

TOWN OF LOUDON
New Hampshire

**LAND DEVELOPMENT
REGULATIONS**

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TOWN OF LOUDON, NEW HAMPSHIRE LAND DEVELOPMENT REGULATIONS

Article 1: Authority

Under the authority vested in the Loudon Planning Board by a public vote at Town Meeting, and in accordance with then and now current state law including, but not limited to, RSA 672, 674 and 677, the Loudon Planning Board adopts these regulations for the subdivision and site development of land within the Town of Loudon, New Hampshire.

Article 2: Title

These regulations shall be known and cited as **Land Development Regulations for the Town of Loudon, New Hampshire**, as adopted October 21, 1970, and subsequently amended.

Article 3: Purpose and Intent

These regulations are adopted for the following purposes:

1. To protect and promote the health, safety, and welfare of the Town of Loudon.
2. To promote the orderly growth of the town by providing for public and other open space and for reasonable development of land.
3. To prevent scattered, premature, or undesirable subdivision and development of land as would involve danger or injury to health, safety, welfare, and prosperity of the community by reason of the lack of water supply, satisfactory drainage, adequate transportation, or other public services that would require excessive expenditure of public funds to provide such services.
4. To protect and preserve the value of land, buildings, and improvements to land throughout the municipality, and to minimize the conflicts of uses among land and buildings.
5. To provide for suitably located streets, sidewalks, and access ways with sufficient width to accommodate existing and prospective traffic (both vehicular and pedestrian); as well as to afford access for emergency service equipment to buildings; and to be coordinated so as to compose a convenient and safe circulation system; to prevent certain parcels affected by a subdivision from being precluded from a subdivision by a lack of suitable access.

6. To establish reasonable standards of design and procedures for subdivisions in order to further the orderly layout and use of land and to ensure proper descriptions and monumenting of subdivided land.
7. To ensure that public facilities are available in a capacity to serve proposed developments. Public facilities shall include, but are not be limited to, the transportation network, roads, schools, water system, sewer system, parks, playgrounds, and other similar systems.
8. To prevent the pollution and contamination of land, air, watercourses, water bodies; to assure the adequacy of drainage facilities, to safeguard the water table and groundwater aquifers; to encourage the wise use and stewardship of natural resources throughout the municipality in order to preserve the integrity, stability, beauty, and health of the community and the value of land.
9. To ensure the safe and attractive development of the site and to guard against such conditions as would involve danger or injury to health, safety, and welfare of neighboring properties and their inhabitants.
10. To ensure no diminution of property value to the existing or surrounding properties.
11. To provide for adequate traffic circulation and access, including adequate entrances and exits, traffic flow, sight distances, curb cuts, turning lanes, and traffic signage and signalization.
12. To provide adequate off-street parking and loading.
13. To ensure adequate emergency vehicle access, including fire lanes.
14. To ensure adequate storm water drainage and groundwater recharge.
15. To ensure adequate water supply, wastewater disposal, and solid waste disposal.
16. To eliminate undesirable and preventable elements of pollution, such as noise, odor, smoke, soot particles, or any other discharge into the environment which might prove harmful to persons, structures, or wildlife of adjacent properties.
17. To ensure adequate provisions for fire safety, prevention, and control.
18. To ensure harmonious and aesthetically pleasing development of the municipality and its environs.
19. To require suitably located travel ways, of adequate width to accommodate existing and prospective traffic and to afford adequate light, air, and access for fire fighting apparatus and equipment to buildings and to be coordinated as to compose a convenient system.

20. To ensure that landscaping, in keeping with the general character of the surrounding area, is provided.
21. To ensure that signage and exterior lighting are appropriate and do not adversely impact abutters or detract from the community.
22. To ensure conformance with all existing codes, regulations, ordinances, and laws of the municipality, state, and federal government, if applicable.

