lot# _____

4. Letter of Intent. _____

5. Attach: A list of names and addresses of abutters and other owners within 200' of property; names and addresses of holders of conservation and or agricultural preservation restrictions within 200' of property; and names and business addresses of every engineer, architect, land surveyor and soil scientist whose seal appears on any plat. Accuracy of list is applicant's responsibility. _____

6. If the owner owns or has any interest in a partnership or corporation owning abutting property, Please explain. _____

7. Attach: A written request for waivers, if any. _____

8. The following items are or may be required for all Minor Subdivisions. _____

a. Lots meet zoning requirements or granted variance by ZBA (attached). _____

b. Required Plat - Provide two hard copies and an electronic. (PDF preferred) _____

c. Survey map/Plat meets all requirements - (Refer to: RSA 478:1-a Recording of Plats) _____

d. Test pits, percolation results observed and inspected by Town Health Officer. _____

e. Class VI road restrictions on plat. _____

f. Proposed new utility locations shown on plat. _____

g. Driveway permit. _____

h. High intensity soils survey. _____

**MINOR SUBDIVISION
(3 Lots or Less)
HARRISVILLE PLANNING BOARD
705 CHESHAM ROAD
HARRISVILLE, NH 03450**

*For Board
Use Only*

- 9. Application fees - (See Permit Fee Schedule) _____
- 10. The Board may require additional information upon review of this application. _____
- 11. All present or proposed easements, covenants, reservations or restrictions benefiting or burdening the property. The location of all areas affected or to be thereby shall be clearly identified by appropriate reference to the site survey. _____

To the best of my knowledge, the data and information, which I have submitted to obtain lot line adjustment approval from the town of Harrisville, are true and correct. I understand that an approval based on incorrect data or information is subject to revocation.

Applicant/Owner - Print	Signed	Date
-------------------------	--------	------

I understand that failure to submit the required Mylar plats to the Town of Harrisville Planning Board with in one year of the Notice of Decision Date will render this decision null and void.

Applicant/Owner - Print	Signed	Date
-------------------------	--------	------

Applicant/Owner - Print	Signed	Date
-------------------------	--------	------

For Board Use Below

Approved (Yes/No)	Vote	Date
-------------------	------	------

Planning Board Chair	Date
----------------------	------

Planning Board Secretary	Date
--------------------------	------

SECTION VII: MINOR SUBDIVISION - PLAT SUBMISSION REQUIREMENTS

Name of applicant: _____ Address (Subdivision): _____ Tax Map # and Lot #: _____ *For Board Use Only*

1. Two hard copies and one electronic (PDF preferred), prepared by a State of New Hampshire licensed land surveyor with the name, license number, and seal shall be submitted. A reproducible original plat (Mylar) shall be submitted following Planning Board approval. This Mylar shall include any corrections and/or conditions for the approval. _____

2. The plat shall show or be accompanied by:
 - a. Proposed subdivision name or identifying title. _____
 - b. Zoning district where property is located. _____
 - c. Name and address of the owner(s). _____
 - d. Name of all abutting property owners. _____
 - e. Minimum scale, referring to both a graphic and written scale. _____
 - f. Survey map/Plat meets all requirements – (Refer to: RSA 478:1-a Recording of Plats) _____
 - g. Locus plan showing general location of the total tract within the town. _____
 - h. Location of 4,000 sq. ft. receiving layer suitable for an individual sewage system; meets setback requirements _____
 - i. Location of 75 ft. well radius on each lot. _____
 - j. Location of all existing and proposed boundary survey monuments to town specifications. Monuments constructed of concrete or stone at least 4 inches on the top and at least 30 inches long shall be set at all block corners. Solid iron pipes shall be set at all lot corners. Concrete or stone bounds shall be set at all points or curvature and all points of tangent for surveying purposes. _____
 - k. Boundary survey including bearings, distances, north arrow and the location of permanent markers. _____
 - l. Existing building and manmade structures to remain. _____
 - m. Location and profiles with elevations of existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage an surface drainage. _____
 - n. Proposed buildings, manmade structures, water courses, ponds, standing water, rock ledge, stone walls and other essential site features. _____
 - o. Current use, deed restrictions, covenants and easements. _____
 - p. Location of property lines, including entire undivided lot, lot areas and frontage on public right-of-way. Each lot shall be numbered according to tax map numbering system. _____
 - q. One paper copy shall show existing and proposed topographic contour boundaries at 10-foot intervals. It shall also show soil mapping types, slopes and boundaries. _____
 - r. Location of ground water percolation tests and test results. _____
 - s. Open space to be preserved. _____
 - t. Existing and proposed streets with class, names and right-of-way width. _____
 - u. Final road profiles and cross sections. _____
 - v. Watershed and drainage computations. _____
 - w. Boundaries of zoning districts lying within the subdivision. _____
 - x. Wetland delineation (Refer to Harrisville Zoning Ordinances, Article XII) _____

