

**TOWN of SHELBURNE
SUBDIVISION APPENDIX A**

TYPICAL ROAD/DRIVEWAY DESIGN AND CONSTRUCTION STANDARDS

I) ROAD DESIGN STANDARDS

The purpose of these minimum standards is to ensure safe vehicular and pedestrian travel on streets within the Town of Shelburne. Proper design requires the blending of sound roadway layout and grade with minimization of impacts on the existing terrain and environment. These minimum standards are intended to be flexible in consideration of different traffic volumes and terrain conditions.

A) Arrangement of Streets

The streets in a subdivision shall be properly arranged and coordinated with other existing or planned streets. This may require that streets be extended to the property line when there is a possibility of future development of adjoining property or to tie into streets in an adjoining property.

B) Rights-of-Way

No street 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. The apportioning of the street widths among roadway, sidewalks, and possible grass strips shall be subject to the approval of the Planning Board after review by the Town Road Agent. To the maximum extent possible the streets will be centered in the right-of-way.

Utility (easements/rights-of-way) included in the street right-of-way shall be located near the outside edge of the right-of-way.

C) Dead-end Streets/Cul-de-Sacs

Dead-end streets shall not have traffic volumes in excess of 200 ADT and shall be equipped with a turn-around roadway at the closed end, typical examples are shown in Exhibit 2 following. The maximum grade through a cul-de-sac should not exceed 5%.

D) Intersections

Street intersections shall have a minimum angle of intersection of 60 degrees, with a preferable angle being 90 degrees within 75 feet of the intersection. Property line radius at intersections shall be no less than 20 feet. Refer to Table 1 for other requirements.

Multiple intersections involving a junction of more than two streets shall be prohibited. If at all possible, four-way intersections shall be avoided on all local and collector streets.

E) Street Names

- 1) Streets that extend or are in alignment with streets of abutting or neighboring properties shall bear the same names of existing streets within the Town of Shelburne.

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- 2) Other street names shall be approved by the Planning Board during the approval process, after agreement with the Selectmen.
- 3) Precautions shall be taken to ensure street names are not duplicated or so similar to other street names as to cause confusion.

F) Existing Street Conditions

Where a subdivision requires undue expenditures by the Town to improve existing streets to conform to minimum requirements, the Planning Board may disapprove such subdivision until the Selectmen shall certify that funds for the improvements have been assured by the municipality.

G) Minimum Design Requirements

- 1) New roads shall be classified by the Board and designed to conform to the minimum standards established in Table 1 below and as shown on the attached Typical Roadway Cross Section (Exhibit 1). The roadway designs are based on average daily traffic volumes (ADT).

**TABLE 1:
MINIMUM ROAD DESIGN STANDARDS***

*These standards may be adjusted if conditions warrant as long as the safety intent of the standards is maintained.

| Street Type | Min. Local | Local | Major Local | Collector |
|--|------------|--------|-------------|-----------|
| ADT | 20-60 | 60-400 | 400-1500 | >1500 |
| Approximate # of Dwelling Units | Up to 6 | 7-40 | 41-150 | 151-500 |
| Minimum Width of Right of Way | 50 | 50 | Variable | Variable |
| Design Speed | 15 | 25 | 30 | |
| Roadway Width | 20' | 20' | 22' | 24' |
| Minimum Shoulder Width (each side) | 2' | 4' | 4' | 4' |
| Minimum Horizontal Curve Radii (FT) | 45 | 90 | 165 | 200 |
| Minimum Length of Vertical Curve (FT) | 80 | 80 | 150 | 150 |
| Horizontal Sight Distance | 150 | 200 | 200 | 250 |
| Sight Distance @ Road Intersections | 200 | 300 | 350 | 400 |
| Profile Grade | | | | |
| Minimum: | 0.5% | 0.5% | 0.5% | 0.5% |
| Maximum: | 10% | 9% | 8% | 5% |
| Minimum Platform @ Road Intersections | 2%-50' | 2%-75' | 2%-100' | 2%-100' |
| Minimum Pavement Radius @ Road Intersections | 30' | 30' | 35' | 40' |

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- 2) ADT in the above table assumes 10 trips per day per dwelling unit.
- 3) Where streets have the potential for extension through to other lands or other potential street networks, appropriate increases in the traffic volume estimates may be required at the discretion of the Planning Board. The Planning Board shall have the right and authority to increase design standards in such cases and in other cases where it is deemed appropriate.
- 4) For streets serving commercial/industrial areas, the Planning Board may require more restrictive requirements than shown in Table 1. (These commercial/industrial roads shall at least meet the requirements of a "collector road.")

H) Drainage

Drainage design must be adequate to provide for the removal of storm water to prevent flooding of the pavement and erosion of adjacent surfaces. Roadway drainage shall be sized to accommodate the 25-year rain event. Culverts must be at least 15 inches in diameter when used under roadways and 12 inches in diameter when used under driveways. Drainage structures - catch basins, manholes, grates & frames and under drain details shall conform to Exhibits 6 through 9.

I) Curbing

Curbing may be required by the Planning Board where it is deemed appropriate and necessary for the purposes of drainage, slope stability and/or pedestrian safety. Curbing allowed includes straight granite and sloped granite.

J) Sidewalks

When the Planning Board determines that sidewalks are necessary, they shall not be less than four (4) feet in width. They shall conform to NH DOT design standards.

K) Bicycle Paths

Based on subdivision density, traffic volumes, proximity to schools, parks, and other features, the Planning Board may determine that bicycle paths shall be provided as part of the proposed development. Such paths shall be a minimum of five (5) feet in width or, in cases where bicyclists and pedestrians would share a path; the minimum shall be eight (8) feet in width.

L) Steep Grades

Where roadway profiles exceed 5%, special consideration will be given to drainage, sedimentation and erosion protection. This may require curbing and special measures such as rip-rap or other erosion protection. Grades should not exceed 5% within at least 50 feet of an intersection. This may be modified on the basis of site conditions as long as the safety intent of these standards is maintained.

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II) CONSTRUCTION STANDARDS

The recommended road design of the developer/consulting engineer will be reviewed by the Town Road Agent respecting locations of culverts, drainage, and type and quality of culverts, fill and subfill.

A) SUBGRADE :

- 1) All trees and roots shall be stripped to below the base course for the full width of the proposed pavement and shoulders.
- 2) All soft spots, peat, organic material, spongy soil, and other unsuitable materials shall be removed and replaced by material approved by the Road Agent and the Planning Board.
- 3) Boulders and/or ledge shall be removed to a depth of 6 inches below the subgrade level shown on the Typical Road Section (Exhibits 1 or 3). After removal to this depth they shall be covered by a fill material approved by the Road Agent and the Planning Board and graded and compacted to the subgrade level.
- 4) The subgrade shall be graded in the general cross slope configuration shown on the Typical Roads Section (Exhibits 1 or 3).

B) BASE COURSE :

- 1) Bank-run gravel of good quality shall be spread over the entire width of the proposed pavement and shoulders to a depth of 12 inches, plus six (6) inches of crushed gravel screened to (1.5 Inch).
- 2) The bank-run gravel and crushed gravel each shall be placed in lifts not exceeding six (6) inches and in the cross slope configuration shown on the attached Typical Roadway Section (Exhibits 1 or 3).

C) COMPACTION :

Roadway subgrade and base courses shall be compacted to 95% of maximum density proctor method in accordance with NHDOT standards.

D) ROAD PAVING STANDARD (MINIMUM) :

- 1) "Base Course" of two (2) inches conforming to Type-B of the NHDOT specifications.
- 2) "Wearing Course" of one (1) inch conforming to Type E of the NHDOT Specifications.
- 3) Thickness is measured after compaction

E) GRADES :

Grades of all streets shall generally conform to the terrain and shall so far as practicable not exceed the values shown in Table 1. Where practical,

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lots shall be graded toward the streets.

F) SHOULDERS:

All slopes shall be graded, loamed, seeded and mulched. No slope, cut or fill will be greater than two horizontal to one vertical in ledge, or three horizontal to one vertical (3:1) in all other materials.

G) DRAINAGE

All proposed drainage facilities and culverts shall be installed. Natural watercourses shall be cleaned and increased in size where necessary to take care of storm runoff. Drainage swales at least three (3) feet in width and 16 inches in depth at its midpoint below centerline grade shall be constructed in the street right-of-way on both sides of the paved roadway. Drainage facilities must be adequate to provide for the removal of storm water to prevent flooding of the pavement and erosion of adjacent surfaces. Roadway drainage shall be sized to accommodate the 25-year rain event; internal drainage shall be sized to accommodate the 10-year rain event.

H) AS BUILT DRAWINGS

As built drawings shall be provided to the Town for all roads, sidewalks, and bike paths constructed within a subdivision. The drawings shall include certification that the roads have been constructed in accordance with these standards.