Article 4: General Provisions

All proposed subdivisions and site plans shall conform to the Town of Loudon's Zoning Ordinance and all appropriate local and state land use regulations. In order to seek an approved subdivision or site plan, the applicant must comply with all requirements in the "Land Development Regulations for the Town of Loudon, New Hampshire" or seek a waiver so stating the reason therefore. (Refer to Article 26)

Article 5: Jurisdiction

The provisions of these regulations shall apply to all land within the boundaries of the Town of Loudon. The Planning Board shall review and approve or disapprove site plans for the development or change or expansion of use of tracts for non-residential uses or for multi-family dwelling units, which are defined as any structures containing more than two dwelling units, whether or not such development includes a subdivision or resubdivision of the site. No land shall be subdivided, developed or lots conveyed or sold within the corporate limits of the municipality until the Planning Board has given final approval of the subdivision, site plan or change of use after a public hearing and after the Chairperson of the Planning Board has affixed his/her signature to the final approved plan, thus certifying that the applicant has complied with all of the regulations herein, all conditions of approval, including the posting of the appropriate performance guarantee or surety.

No building permit, occupancy permit, or other local permit shall be issued for any parcel or plot until the Code Enforcement Officer receives an approved subdivision which has been recorded at the Merrimack County Registry of Deeds or an approved site plan.

Article 6: Definitions

For the purpose of this document, certain terms used herein are defined as follows:

1. **Abutter:** any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use 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 receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.
2. **Applicant:** the owner of record of the land to be subdivided, including any subsequent owner of record making any subdivision of such land or any part thereof, or the duly authorized agent of any such land owner.
3. **Application Acceptance:** the act of the Board accepting an application as a completed application.
4. **Approval:** recognition by the Planning Board, certified by a written endorsement of the plat, that the plat meets the requirements of these regulations and in the judgment of the Planning Board, satisfies all criteria of good planning and design and meets the specifications as set forth in these regulations.
5. **Board:** Town of Loudon, New Hampshire, Planning Board as established by the specified provisions of New Hampshire RSA 673:2, as amended.
6. **Buffer:** a strip of land along a property line, where natural vegetation is left and/or enhanced; or earthen berms or other fencing material, in conjunction with landscaping, is employed to shield or screen adjacent properties from activity to be conducted on parcel where a site plan or subdivision is proposed.
7. **Buildable Area:** The following land and land features shall not be included in calculating minimum buildable area.
 - a. All wetlands as defined within these regulations, State regulations, and Federal regulations, the stricter definition shall apply;
 - b. Land with slopes in excess of twenty-five percent;
 - c. Any land covered by any soils listed by the New Hampshire Water Supply and Pollution Control Division as Groups 5 or 6, refer to NHDES publication Subdivision and Individual Sewage Disposal System Design Rules, Chapter Env-Wq 1000, August 1999 or as amended;
 - d. No land subject to periodic flooding or land designated in the 100 year flood zone;
 - e. Land with ledge which is exposed which has a surface area of more than 100 square feet (10 x 10); and
 - f. Areas which are subject to an easement or right of way of the Town, County, State or Federal Government, or any third party including but not

limited to access easements, ROW easements, roads (private or public), drainage easements, slope easements and any other easements which may currently exist or proposed for a selected piece of property being considered for development.