3. Adequate space shall be available on the plat for the necessary endorsement by the Board, which wording shall read "Approved by the Harrisville Planning Board on _____ Certified by the Chairman and Secretary" and for reference to any conditions or restrictions required by the Board. _____

[Adopted 3-14-24]

SECTION VII: MINOR SUBDIVISION - PLAT SUBMISSION REQUIREMENTS

Name of applicant:

Address (Subdivision):

Tax Map # and Lot #:

For Board Use Only

1. Two hard copies and one electronic (PDF preferred), prepared by a State of New Hampshire licensed land surveyor with the name, license number, and seal shall be submitted. A reproducible original plat (Mylar) shall be submitted following Planning Board approval. This Mylar shall include any corrections and/or conditions for the approval.

2. The plat shall show or be accompanied by:

a. Proposed subdivision name or identifying title.

b. Zoning district where property is located.

c. Name and address of the owner(s).

d. Name of all abutting property owners.

e. Minimum scale, referring to both a graphic and written scale.

f. Survey map/Plat meets all requirements – (Refer to: RSA 478:1-a Recording of Plats)

g. Locus plan showing general location of the total tract within the town.

h. Location of 4,000 sq. ft. receiving layer suitable for an individual sewage system; meets setback requirements

i. Location of 75 ft. well radius on each lot.

j. Location of all existing and proposed boundary survey monuments to town specifications. Monuments constructed of concrete or stone at least 4 inches on the top and at least 30 inches long shall be set at all block corners. Solid iron pipes shall be set at all lot corners. Concrete or stone bounds shall be set at all points or curvature and all points of tangent for surveying purposes.

k. Boundary survey including bearings, distances, north arrow and the location of permanent markers.

l. Existing building and manmade structures to remain.

m. Location and profiles with elevations of existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage an surface drainage.

n. Proposed buildings, manmade structures, water courses, ponds, standing water, rock ledge, stone walls and other essential site features.

o. Current use, deed restrictions, covenants and easements.

p. Location of property lines, including entire undivided lot, lot areas and frontage on public right-of-way. Each lot shall be numbered according to tax map numbering system.

q. One paper copy shall show existing and proposed topographic contour boundaries at 10-foot intervals. It shall also show soil mapping types, slopes and boundaries.

r. Location of ground water percolation tests and test results.

s. Open space to be preserved.

t. Existing and proposed streets with class, names and right-of-way width.

u. Final road profiles and cross sections.

v. Watershed and drainage computations.

w. Boundaries of zoning districts lying within the subdivision.

x. Wetland delineation (Refer to Harrisville Zoning Ordinances, Article XII)

3. Adequate space shall be available on the plat for the necessary endorsement by the Board, which wording shall read "Approved by the Harrisville Planning Board on _____ Certified by the Chairman and Secretary" and for reference to any conditions or restrictions required by the Board.

[Adopted 3-14-24]

SECTION VII: MINOR SUBDIVISION - PLAT SUBMISSION REQUIREMENTS

Name of applicant: _____ Address (Subdivision): _____ Tax Map # and Lot #: _____ *For Board Use Only*