III) DRIVEWAY STANDARDS

- A) All curb cuts on town streets or private roads require a driveway permit that must be approved by the Road Agent.
- B) The permittee, or its grantees, successors and assigns served by a driveway shall be responsible for:
 - 1) Maintenance of the drive from the edge of the street pavement or paved shoulder, if existing.
 - 2) Maintenance of all approved drainage alterations including but not limited to:
 - (a) Pipe extensions
 - (b) Open ditches
 - (c) Swales and/or drainage systems
- C) Driveways may serve no more than two (2) dwelling units. Non residential establishments are generally served by a single driveway. Driveways for home business will be at the discretion of the Planning Board after review with the Road Agent.
- D) Driveways shall be constructed at least fifty (50) feet from the intersection of two streets. For Rte 2 a distance of 300 feet from any street intersection is recommended.
- E) When two proposed driveways on the same side of the road are within 50 feet of each other, the Planning Board may require a common access to be used.

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- F) For residential driveways, the approach shall have a (minimum/maximum) width of (10/15) feet at the intersection of the street and for a distance of 25 feet from the street. The board may require this area to be paved.
- G) In all cases, the driveway shall be wide enough to accommodate emergency vehicles. The driveway entrance may be flared as it approaches the road.
- H) The driveway entrance should, if practical, drop six (6) inches from the center of the road to a point at least six (6) feet in back of the ditch line.
- I) A minimum of 150 feet (all season) sight distance in each direction is recommended.
- J) If the driveway is entering a street with an ADT above 500 it shall have a turn around at least 25 ft from the intersection to allow vehicles to face traffic when entering.
- K) If a culvert is required for proper drainage, the culvert shall be at least twelve (12) inches in diameter and shall be of a design approved by the Road Agent. The culvert shall be long enough to maintain the driveway width dimensions.
- L) The culvert may be required to have a catch basin with a cover at the inlet end and a concrete or stone header at the outlet end. The culverts shall be installed by the landowner under the supervision of the Road Agent.
- M) Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may be swaled at a point beyond the shoulder to accommodate the flow of storm water.
- N) The depth and pitch of the drainage ditch shall be determined by the Road Agent.
- O) Any driveway crossing a wet area or body of water shall have all permits required by the NHDES.
- P) All bridges shall be constructed in accordance with NHDOT standards and as approved by the Planning Board.
- Q) Driveways providing access for more than one dwelling unit, commercial, or industrial uses shall be designed to conform with good engineering practice using the NHDOT Manual, "*Policy and Procedures for Driveways and Other Accesses to the State Highway System*", as a guide.
- R) The contractor shall give 72-hour notice to the Road Agent before starting construction of any driveway connecting to a "Town" maintained road. (The 72-hours does not include Saturday's, Sunday's or Legal Holidays (federal and/or state).
- S) Release of Surety Bond (if required by the Planning Board) will be granted upon inspection by the road agent and determination that all work has been satisfactorily completed.

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IV) Driveways to Back-lots

Driveways to back-lots shall be subject to the following standards, in addition to any other applicable standards spelled out in Section III above:

- A) Unless existing conditions prevent it, only one curb cut will be allowed for both the front and the back lot.
- B) The edge of the traveled way shall be set back at least fifteen (15) feet from any property lines. (Unless a smaller distance is agreed to by the abutter)
- C) Appropriate buffering shall be provided, to protect the privacy of neighbors and shield them from dust, noise, lighting, etc.

V) Private Roads

In order to allow development at no additional cost to the Town, the Planning Board may approve the layout of roads to be built and maintained by the landowner(s) according to the following conditions:

- A) Before final approval of a private subdivision road, the Applicant shall post a bond or other surety to cover the cost of construction and maintenance of the road and utility lines, if any. Said guarantee shall remain in effect for a minimum of two (2) years after completion of the roads/utilities. The bond may be extended by the Planning Board for an additional period if deemed necessary, after a site inspection and recommendation by the Town Road Agent to the Planning Board.
- B) A notarized maintenance agreement shall accompany the plat and be recorded. The agreement shall state to what extent each parcel or lot is responsible for the maintenance of the private road. The agreement shall run with the land, and upon any future conveyance of property, the agreement shall be incorporated in and made part of a conveyance binding upon the parties thereto, their successors and assignees.
- C) The Applicant shall include a "Statement of Agreement" on the plat indicating that she/he understands that the Town has no liability for the road and is under no obligation to take over maintenance or ownership of the road. (see typical statement in "typical forms and notifications")
- D) No private road in a subdivision will be approved by the Town or the Planning Board unless adequate provision is made for any utilities serving the site. The plat submitted must show the location and size of necessary utility easements.
- E) If a landowner constructs a road on a private lot without a present intent to subdivide, that road construction may not necessarily constitute "development" such that local land use regulations apply; however in the event that "development" occurs at a later date (such that local land use regulations do apply), the Planning Board may review the specifications of such road construction at the later time, as if the road construction was included as part of the "development" which is then being reviewed under

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the subdivision regulations. Further, this paragraph will have no legal effect upon determining whether or not "development" has occurred for purposes of determining the applicability of the current use land change tax.

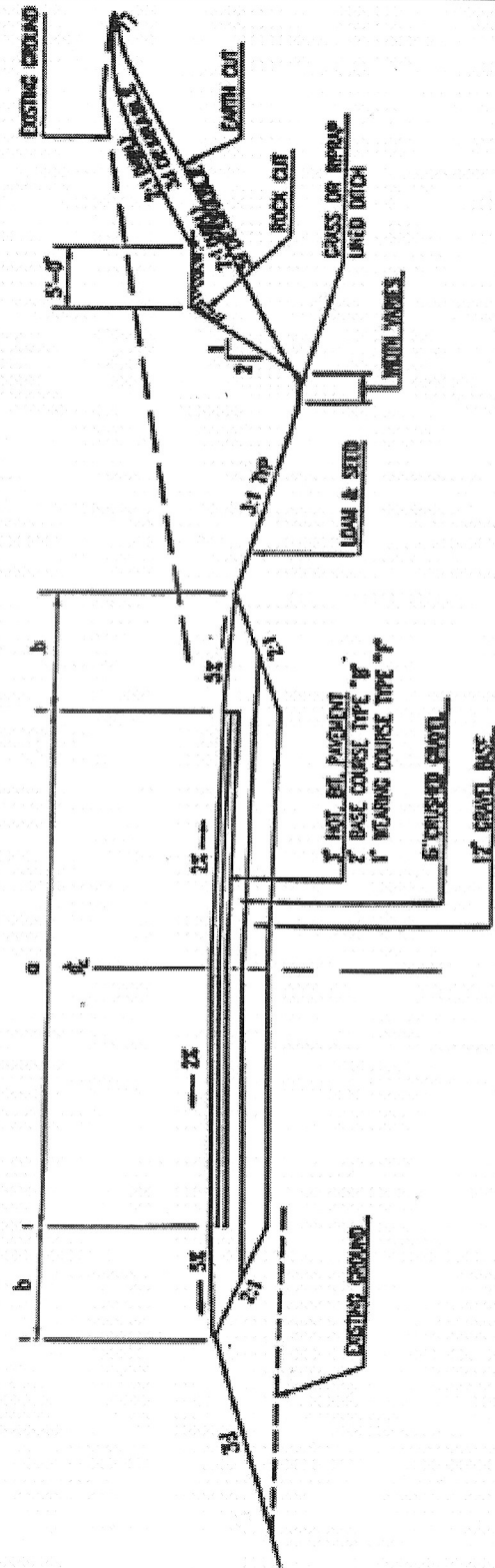
VI) Class VI Roads

- A) Subdivision for development is discouraged on Class VI roads.
- B) Approval for subdivision on a Class VI road shall be given only when denial would cause unusual hardship and would serve no public purpose. In such cases the following conditions shall be placed on the approved plat along with any additional conditions the Planning Board may deem as necessary.

The Planning Board hereby approves this subdivision subject to the following conditions:

- 1) Approval of this subdivision in no way constitutes an approval of any portion of the Class VI roadway as a Class V roadway, nor does it obligate the Town to maintain any portion of the Class VI roadway, including snow plowing, nor does the Town assume any liability for any damages resulting from the use of said road(s).
 - 2) Prior to the issuance of a building permit, it may be necessary for the road, or a portion thereof, to be reconstructed to Town specifications. Any expense therefor shall be the responsibility of the subdivider or any successor(s) in title for said lot(s).
 - 3) It shall be the duty of every seller of this land to so inform the potential buyer of any lot of these restrictions prior to the buyer making any binding commitment to purchase said lot.
 - 4) Any conditions imposed by the Planning Board as a part of subdivision approval shall be shown on the plat and made a covenant of the deed(s) conveying all or any part of said subdivision and shall run with the land.
- C) Submittal of the completed form shown as # 13 in the "Typical Forms and Notifications".