8. **Building:** Any structure, either temporary or permanent, having a roof or other covering, and designed or used for the shelter or enclosure of any person, animal, or property of any kind.
9. **Certified Soil Scientist:** by professional education and experience, retains special knowledge of pedagogical principles as specified by RSA 310-A:84, shall be duly licensed and certified, legally recognized, and qualified to practice soil science in New Hampshire, and who has been certified by the New Hampshire Board of Natural Scientists, or retains certification from a body of similar power in a neighboring state.
10. **Change of Use:** the change within a structure, or on a said parcel, from one permitted use to another non-residential use.
11. **Commercial Agricultural Enterprises:** farming or agricultural enterprise employing more than three persons who live off the premises or employing non-family members living on premises.
12. **Community Wastewater System:** a non-municipal wastewater disposal system, including grouped leach fields or other subsurface wastewater disposal systems, which services two or more commercial or residential units.
13. **Community Water Supply:** a non-municipal water supply system, such as high-yield well, which serves fifteen or more residential, light industrial or commercial units, for any period of time throughout a calendar year.
14. **Completed Application:** sufficient information is included or submitted to allow the board to proceed with consideration and to make an informed decision through an application form provided by the Loudon Planning Department with all information completed on the form as required, with all attachments, drawings, plans, approvals, and other paperwork as requested in the form, Article 11, Section 11.1 of these regulations, and/or elsewhere in these regulations, and all fees and administrative expenses as indicated in these regulations, or letter(s) requesting any/all waivers have been supplied.
15. **Conceptual Plan:** an un-engineered sketch plan of a proposed subdivision/site plan to be used for the purpose of discussion only. In accordance with RSA 676:4, II (a), notice to abutters is not required.
16. **Condominium:** per RSA 356-B:3 a condominium is defined as real property, and any interests therein, lawfully submitted to this chapter by the recordation of condominium instruments pursuant to the provisions of this chapter. No project shall be deemed a condominium within the meaning of this chapter unless the undivided interests in the common area are vested in the unit owners.
17. **Cul-de-sac:** a roadway with only one outlet and having the other end for reversal of traffic movement.
18. **Development Envelope:** the part of a lot where construction, reconstruction, structural alteration, relocation, excavation, or general land disturbance occurs within the property setbacks.

- 19. Easement:** “a right in the owner of one parcel of land, by reason of such ownership, to use the land of another.” Such an easement may include a grant to a public or private entity, for any use, including, but not limited to the installation and maintenance of utilities, streets, drainage ways, and/or for the protection of conservation land.
- 20. Engineer:** shall be duly licensed, legally recognized, New Hampshire licensed professional engineer, employed by the applicant as may be appropriate for the actual services to be performed in accordance with the provisions set forth in RSA 310-A:2 as amended.
- 21. Erosion Control:** protective measures to be put in place before and during development that will minimize the detachment and movement of soil or rock fragments or the wearing away of the land surface by water, wind, ice, and/or gravity.
- 22. Full Cutoff:** Zero light emitted above a horizontal plane drawn through the lowest part of the luminaire; no more than 10 percent of light emitted at the 80 degree angle.
- 23. Glare:** Light emitting from a luminaire with intensity great enough to reduce a viewer’s ability to see and, in extreme cases, causing momentary blindness.
- 24. Greenhouse:** A structure with a roof and/or walls made chiefly of transparent and/or translucent material.
- 25. Impact Fee:** a fee or assessment imposed upon development, including subdivision, building construction or other land use change, in order to help meet the needs occasioned by the development for the construction or improvement of capital facilities owned or operated by the municipality, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; storm water, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; the municipality’s proportional share of capital facilities of a cooperative or regional school district of which the municipality is a member; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space. Impact fees may pay for new construction or recover past expenditures.
- 26. Improvement:** any alteration of the land, including but not limited to site grading, landscaping, street or road construction, and all utilities (including but not limited to water, electric, gas, storm drainage and their appurtenances) to be installed or agreed to be installed by the applicant on land to be used for public or private streets and easements or other purposes as are necessary for general development of the subdivision.
- 27. Individual waste disposal system:** any sewage disposal and/or treatment system which services only one commercial, light industrial, or dwelling unit, is not part of a community waste treatment system and is approved by the NH Department of Environmental Services.
- 28. Individual water supply system:** a water supply system, other than municipal, public, or community water system, which provides potable water.
- 29. Land Development:** a subdivision or site development as defined herein.