1. Two hard copies and one electronic (PDF preferred), prepared by a State of New Hampshire licensed land surveyor with the name, license number, and seal shall be submitted. A reproducible original plat (Mylar) shall be submitted following Planning Board approval. This Mylar shall include any corrections and/or conditions for the approval. _____
2. The plat shall show or be accompanied by:
 - a. Proposed subdivision name or identifying title. _____
 - b. Zoning district where property is located. _____
 - c. Name and address of the owner(s). _____
 - d. Name of all abutting property owners. _____
 - e. Minimum scale, referring to both a graphic and written scale. _____
 - f. Survey map/Plat meets all requirements – (Refer to: RSA 478:1-a Recording of Plats) _____
 - g. Locus plan showing general location of the total tract within the town. _____
 - h. Location of 4,000 sq. ft. receiving layer suitable for an individual sewage system; meets setback requirements _____
 - i. Location of 75 ft. well radius on each lot. _____
 - j. Location of all existing and proposed boundary survey monuments to town specifications. Monuments constructed of concrete or stone at least 4 inches on the top and at least 30 inches long shall be set at all block corners. Solid iron pipes shall be set at all lot corners. Concrete or stone bounds shall be set at all points or curvature and all points of tangent for surveying purposes. _____
 - k. Boundary survey including bearings, distances, north arrow and the location of permanent markers. _____
 - l. Existing building and manmade structures to remain. _____
 - m. Location and profiles with elevations of existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage an surface drainage. _____
 - n. Proposed buildings, manmade structures, water courses, ponds, standing water, rock ledge, stone walls and other essential site features. _____
 - o. Current use, deed restrictions, covenants and easements. _____
 - p. Location of property lines, including entire undivided lot, lot areas and frontage on public right-of-way. Each lot shall be numbered according to tax map numbering system. _____
 - q. One paper copy shall show existing and proposed topographic contour boundaries at 10-foot intervals. It shall also show soil mapping types, slopes and boundaries. _____
 - r. Location of ground water percolation tests and test results. _____
 - s. Open space to be preserved. _____
 - t. Existing and proposed streets with class, names and right-of-way width. _____
 - u. Final road profiles and cross sections. _____
 - v. Watershed and drainage computations. _____
 - w. Boundaries of zoning districts lying within the subdivision. _____
 - x. Wetland delineation (Refer to Harrisville Zoning Ordinances, Article XII) _____
3. Adequate space shall be available on the plat for the necessary endorsement by the Board, which wording shall read "Approved by the Harrisville Planning Board on _____ Certified by the Chairman and Secretary" and for reference to any conditions or restrictions required by the Board. _____

[Adopted 3-14-24]

Major Subdivision
(4 lots or more; and/or requires new streets, utilities or other municipal improvements)

Pre-application Procedure
SECTION V. SUBDIVISION REVIEW PROCEDURES

A. Preliminary Conceptual Consultation (optional but strongly recommended)

The Applicant may request a meeting with the Board to discuss a proposal in conceptual and general terms. Such discussion shall not bind the Applicant or the Board and may occur without formal public notice but must occur only at a posted meeting of the Board.

Although preliminary consultation is strictly optional, the Board encourages applicants to avail themselves of this opportunity to resolve issues at an early stage that might become problems later. Such pre-application consultation shall be informal and be directed towards:

1. Reviewing the basic concepts of the proposal.
2. Reviewing the proposal with regard to the zoning ordinance.
3. Explaining state and local regulations that may apply to the proposal.
4. Determining if the proposal is a major, minor or technical subdivision.
5. Discussing the desirability of types of development and proposals under Harrisville's Master Plan.

1. PRELIMINARY CONCEPTUAL CONSULTATION

- Can occur only at a regular meeting of the Board
- Limited to general and conceptual discussion, e.g., explaining regulations that might apply, relating proposal to Master Plan and Zoning Ordinances, determining if project would be a major, minor or technical subdivision.
- Requires no formal public notice.
- Involves no time limit or binding decisions for Board or Applicant.

B. Design Review Phase (optional)

1. Prior to submission of an application for Board action, an Applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general, involving more specific design and engineering details of the potential application.
2. The design review phase may proceed only after identification of and notice to abutters and the general public as required by RSA 676:4 I (d).

3. Persons wishing to engage in pre-application design review shall file a "Request for Pre-application Design Review" and associated fees with the Board at a regularly scheduled meeting. The request shall include:
 - a.) Names and addresses of the applicant and all abutters and holders of conservation, preservation, or agricultural preservation restrictions, obtained from Town records not more than 5 days before submission.
 - b.) Fees to cover the costs of mailing notices to the above persons (certified mail, return receipt requested) and of publishing notice in the Keene Sentinel.
3. The design review will be scheduled for the next regular meeting of the Board. Statements made by Board members at a design review shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.
5. A preliminary layout of the site should be provided, showing: location of lot lines, lot measurements, and the roads surrounding the site.