TOWN OF SHELBURNE – TYPICAL ROAD DESIGN STANDARDS FOR NEW DEVELOPMENTS



SEE TABLE I FOR a AND b DIMENSIONS
 a = ROADWAY WIDTH
 b = SHOULDER WIDTH

**TYPICAL SECTION
 PAVED ROADS**
 NOT TO SCALE

EXHIBIT 1

TOWN OF SHELBURNE – TYPICAL ROAD DESIGN STANDARDS FOR NEW DEVELOPMENTS

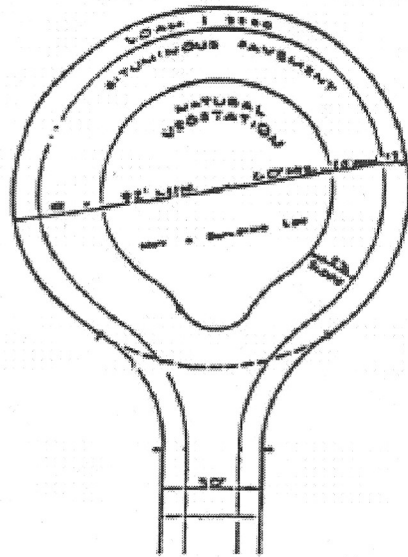


EXHIBIT 2A
CIRCULAR WITH ISLAND

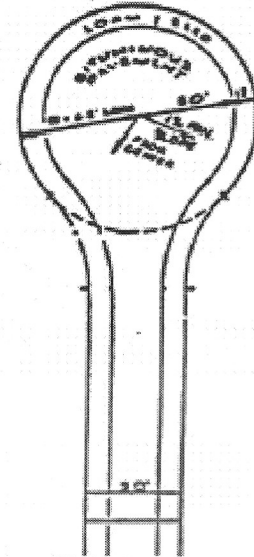


EXHIBIT 2B
CIRCULAR PAVED

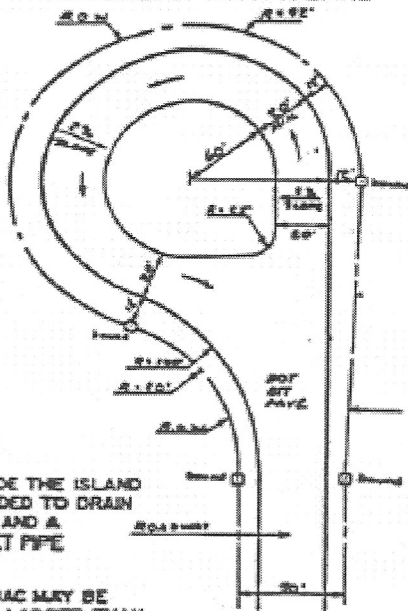


EXHIBIT 2D
"REVERSE P" DESIGN

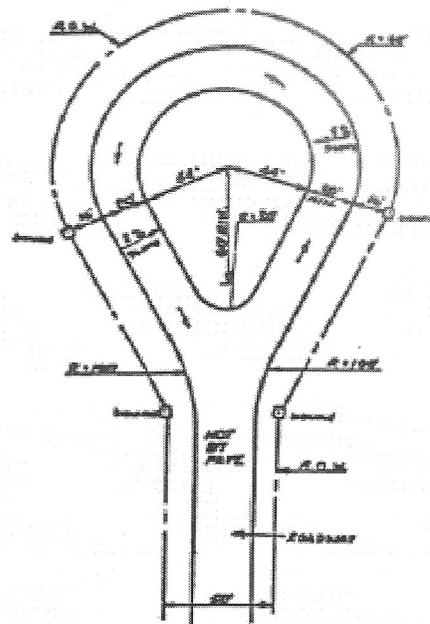


EXHIBIT 2C
"TEAR DROP" DESIGN

NOTES:

1. THE AREA INSIDE THE ISLAND SHALL BE GRADED TO DRAIN TO THE INSIDE AND A PROPER OUTLET PIPE PROVIDED.

2. THE CUL-DE-SAC MAY BE CONSTRUCTED LARGER THAN SHOWN HERE WITH THE APPROVAL OF THE PLANNING BOARD OR ITS AGENT. THE PAVEMENT WIDTHS SHOWN SHALL NOT BE REDUCED

CUL - DE - SAC

EXHIBIT 2

TOWN OF SHELBURNE – TYPICAL ROAD DESIGN STANDARDS FOR NEW DEVELOPMENTS

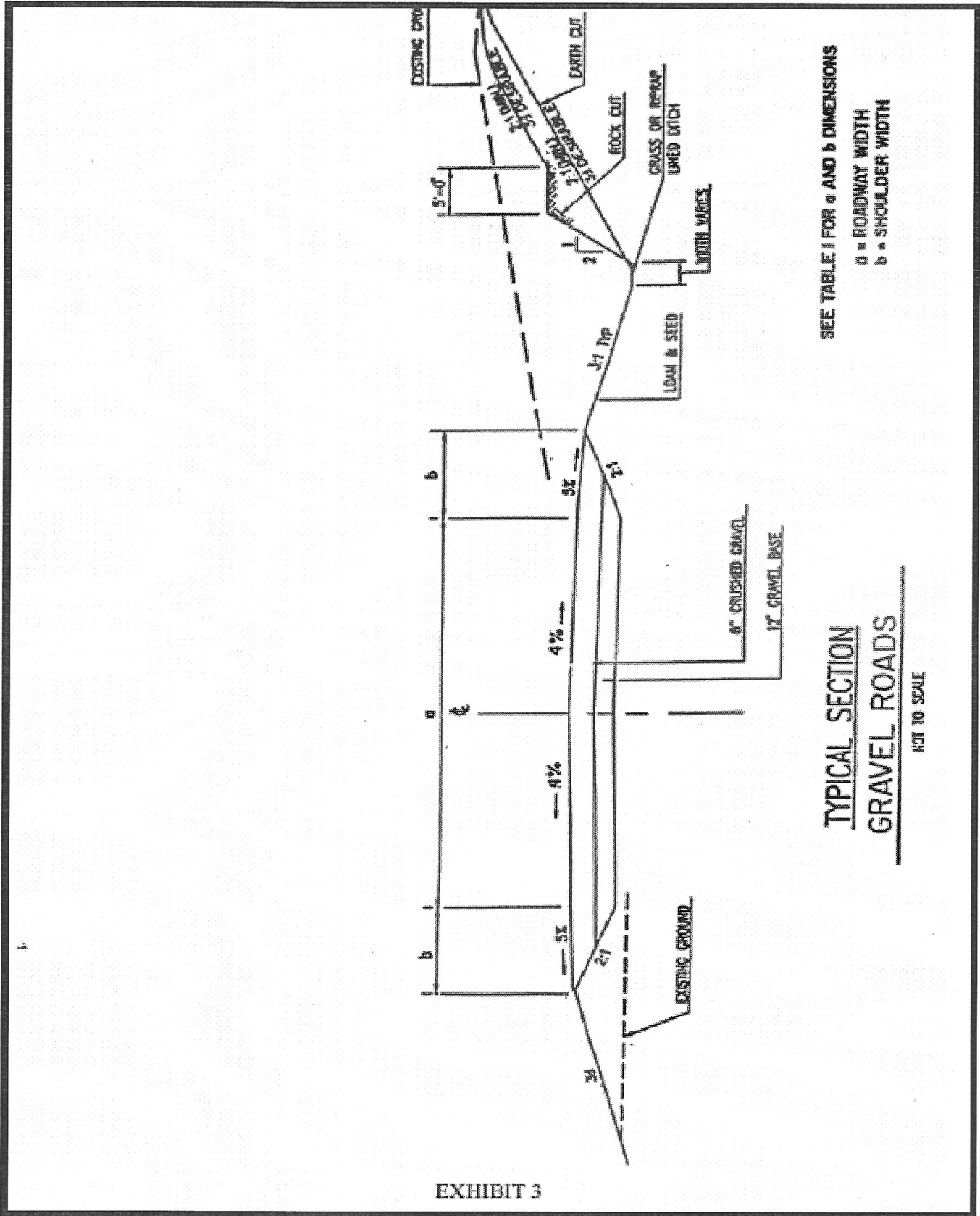
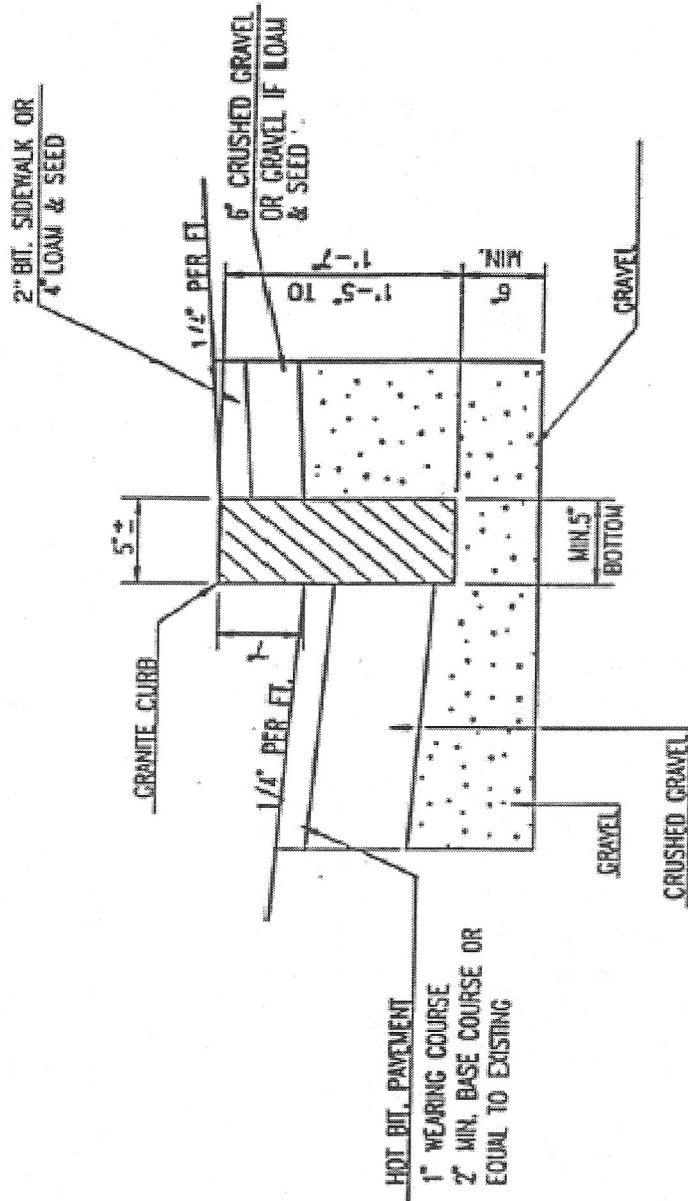