- 30. Land Developer:** an individual, firm, association, syndicate, partnership, corporation, trust, or any other legal entity (or agent therefore) that undertakes the activities governed by these regulations. Inasmuch as land development plans are merely a necessary means to the end of assuring a satisfactory development, the term is intended to include builders, subdividers, developers, contractors or any other person or entity participating in developing land in Loudon.
- 31. Land Surveyor:** shall be duly licensed or legally recognized in New Hampshire as a land surveyor, employed by the applicant as may be appropriate for the actual services to be performed in accordance with the provisions set forth in RSA 310-A:54 as amended.
- 32. Light Trespass:** Light emitted by a luminaire which falls outside the boundaries of the property on which the installation is sited.
- 33. Lot:** a parcel, tract, or area of land established by a plat, subdivision, or as otherwise permitted by law, which is occupied, or designed to be occupied by one principal building (except as otherwise stated herein) and its accessory buildings which are customarily incidental to the use, together with open spaces, yards, as required by this ordinance having frontage on a public street, private way, or right of way.
- 34. Lot Line Adjustment:** the movement of a property line, which involves the exchange of land among two or more abutting parcels without increasing the number of lots. A lot line adjustment may not increase non-conformity of an already existing lot, except in accordance with the provisions of Loudon Zoning Ordinance.
- 35. Luminaire:** A manufactured lighting unit consisting of a light source such as a lamp or lamps, together with the parts designed to distribute the light source and connect it to the power supply.
- 36. Major Subdivision:** a subdivision of land which contains three or more lots, one of which is the existing lot, or those subdivisions which require construction of a new street or extension of an existing street.
- 37. Minor Subdivision:** a subdivision which contains not more than two lots, one of which is the existing lot, and which does not require construction of new streets or extension of existing streets.
- 38. Monuments:** permanent survey monuments shall be set in the boundary of right-of-way at intersecting streets, points of curvature and point of tangency of curves. Monuments shall be placed on both sides of the street and at corners of intersecting streets. Adjacent monument points shall be inter-visible. The Town Engineer may require monuments to be tied in to a public street intersection; USGS benchmark or other recognized existing monument. Monument locations shall be shown and properly dimensioned on the final plat. Monuments shall be of stone, concrete, or other material acceptable to the Town Engineer, not to be less than 4 inches in diameter or square, and not less than 42 inches long. Concrete monuments shall be reinforced with steel rods and a plug, brass plate, or pin shall serve as the point of reference and a magnetic rod or other suitable metal shall be placed adjacent to the monument to allow for recovery.

- 39. Multifamily Development:** any development, including condominiums, apartment buildings, or boarding houses, consisting of three or more dwelling units.
- 40. Municipal Water Supply:** a water supply system owned and operated by the Town of Loudon or other municipalities.
- 41. Natural Wetland Buffer:** an undisturbed and naturally vegetated upland area immediately adjacent to a jurisdictional wetland or body of water, usually specified by a setback distance from the edge, that serves to filter surface water flowing into the wetland or body of water as well as to perform a number of other functional values.
- 42. Nodal Commercial Development:** a technique which allows new buildings to be located in groups at main road intersections, with varying setbacks and well-landscaped areas between the structures and the roadway. This method retains open space and rural character between the road intersections.
- 43. Non-building Accessory Structure:** a structure that is subordinate to the principal use of the premises and customarily accepted as a reasonable corollary to the principle use of the premises. Examples include tennis courts, swimming pools, and above ground storage tanks.
- 44. Open Space:** reserved or dedicated area for common use and unobstructed from its lowest level to the sky, and held in the common use of the public or of persons residing in the particular locality within the neighborhood for parks, recreation, or environmental enjoyment.
- 45. Open Space Development:** developments designed to preserve significant natural land features and/or open spaces while providing greater land subdivision flexibility for larger parcels of land by allowing for reduced lot size and frontage. **See Zoning Ordinance S 401.**
- 46. Performance Surety:** a financial security accepted by the Planning Board as a guarantee that the improvements required as part of an application for development are satisfactorily completed.
- 47. Plat:** the map, drawing or chart of the subdivision, part of the subdivision application which is presented to the Planning Board, and signed when final approval is granted.
- 48. Public Water System:** as defined by RSA 485:1-a, XV, this term shall refer to any water distribution system which has at least fifteen service connections or regularly serves at least twenty-five individuals daily at least sixty days out of a year. Also refers to the Loudon municipal water supply system.
- 49. S.S.S.N.N.E:** Society of Soil Scientists of Northern New England. All soil surveys shall be completed to the standards as set forth by Site-Specific Soil Mapping Standards for New Hampshire and Vermont, January 1999, or latest edition.
- 50. Site Development:** A site development is any building or construction activity that develops, changes or expands a non-residential use or multi-family residential use of land. Site Development includes enlargement of structures and/or expansion of uses; conversion of structures and/or sites to new uses; intensification in use of a structure or site; and conversion of buildings and sites to the condominium form of ownership.