2. PRE-APPLICATION DESIGN REVIEW (OPTIONAL)

- Owner or agent files required materials at regular meeting of the Board.
- Must include names and addresses of abutters and holders of conservation or preservation restrictions (for notification purposes).
- Must include fee to cover cost of certified mailings.

Notices mailed to abutters and holders of conservation or preservation restrictions and posted / published at least 10 days prior to the next regular meeting of the Board

- Review occurs at next regular meeting of the Planning Board.
- No public hearing required (but possible)
- Provides opportunity for more detailed discussion of proposal: e.g., lot sizes, utilities, roads, design and engineering issues.
- Board conveys suggestions, recommendations, and concerns to Applicant.
- Involves no time limit and no binding decisions for Board or Applicant.

HARRISVILLE PLANNING BOARD
705 CHESHAM ROAD
HARRISVILLE, NH 03450

REQUEST FOR PREAPPLICATION DESIGN REVIEW

name of owner(s)	address	zip code	phone #
name of agent (if applicable)	address	zip code	phone #

Property location _____

Property tax map number _____ lot number _____

Notification Requirements: List names and addresses of abutters with map and lot numbers within 200' of property; and names and addresses of holders of conservation and/or agricultural preservation restrictions within 200' of property.

Fee: Owner pays the Board's costs for notifying the above described parties by certified mail and for posting public notice in the Keene Sentinel.

Cost of Notification (paid in advance) _____

Preliminary Layout: The owner should provide a preliminary schematic layout of the site, showing: location of lot lines, lot sizes, and the names of nearby roads.

Statement of Intent:

I understand that a design review is a non-binding discussion between the Board and a potential applicant. It is an optional preliminary step before filing a Subdivision Application and Checklist, which may be done at any subsequent Board meeting.

signed

date

Major Subdivision (4 lots or more)

Formal Application Procedures

Note: This chart is for purposes of general and summary illustration only. For a full statement of the Regulations governing the subdivision of land in Harrisville, applicants should consult the Harrisville Subdivision Regulations.

- Applicant files Application at a regular meeting of the Planning Board .
- Must submit all material and information required by regulations.
- Must include names and addresses of abutters, holders of conservation or preservation restrictions, and every person whose professional seal appears on the plat.
- Must include application fee and cost of certified mailing.
- No discussion or consideration of the application will take place at this meeting.

Notices posted/ published and mailed to abutters and others as required by RSA 676:4, I (d) at least 10 days before the next regular meeting of the Board.

At the next meeting for which notice can be given—or 30 days from filing—Board determines if application is complete.

If INCOMPLETE,
Applicant is notified in writing of reasons and advised of next steps.

If COMPLETE, Board begins formal consideration based on the merits of the proposal.

Must render a decision within 65 days unless Selectmen grant an extension not to exceed an additional 90 days. (Applicant may waive 90 day requirement and consent to a mutually agreeable time period.)

If NOT APPROVED: Applicant is notified within 144 hours (6 days) of the reasons for disapproval.

Applicant may revise and resubmit or appeal to Superior Court within 30 days.

If APPROVED: Planning Board files plan with the Registry of Deeds (when all fees have been paid and conditions of approval met.)

Filing must occur within one year of Planning Board approval.

MAJOR SUBDIVISION

(4 lots or more; and/or requires new streets, utilities or other municipal improvements)

HARRISVILLE PLANNING BOARD
705 CHESHAM ROAD
HARRISVILLE, NH 03450
SUBDIVISION APPLICATION AND CHECKLIST

1. Application to Harrisville Planning Board for approval of plat entitled

_____. *For Board use.*

Letter of intent attached. Written request for waivers, if any, attached. * _____
(Note: Items marked with * cannot be waived.)

2. _____ * _____
name of owner(s) address zip code

3. _____
name of applicant address zip code
(if other than owner)

4. Property location _____ tax map# _____ lot# _____ * _____

5. If the owner owns or has any interest in a partnership or corporation owning abutting property, please explain. * _____

6. Attach: a list of names and addresses of abutters and other owners within 200' of property; names and addresses of holders of conservation and/or agricultural preservation restrictions within 200' of property; and names and business addresses of every engineer, architect, land surveyor and soil scientist whose seal appears on any plat. Accuracy of list is applicant's responsibility. * _____