EXHIBIT 3

TOWN OF SHELBURNE – TYPICAL ROAD DESIGN STANDARDS FOR NEW DEVELOPMENTS



STRAIGHT - GRANITE CURB

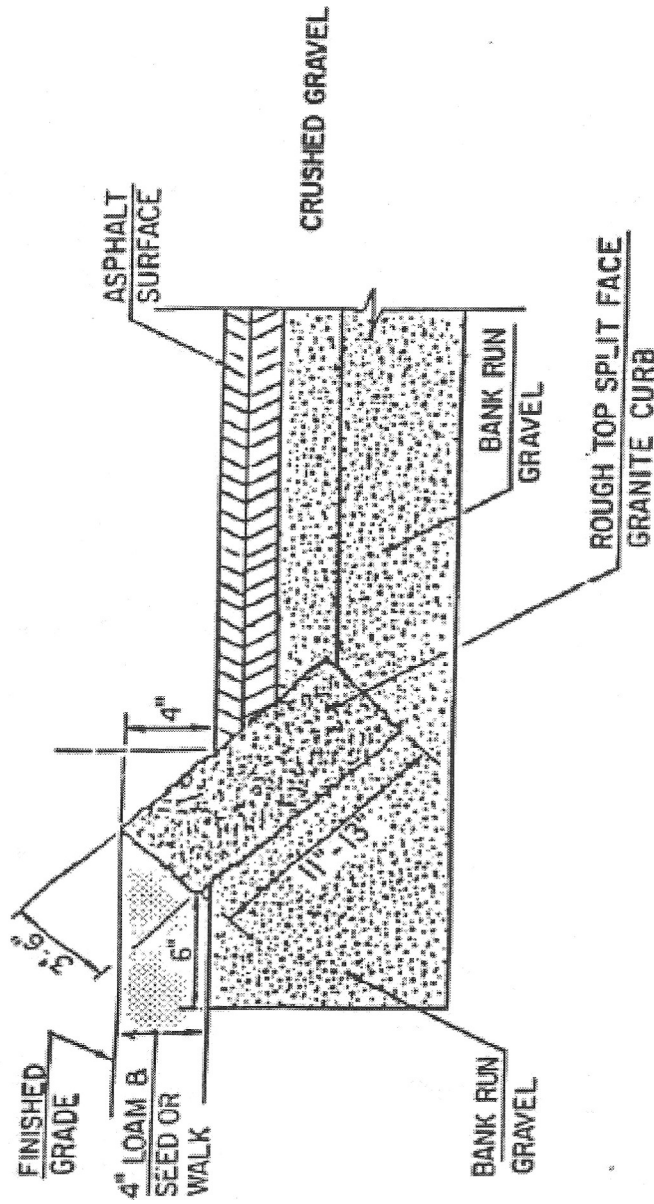
NOT TO SCALE

EXHIBIT 4

App. A - 4

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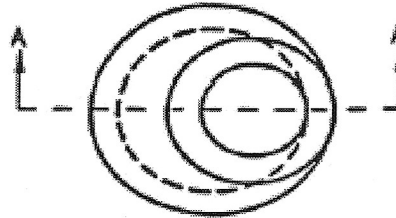


SLOPED GRANITE CURB

NOT TO SCALE

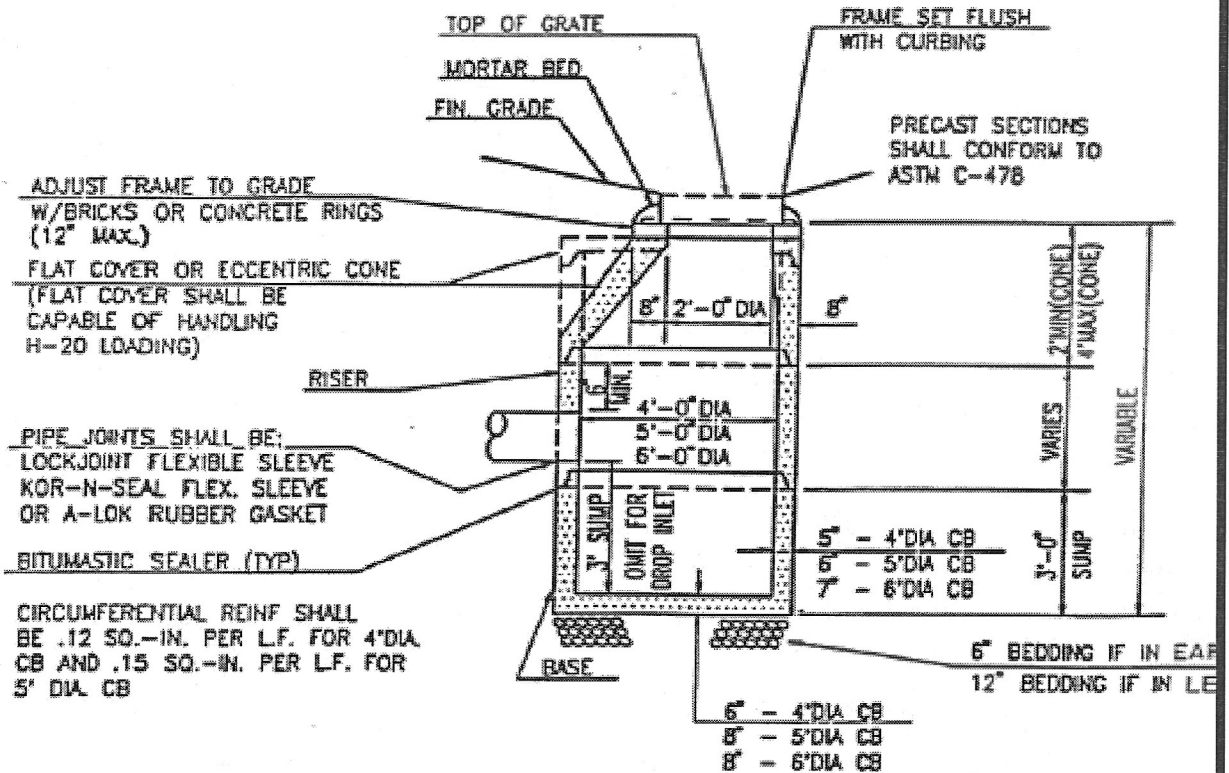
EXHIBIT 5

TOWN OF SHELBURNE – TYPICAL ROAD DESIGN STANDARDS FOR NEW DEVELOPMENTS



PLAN

NOTE: MORTARED CONCRETE BLOCK MAY BE USED IN PLACE OF PRECAST CONCRETE. MORTARED CONCRETE BLOCK CATCH BASINS AND MANHOLES SHALL CONFORM TO THE MHDOT STANDARDS.