- 51. Site Plan / Site Development Plan:** The development plan for a parcel of land, depicting the existing and proposed conditions of the lot including topography, wetlands, vegetation, drainage, flood plains, waterways, landscaping and open spaces, traffic circulation, parking, structures, signs and lighting, buffering, soil types, screening, soil types surrounding development, and any other information that may be required to allow the Board to make an informed decision regarding development of the site.
- 52. Site Specific Permit:** As set forth in RSA 485-A:17, the site specific (or alteration of terrain) permit program is intended to protect NH surface waters by minimizing soil erosion and controlling storm water runoff in developed areas. A permit is required when a contiguous area of 100,000 square feet or more (50,000 square feet if within the protected shoreline) will be disturbed.
- 53. Sky-Glow:** A glow in the night sky deriving from an artificial source of light.
- 54. Steep Slopes:** Steep slopes shall be defined as slopes in excess of 25%.
- 55. Structure:** Any temporary or permanently constructed, erected, or placed material or combination of materials in or upon the ground, including, but not limited to, buildings, mobile homes, radio towers, sheds, storage bins, storage tanks, portable car ports, swimming pools, parking lots, and tennis courts.
- 56. Subdivision:** As set forth in RSA 672:14, subdivision is the division of the lot, tract, or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided.
- 57. Substantial Development:** the amount of site work required to be completed no later than one year from the date of conditional approval in order to make a plat vested. Substantial development shall require the construction of all roadways at least 6" finished course of gravel, completion of at least 50% of waterline extensions, or, in the case of site plans, installation of foundation. The requirements for substantial development in definition may be amended by the Board at their discretion.
- 58. Town Engineer:** the duly designated engineer of the Town of Loudon, or, if there is no such official, any person so designated by the Selectmen.
- 59. Use Intensity Statement:** a final written statement describing the use proposed for the site in sufficient detail for the Planning Board to evaluate the intensity of use proposed for the site. For example, for commercial developments information about the number of employees; floor space allocations; projected sales volume; vehicular traffic generation; growth potential; etc. would all be required in order for the Planning Board to properly evaluate the intensity of use proposed for a site.
- 60. Vegetation:** deciduous, evergreen, or ornamental trees, shrubbery, flowers, and grasses tolerant to the climate of Loudon, used to complete the landscaping of a developed site.
- 56. Wetland:** Shall be defined as stated in RSA 674:55 as may be amended. The following is the exact language of RSA 674:55: Wherever the term "wetlands", whether singular or plural, is used in regulations and ordinances

adopted pursuant to this chapter, such term shall be given the meaning in RSA 482-A:2, X and the delineation of wetlands for purposes of such regulations and ordinances shall be as prescribed in rules adopted under RSA 482-A. Nothing in this subdivision shall be construed to limit the powers otherwise granted under this chapter for municipalities to plan land use and enact regulations based on consideration of environmental characteristics, vegetation, wildlife habit, open space, drainage, potential for flooding, and protection of natural resources, including critical or sensitive areas or resources and groundwater. In the context of such authority, municipalities may define and delineate resources or environmental characteristics, such as wet soils or areas, and shoreline or buffer areas, in a manner different from the common meaning and delineation of wetlands required herein.