**7. The following items are or may be required for all Major Subdivisions
(4 lots or more; and/or requires new streets, utilities or other municipal improvements)**

a. Lots meet zoning requirements or granted variance by ZBA(attached). * _____

b. Test pits, percolation results observed and inspected by Town Health Officer _____

c. Test pits and 4,000 sq. ft. leach field areas located on plat. Setback requirements are met.

d. 75' well radius for each lot shown on plat. _____

e. Right(s)-of-Way and all easements shown on plat. _____

- f. Location of all existing and proposed survey monuments to town specifications. _____
See Attachment 1, Section IX, Design Standards, B, Monuments.
- g. Required plat dimensions and four copies provided. * _____
- h. Zoning district where property is located in Town shown. * _____
- i. Required natural, man-made and abutting features shown. * _____
- j. All fees paid to Town. * _____
- k. Survey map meets all requirements. Refer to Section VII * _____

8. The following are or may be required in addition to the above for a Minor Subdivision:

- a. Soils overlay. _____
- b. Contour map (existing and proposed). _____
- c. Class VI road restrictions on plat. _____
- d. Proposed new utility locations shown on plat. _____
- e. Driveway permit. _____
- f. Wetland areas identified. _____
- g. High intensity soils survey. _____

9. The following are required in addition to the above for a Major Subdivision:

- a. Sidewalks and public utilities shown on plat. _____
- b. Subdivision grading and drainage plan complete. _____
- c. Legal requirements and covenants identified on plat. _____
- d. Fiscal impact statement. _____
- e. Traffic study and road engineering complete. _____
- f. Flood plain impact. _____
- g. Aquifer impact. _____

10. The Board may require additional information upon review of this application.

11. Statement of intent: To the best of my knowledge, the data and information which I have submitted to obtain subdivision approval from the town of Harrisville are true and correct. I understand that an approval based on incorrect data or information is subject to revocation.

 signed

 date

SECTION VII: SUBDIVISION PLAT SUBMISSION REQUIREMENTS

Checklist for Board Use

1. Four paper copies, prepared by a New Hampshire licensed land surveyor with his name, license number, and seal shall be submitted. A reproducible original plat (Mylar) shall be submitted following Planning Board approval. This Mylar shall include any corrections and/or conditions or the approval.

2. The plat shall show or be accompanied by:

a. Proposed subdivision name or identifying title.

b. Zoning district where property is located.

c. Name and address of the owner.

d. Name of all abutting property owners.

e. Minimum scale, referring to both a graphic and written scale:

i. Up to five acres – fifty feet to the inch

ii. Five to ten acres – one hundred feet to the inch

iii. Ten to two hundred acres+ - 200 feet to the inch.

iv. Sheet sizes to conform to Cheshire County Registry of Deeds requirements.

f. Locus plan showing general location of the total tract within the town

g. Location of 4,000 sq. ft. receiving layer suitable for an individual sewage system; meets setback requirements.

h. Location of 75 ft. well radius on each lot.

i. Location of all existing and proposed survey monuments to town specifications. "Monuments constructed of concrete or stone at least 4 inches on the top and at least 30 inches long shall be set at all block corners. Solid iron pipes shall be set at all lot corners. Concrete or stone bounds shall be set at all points or curvature and all points of tangent for surveying purposes.

j. Boundary survey including bearings, distances, north arrow and the location of permanent markers.

k. Existing buildings and man made structures to remain.

l. Location and profiles with elevations of existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.

m. Existing and proposed easements rights-of-way, buildings, water courses, ponds, standing water, rock ledge stone walls and other essential site features.

- n. Deed restrictions, covenants, and easements. _____
- o. Location of property lines, including entire undivided lot, lot areas and frontage on public right-of-way. Each lot shall be numbered according to tax map numbering system. _____
- p. One paper copy shall show existing and proposed topographic contour boundaries at 20-foot intervals. It shall also show soil mapping types, slopes and boundaries. _____
- q. Location of ground water percolation tests and test results _____
- r. Open space to be preserved. _____
- s. Existing and proposed streets with class, names and right-of-way width. _____
- t. Final road profiles and cross-sections. _____
- u. Watershed and drainage computations. _____
- v. Boundaries of zoning districts lying within the subdivision. _____

3. Adequate space shall be available on the plat for the necessary endorsement by the Board, which wording shall read: "Approved by the Harrisville Planning Board on _____, Certified by the Chairman _____ and Secretary _____", and for reference to any conditions or restrictions required by the Board. _____

Rev: 1/11/12