STANDARD CATCH BASIN

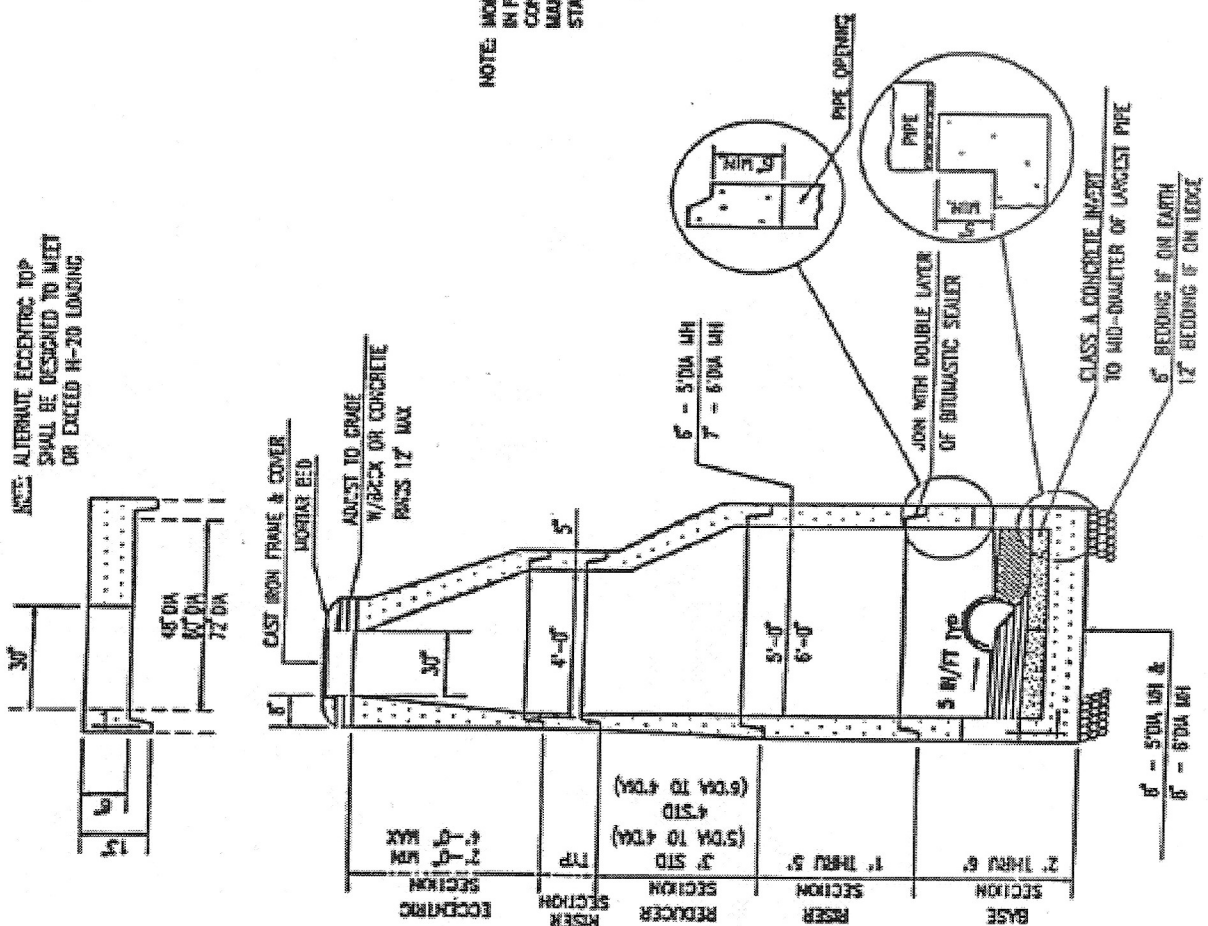
NOT TO SCALE

EXHIBIT 6

TOWN OF SHELBURNE – TYPICAL ROAD DESIGN STANDARDS FOR NEW DEVELOPMENTS

- GENERAL NOTES FOR MH's & CS's**
1. REINF STEEL SHALL CONFORM TO THE LATEST ASTM A183 SPEC
 - 4" DIA SECS - 0.12 50-MN/F
 - 5" DIA SECS - 0.15 50-MN/F
 - 6" DIA SECS - 0.18 50-MN/F
 - 8" DIA SECS - 0.24 50-MN/F
 2. CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 4000 PSI MINIMUM
 3. DESIGN SPECIFICATIONS SHALL CONFORM TO ASTM C-478 LATEST EDITION
 4. BASE SECTIONS SHALL BE POURED MONOLITHICALLY

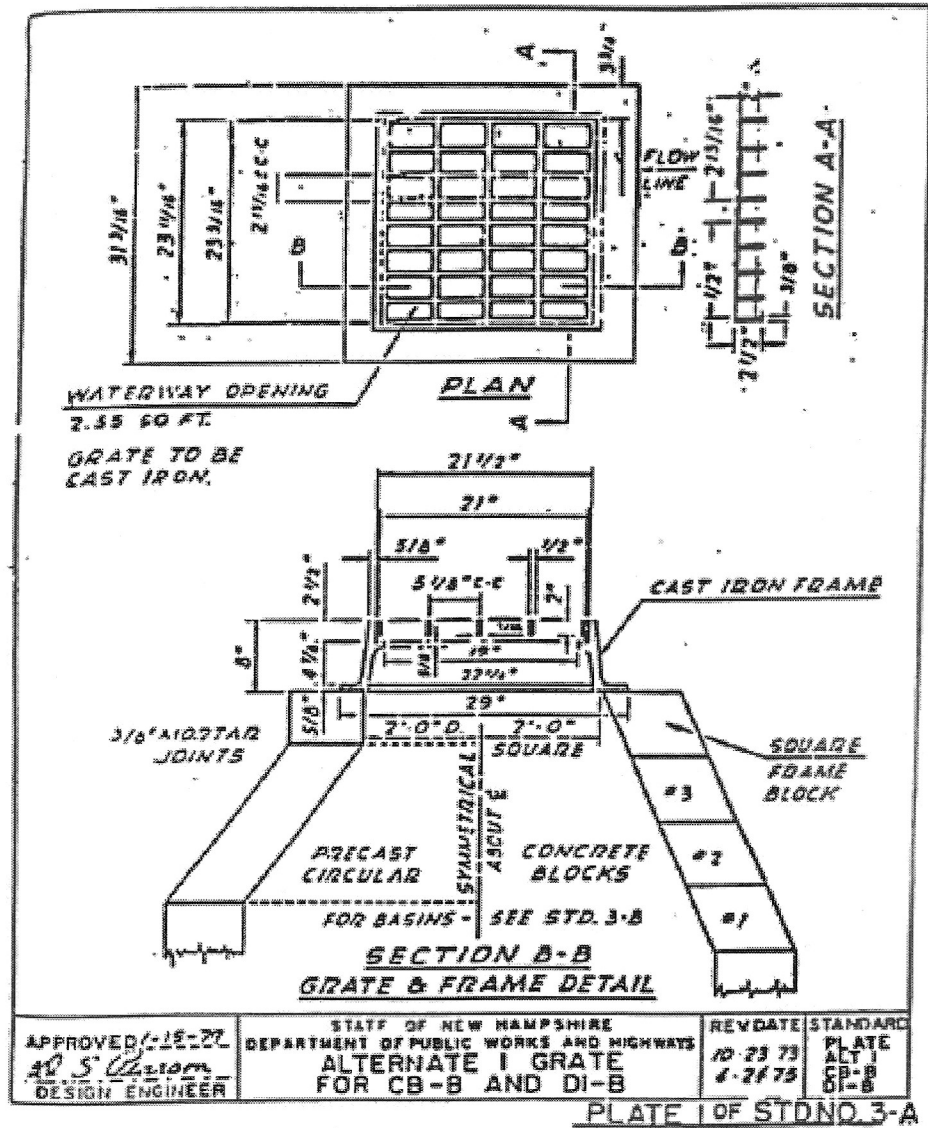
NOTE: MORTARED CONCRETE BLOCK MAY BE USED IN PLACE OF PRECAST CONCRETE. MORTARED CONCRETE BLOCK CATCH BASINS AND MANHOLES SHALL CONFORM TO THE MHDOT STANDARDS.