Article 7: Categories of Land Development

For the purposes of efficiency of regulation, the following categories of land development are hereby established. Procedural requirements for approval of land developments vary among categories.

Section 7.1: Subdivisions

1. **Major Subdivisions**: Subdivisions of land which contain three lots or more, one of which is the existing lot, or those subdivisions which require construction of a new street or extension of an existing street.
2. **Minor Subdivisions**: Subdivisions which contain not more than two lots, one of which is the existing lot, and which do not require construction of new streets or extension of existing streets.
3. **Lot Line Adjustments**: Involves only the adjustment of boundaries among existing lots and which do not create any additional lots.

Section 7.2: Site Development

1. **Major Site Development**: The development of a multifamily, commercial, industrial, or mixed-use site; which involves one or more of the following circumstances:
 - (a) Expansion of the building ground coverage on a site by more than 10%;
 - (b) Expansion of aggregate parking, driveway, and loading and unloading areas of a site by more than 25%.
 - (c) Expansion of the bulk of the buildings on a site by more than 25%;
 - (d) Construction or expansion of non-building accessory structures or buildings that involves the disturbance of more than four hundred square feet of land area.
 - (e) Construction of a structure more than sixteen feet in height, excluding utility poles.
 - (f) The change within a structure, or on a said parcel, from one permitted use to another non-residential use, or multi-family permitted use, other than single or two family dwelling units, which will occasion development of the site including, but not limited to, improvements or alteration of the site required by virtue of any other town or state ordinance, regulation, or statute, or decision of the Zoning Board of Adjustment.
 - (g) Creation or expansion of outdoor storage or display of items for retail or wholesale purposes.
 - (h) Reconfiguration of traffic patterns or parking areas.
 - (i) Excavation

In all cases, the Building Inspector shall not issue a building permit for the construction of any structure on said properties subject to these regulations, until final approval is granted by the Board, and no certificate of occupancy shall be granted until all site improvements required by plat approval by the Board have been installed to the specifications of the Board, or its designee. In the case of the latter, the Building

Inspector may issue a certificate of occupancy provided that there is a performance guarantee in place that is adequate to ensure the completion of all required improvements

2. Minor Site Developments: Developments that are not major site developments as described in Section 7.2.1 or are not considered exempt.
3. Exempt Site Developments: Site developments which are exempt are those that are:
 - (a) Additions of less than one hundred square feet to existing buildings approved by the Planning Board provided such addition does not interfere with traffic movement, storage plans, drainage, or other similar issues,
 - (b) Expansions of less than one hundred square feet to existing parking areas or driveways;
 - (c) The surfacing of an existing parking lot or driveway;
 - (d) Farming or commercial agricultural enterprises of 100 square feet or less to existing structures, except for structures that are part of a commercial agricultural enterprise;
 - (e) Handicap and service ramps;
 - (f) Stairs;
 - (g) Fire escapes;
 - (h) Flagpoles;
 - (i) Replacement of underground structures and utilities, including, but not limited to, individual waste disposal systems, drainage pipes, waterlines, and other similar structures;
 - (j) In-kind replacement of existing underground storage tanks;
 - (k) Replacement of existing above ground storage tanks provided the location of said tanks is in kind; and,
 - (l) Replacement of pavement on site, provided parking and traffic configuration remains unchanged;

In all cases, the Building Inspector will only issue a building permit after a determination by the Code Enforcement Officer that said improvement will not have a negative impact on pedestrian or vehicular traffic circulation on said property in question or on abutting properties. If the Code Enforcement Officer makes a determination that said proposed improvement will have a negative impact, the applicant will have to comply with the requirements of these Planning Board regulations.

Article 8: Application and Approval Procedure

Before any land is subdivided or developed, the owner of the property, or the authorized agent, shall apply for and secure approval of the proposed subdivision, site plan, or lot line adjustment in accordance with the following procedure:

Section 8.1: Conceptual Review - Optional

In accordance with RSA 676:4, an individual or corporation who anticipates submitting a formal site plan, subdivision, or lot line adjustment application for approval retains the option of informally consulting with the Board prior to formal submission of application.