STANDARD DRAINAGE MANHOLES
NOT TO SCALE

EXHIBIT 7

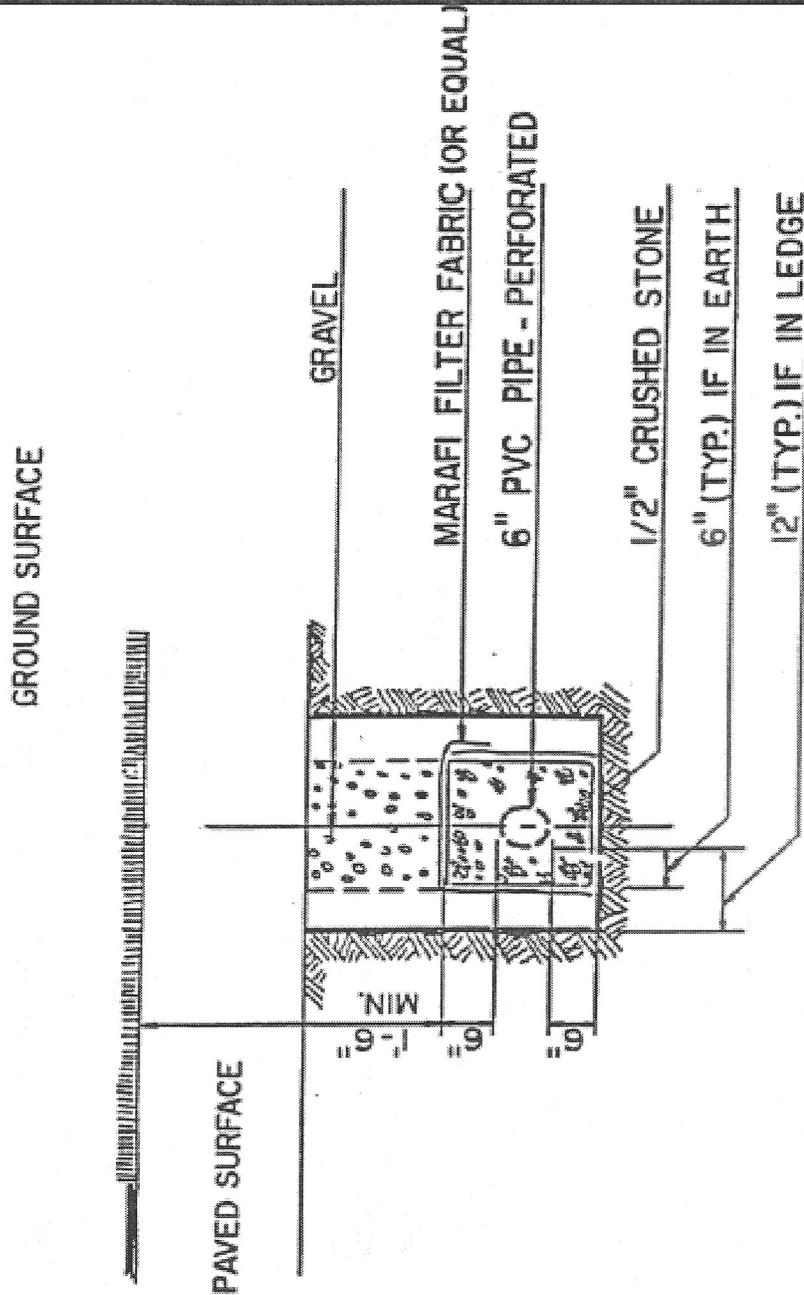
TOWN OF SHELBURNE – TYPICAL ROAD DESIGN STANDARDS FOR NEW DEVELOPMENTS



**STANDARD DRAINAGE
GRATE & FRAME**

EXHIBIT 8

TOWN OF SHELBURNE – TYPICAL ROAD DESIGN STANDARDS FOR NEW DEVELOPMENTS



TYPICAL UNDERDRAIN DETAIL

NOT TO SCALE

EXHIBIT 9

TOWN OF SHELBURNE – TYPICAL ROAD DESIGN STANDARDS FOR NEW DEVELOPMENTS

TOTAL P. 83

SECTION 401

SECTION 401

Table 2E – Composition of Mixtures – Master Ranges (English) (4)

| | Base Courses (6) | | | | Wearing Courses | | | | | | | |
|------------------------------|----------------------|---------|--------------------|-----|--------------------|-----|----------------------------------|---------|--------------------|-----|--------------------|-----|
| | Type A: 1-1/4 in (6) | | Type B: 3/4 in (6) | | Type C: 1/2 in (6) | | Type D: 3/4 in Single Course (6) | | Type E: 1/2 in (6) | | Type F: 3/8 in (6) | |
| | Min | Desired | Max | Min | Desired | Max | Min | Desired | Max | Min | Desired | Max |
| 1-1/4 in | 95 | 100 | 100 | 95 | 100 | 100 | 95 | 100 | 100 | 95 | 100 | 100 |
| 1 in | 75 | 85 | 95 | 65 | 75 | 85 | 68 | 79 | 90 | 85 | 90 | 95 |
| 3/4 in | 62 | 72 | 84 | 50 | 60 | 70 | 50 | 60 | 70 | 60 | 70 | 80 |
| 1/2 in | 50 | 60 | 70 | 42 | 50 | 57 | 38 | 44 | 50 | 46 | 50 | 55 |
| 3/8 in | 42 | 50 | 60 | 38 | 44 | 50 | 36 | 44 | 50 | 38 | 44 | 50 |
| No. 4 | 28 | 36 | 45 | 28 | 32 | 38 | 24 | 28 | 34 | 24 | 28 | 34 |
| No. 10 | 18 | 23 | 27 | 16 | 20 | 24 | 17 | 20 | 24 | 17 | 20 | 24 |
| No. 20 | 10 | 15 | 18 | 9 | 13 | 17 | 9 | 13 | 17 | 9 | 13 | 17 |
| No. 40 | 5 | 10 | 13 | 5 | 7 | 11 | 5 | 7 | 11 | 5 | 7 | 11 |
| No. 80 | 1 | 6 | 9 | 3 | 7 | 11 | 3 | 7 | 11 | 3 | 7 | 11 |
| No. 200 | 0 | 7 | 4 | 0 | 3 | 4 | 0 | 3 | 4 | 0 | 3 | 4 |
| Asphalt Content % of Mix (7) | 3.8 | 4.3 | 4.8 | 4.8 | 5.25 | 6.0 | 5.0 | 5.4 | 5.8 | 5.5 | 6.0 | 6.5 |

Percentage by Weight Passing – Combined Aggregate

- (1) Gradings approaching the maximum amount permitted to pass the various sieves will result in pavement surfaces having comparatively fine texture, while gradings approaching the minimum amounts passing the various sieves will result in surfaces with comparatively coarse textures.
- (2) Alternate aggregate sizes are included to ensure that the coarse aggregate shall not be larger than one-half the thickness of the layer being placed.
- (3) The asphalt content for the above mixture is based on the use of aggregate with a specific gravity of 2.65 in 2.70. The asphalt content will be adjusted when aggregate with a higher specific gravity is used.
- (4) Reclaimed asphalt pavement (RAP) is permitted to be used in these courses.

APPENDIX B

Wetlands Requirements

Definition:

Accessible Contiguous Buildable Portion – This term means a portion of a lot, not including setbacks or easements, that is easily accessible from a road and in such a configuration that a dwelling may be erected on it, and that within that portion there are no wet areas, water bodies, rock outcrops or slopes greater than 20%.

Delineation Requirements for Wet Areas

- A subdivider that is proposing a subdivision must do a wet areas delineation on all areas that will be disturbed by the subdivider during the development of the lots. This would include all ROW's and other areas that will be developed by the subdivider, such as parks, paths and all areas of each lot, including driveways, that the subdivider will disturb. Those areas that will not be disturbed by the subdivider need not be delineated.
- On each lot that will not be required to meet State subdivision approval, the subdivider must either:
 - Show that there is a minimum of 30,000 square feet within an “accessible contiguous buildable portion” (more area may be required if a long driveway, remote septic system or other circumstances dictate), or
 - Do the required testing to show that the lot could pass the State subdivision requirements relative to the possible construction of a septic system.
- Other areas requested by the Board:

Information on wet areas shall be provided on the plat with identification and delineation of the resources in accordance with the definitions and standards specified below. The written documentation specified shall be included on the plat and certified by the stamp of a qualified professional.

Wet Areas Delineations

Wet areas are to be identified and delineated according to the most current versions of the following standards and/or methodologies:

- Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1, Environmental laboratory, Department of the Army, 1987.
- Field Indicators for Identifying Hydric Soils in New England, Version 2, New England Interstate Water Pollution Control Commission, 1998.
- Chapters Wt 100-800 of the NH Code of Administrative Rules, April 21, 1997.

Written Documentation

A written statement shall be included on the subdivision or site plan, certified by the stamp of the Certified Wetland Scientist (CWS) or Permitted Septic Designer (PSD), that all wet areas required to be delineated on-site have been delineated in accordance with the standards specified above.

APPENDIX C:

CRITERIA FOR DETERMINING REGIONAL IMPACT

Impact Criteria shall include, but not be limited to, the following items. These shall in no way be considered exhaustive, but rather guidelines for the Board to follow in making a determination of impact on a neighboring municipality.

- A. RESIDENTIAL DEVELOPMENT:** Proposals for lots or dwellings that would increase the existing housing stock of the town by more than 25%.
- B. COMMERCIAL DEVELOPMENT:** Proposals for new or expanded space of 50,000 square feet or greater.
- C. INDUSTRIAL DEVELOPMENT:** Proposals for new or expanded space of 100,000 square feet or greater.
- D. TELECOMMUNICATION** - Proposals involving new cellular telephone towers
- E. OTHER FACTORS TO BE CONSIDERED:**
 - 1. Proximity to other municipal boundaries.
 - 2. Traffic impacts on the regional road network.
 - 3. Potential effect on groundwater, surface water and wet areas that transcend municipal boundaries.
 - 4. The potential to disturb or destroy a significant or important natural environment or habitat.
 - 5. The necessity for shared public facilities such as schools or solid waste disposal.
 - 6. Anticipated emissions such as light, noise, smoke, odors, or particulates.
 - 7. The potential for accidents that would require evacuation of a large area.
 - 8. The generation and/or use of any hazardous materials.
 - 9. Evidence, if any, received from North Country Council or the State Office of Energy and Planning.

TYPICAL FORMS AND NOTIFICATIONS
APPENDIX D

1. **SUBMISSION OF APPLICATION (used only for submission - not public hearing)**

Town of Shelburne

LEGAL/PUBLIC NOTICE

Notice is hereby given in accordance with RSA 676:4 that an application for (Subdivision/Site Plan Review - Description of Application; Name of Applicant; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE) at (TIME) at the Shelburne Town Hall during a regular meeting of the Board. Upon a finding by the Board that the application meets the submission requirements of the Shelburne (Subdivision/Site Plan Review Regulations), the Board will vote to accept the application as complete and schedule a public hearing. Should the application not be accepted as complete, another submission meeting will be scheduled. Anyone needing assistance to attend this meeting should contact the Selectmen's Office one week prior to the scheduled date.

Per order of the Shelburne Planning Board

_____Administrative Assistant

2. **SUBMISSION OF APPLICATION/PUBLIC HEARING ON PROPOSAL (for Expedited Review)**

Town of Shelburne

LEGAL/PUBLIC NOTICE

Notice is hereby given in accordance with RSA 676:4 & 675:7 that an application for (Subdivision/Site Plan Review - Description of Application; Name of Applicant; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE) at (TIME) at the Shelburne Town Hall during a regular meeting of the Board. Upon a finding by the Board that the application meets the submission requirements of the Shelburne (Subdivision/Site Plan Review Regulations), the Board will vote to accept the application as complete, and a public hearing on the merits of the proposal will follow immediately. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved. Anyone needing assistance to attend this meeting should contact the Selectmen's Office one week prior to the scheduled date.

Per order of the Shelburne Planning Board

_____Administrative Assistant

TYPICAL FORMS AND NOTIFICATIONS
APPENDIX D

3. PUBLIC HEARING ON PROPOSAL

Town of Shelburne

LEGAL/PUBLIC NOTICE

Notice is hereby given in accordance with RSA 676:4 & 675:7 that the Shelburne Planning Board will hold a public hearing for (Subdivision/Site Plan Review - Description of Application; Name of Applicant; Location of Property; Tax Map and Lot Number) on (DATE) at (TIME) at the Shelburne Town Hall. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved. Anyone needing assistance to attend this meeting should contact the Selectmen's Office one week prior to the scheduled date.

Per order of the Shelburne Planning Board

_____Administrative Assistant

4. ABUTTER NOTICES FOR SUBDIVISION OR SITE PLAN REVIEW APPLICATION

Dear _____,

According to NH Revised Statutes Annotated 676:4,1 (d) and the Town of Shelburne (Subdivision/Site Plan Review), it is required that all abutters to land intended for (subdivision/site plan review) be notified of the proposal.

You, as an abutter, are hereby notified that an application for (Subdivision/Site Plan Review - Description of Application; Name of Applicant; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE) at (TIME) at the Shelburne Town Hall during a regular meeting of the Board. Upon a finding by the Board that the application meets the submission requirements of the Shelburne (Subdivision/Site Plan Review Regulations), the Board will vote to accept the application as complete. A public hearing on the merits of the proposal will be scheduled (Alternate for expedited review, A public hearing on the merits of the proposal will follow immediately.)

Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Please be advised that, as an abutter, your right to testify is restricted to the public hearing. In the case of a public *meeting*, as opposed to a public *hearing*, you are allowed by right to be notified and be present, but you do not have the right to offer testimony except at the Planning Board's discretion.

Sincerely,

Planning Board Administrative Assit.

TYPICAL FORMS AND NOTIFICATIONS
APPENDIX D

5. APPLICANT NOTICE FOR SUBDIVISION OR SITE PLAN REVIEW

Dear _____,

According to NH Revised Statutes Annotated 676:4, I (d) and the Town of Shelburne (Subdivision/Site Plan Review Regulations), it is required that all applicants for land development be sent notice of the public meeting and public hearing at which their proposal will be submitted to the Board and reviewed.

You, as the applicant, are hereby notified that your application for (Subdivision/Site Plan Review - Description of Application; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE) at (TIME) at the Shelburne Town Hall during a regular meeting of the Board. Upon a finding by the Board that the application meets the submission requirements of the Shelburne (Subdivision/Site Plan Review Regulations), the Board will vote to accept the application as complete. A public hearing on the merits of the proposal will be scheduled. (Alternate for expedited review, A public hearing on the merits of the proposal will follow immediately.)

Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved. Should your application be disapproved, you will receive written notice from the Planning Board within 144 hours stating the reasons for such disapproval.

Sincerely,

Planning Board Administrative Assistant.

6. SURVEYOR NOTICE FOR SUBDIVISION OR SITE PLAN REVIEW

According to NH Revised Statutes Annotated 676:4,1 (d) and the Town of Shelburne Subdivision/Site Plan Review Regulations, it is required that any persons who have prepared plans for approval be notified of the submission and hearing on the application.

You are hereby notified that an application prepared by you for a (Subdivision/Site Plan Review - Description of Application; Location of Property; Tax Map and Lot Number) will be submitted to the Shelburne Planning Board on (DATE, TIME, PLACE) during a regular meeting of the Board.

Upon a finding by the Board that the application meets the submission requirements of the Shelburne Subdivision/Site Plan Review Regulations, the Board will vote to accept the application as complete. A public hearing on the merits of the proposal will be scheduled (Alternate for expedited review, A public hearing on the merits of the proposal will follow immediately.).

Should a decision not be reached following the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Should this application be disapproved, the applicant will receive written notice from the Planning Board within 144 hours stating the reasons for disapproval, and advising the applicant of what corrective measures would be needed.

Sincerely,

Planning Board Administrative Assistant

TYPICAL FORMS AND NOTIFICATIONS
APPENDIX D

7. APPLICATION FOR WAIVER OF SUBDIVISION/SITE PLAN REVIEW REQUIREMENT

Date: _____

To the Shelburne Planning Board:

On (DATE) I submitted a plan for (subdivision/site plan review) approval to the Board, entitled _____ and prepared by _____ Pursuant to Section (VI) of the Board's regulations, I am requesting a waiver from the following items for reasons stated below:

1. _____

2. _____

3. _____

4. _____

Respectfully submitted,

8. NOTICE OF PLANNING BOARD DECISION

(Once the Planning Board has held the public hearing and voted on the application, the final decision must be put in written form and placed on file in the Town offices and made available to the public within 144 hours. The Board is not required to notify the applicant individually except in the case of a denial, in which case the same time limit applies.)

NOTICE OF PLANNING BOARD APPROVAL

On _____, _____, after duly-noticed public hearing(s), the Planning Board voted to **APPROVE** the Plan for () submitted to the Board by _____ for _____ property located at (Street Address, Tax Map & Lot Number and Zoning District). Any conditions to which the plan is subject are listed below:

1. _____
2. _____
3. _____
4. _____
5. _____

_____ Planning Board Chairman

**TYPICAL FORMS AND NOTIFICATIONS
APPENDIX D**

NOTICE OF PLANNING BOARD DENIAL

On (DATE) after duly-noticed public hearing(s), the Planning Board voted to DENY the Plan for (_____) submitted to the Board by _____ for property located at (Street Address, Tax Map & Lot Number and Zoning District). The application was denied for the following reasons:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

_____ Planning Board Chairman

9. NOTICE OF PUBLIC HEARING TO REVOKE PLANNING BOARD APPROVAL

Town of Shelburne

LEGAL/PUBLIC NOTICE

Notice is hereby given in accordance with RSA 676:4-a the Shelburne Planning Board will hold a public hearing on (DATE) at (TIME) at the Shelburne Town Hall for the purpose of considering whether to revoke a plan previously-approved on _____, _____, and filed with the Coos County Register of Deeds. The Board is considering revocation for the reasons stated below. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Per order of the Shelburne Planning Board
_____ Administrative Assit.

TYPICAL FORMS AND NOTIFICATIONS
APPENDIX D

10. DECLARATION OF REVOCATION

(Once the Board has voted to revoke a previously-approved plan, a declaration of revocation must be filed with the county register of deeds no sooner than 30 days after written notification to the applicant, or 30 days after the public hearing, whichever is later. The declaration must be recorded under the same name as that on the original approval, dated, endorsed in writing by the Planning Board, and contain reference to the recording information of the plan being revoked.)

Notice is hereby given that the Shelburne Planning Board voted on (DATE) to revoke the approval of (Plan Name) granted to (Applicant Name) on (DATE). The Plan was recorded in the Deeds as Plan _____ and filed on (DATE). The approval was revoked for the following reasons:

Respectfully Submitted,

Planning Board Chair

11. ADOPTION OR AMENDMENTS TO SUBDIVISION OR SITE PLAN REVIEW REGULATIONS

Town of Shelburne

NOTICE OF PUBLIC HEARING

Pursuant to RSA 675:6 & 7, the Planning Board will hold a public hearing on (DATE) (TIME) at the Shelburne Town Hall on a (proposed amendment or the adoption of the Subdivision or Site Plan Review) Regulation. The effect of the (proposed amendment or adoption) will be to:

(Here insert a topical description of the proposed changes)

A full copy of the text of the proposed amendment is available for review in the Town Clerk's office during regular business hours.

Per order of the Shelburne Planning Board

Administrative Assistant

TYPICAL FORMS AND NOTIFICATIONS
APPENDIX D

12. TYPICAL SIGNING BLOCK – TO BE INCLUDED ON ALL PLATS

The subdivision regulations of the Town of Shelburne are a part of this plat and approval of this plat is contingent on completion of all the requirements of said subdivision regulations, excepting only any waivers or modifications made in writing by the Board and attached hereto.

Applicants Signature

Date

It is hereby certified that the lands subdivided on this map are owned by title of record and that consent to the approval of said map is given.

Owners Signature

Date

This map is hereby approved by the Shelburne Planning Board at an official meeting held on ***** and must be filed on or before ***** with the Coos County Register of Deeds.

Signing spaces for seven members of the Board.

13. TYPICAL NOTE TO BE INCLUDED ON ANY PLAT WITH PRIVATE ROADS

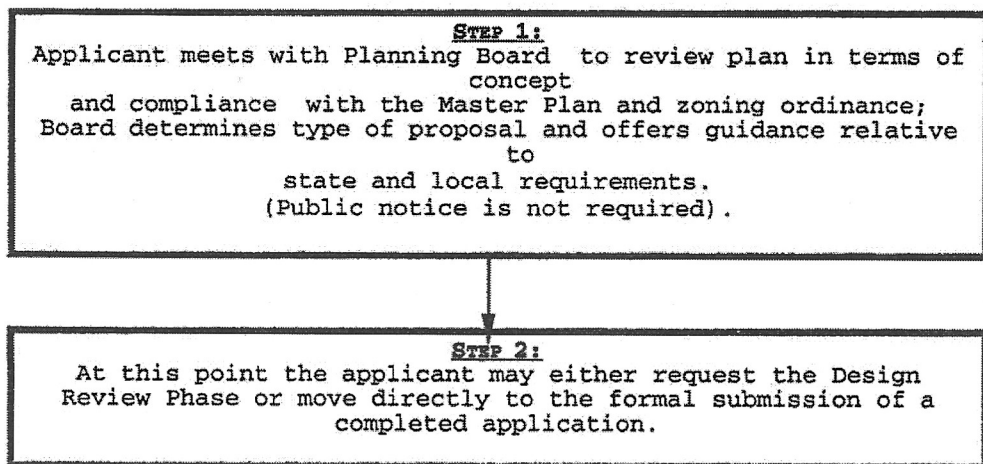
- A. The town of Shelburne does not assume responsibility for the maintenance of the private road(s) shown on this plat nor any liability whatsoever for any damages resulting from the use of the road.
- B. The owner of the private road shown on this plat is responsible for maintaining the road to a Town Road standard less paving.
- C. The Selectmen control a process for acceptance of the roads that meet Town Road Standards, which also requires deeding of the road to the Town.

**APPENDIX E:
PROCEDURE FOR APPLICATION REVIEW**

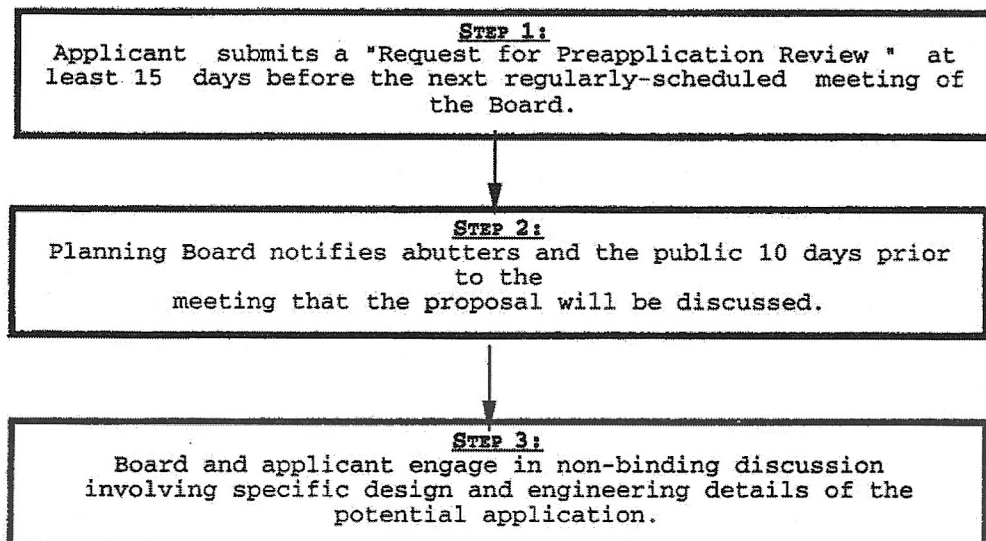
I. PREAPPLICATION REVIEW - OPTIONAL

The two stages of preapplication review are optional at the request of the applicant. The applicant may choose to engage in both the Preliminary Conceptual Consultation and the Design Review Phase, or any one of the two.

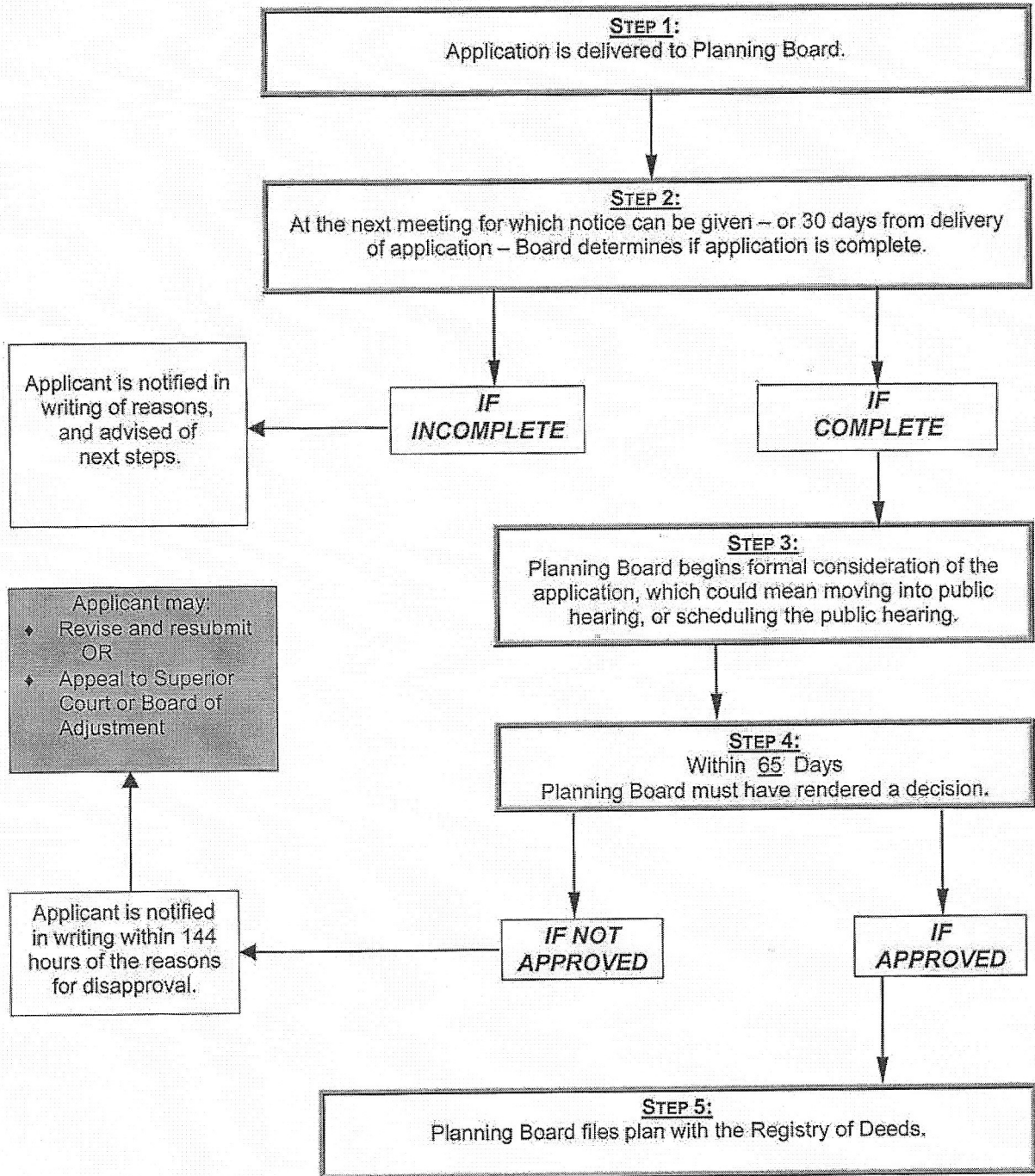
A. PRELIMINARY CONCEPTUAL CONSULTATION



B. DESIGN REVIEW PHASE



II. APPLICATION PROCEDURE



NOTE: For a minor or technical subdivision, the public hearing may take place on the same evening as the vote to accept the plan as complete, provided the notice has advised of the possibility.