1. Purpose of Conceptual Review: The purpose of this consultation is to familiarize the Board with the basic concept of the proposed site plan, subdivision, or lot line adjustment. This optional step helps the Board and the applicant become acquainted, as well as to identify possible concerns of the Board regarding the development which may be incorporated into the formal review. There is not public or abutter notification for this informal consultation.
2. Limits of Conceptual Review: The conceptual review shall be conducted at a meeting in accordance with the Board's schedule. The applicant shall make a brief presentation to the Board, in which the purpose, scope, and concept of the plan are detailed. An explanation of how the land will be divided or used should be addressed. Discussion shall not bind either the applicant or the Board to any agreements made during the conceptual review process. Discussion shall remain general in nature and discuss broad concerns of the board such as conformity of the development with the Master Plan. Neither the Board nor the applicant will be bound by the discussion.

Section 8.2: Project Description for Conceptual Consultations

In order to facilitate discussion, the applicant may prepare a base map of the property with potential subdivided lots, or site plan elements, depicted on the map with appropriate roadways. The map should be to the scale of 1":100'. Dimensions may be approximate. Though the data of the project may be tentative, all information should be presented sufficiently clear as possible to facilitate discussion between the applicant and the board.

It is recommended, but not required, that the following data be presented at a conceptual review:

1. A general description of the existing conditions on the site including characteristics of the land, topography, vegetation, wetlands, watercourses, and similar features.
2. General description of available community facilities and utilities.

3. General description of the lots to be created, including size and dimensions, and a general use plan for the subdivision.
4. A topographic map of the site showing in sketch form the proposed lay out of streets, lots, and other features in relation to existing conditions and/or the location of other site development features both natural and man-made.
5. General description including site plan elements such as location, size of parking, buildings, signs and access.

Section 8.3: Design Review - Optional

In accordance with RSA 676:4, II (b), the Board may engage in non-binding discussions with the applicant beyond conceptual and general discussions which involve more specific design and engineering details; provided that the design review phase shall proceed only after identification of and notice to abutters and the general public has been completed as required by RSA 676:4, I (d). Notice may be given at the meeting that the review will be continued to the following meeting without further notification to the abutters and public. Statements by the board members shall not be the basis for disqualifying said members or invalidating any action taken.

Section 8.4: Workforce Housing Procedure

1. Process: Applicants and the Planning Board will follow the procedure outlined in the Town of Loudon Workforce Housing Ordinance.
2. Application Materials: In addition to those items regularly required for a proposed development, the Applicant will also submit a completed Economic Feasibility Worksheet. A blank copy of the Economic Feasibility Worksheet can be found in Appendix 2 of these regulations.

Article 9: General Principles

The applicant shall adhere to the following general principles when designing and laying out a subdivision or site plan within the Town of Loudon. These general principles and requirements shall be the **minimum** requirements. The Board, at its discretion, may require higher standards in individual cases, or may waive certain requirements for good cause in accordance with the procedures outlined in these regulations. The applicant shall observe the following general principles of land subdivision and development activity:

1. **Conformity with Master Plan, Zoning Ordinance, and Official Zoning Map:** The subdivision or site plan shall be in harmony and consistent with the goals and objectives of the Master Plan, as well as the Zoning Ordinance, and other appropriate land use regulations.
2. **Conformity to Other Laws:** Site and subdivision plans shall conform with all regulations of the Board, and other local applicable town by-laws and regulations, ordinances, regulations, and statutes of the local, state, and federal governments, including, but not limited to, Town of Loudon Highway Standards and Health Regulations.
3. **Character of the Land:** All land to be subdivided or developed shall be, in the judgment of the Board, of such character that it can be used for building purposes without danger to public health, safety, environment, or welfare. Land subject to periodic flooding, poor drainage, or other hazardous conditions shall not ordinarily be subdivided. Land with inadequate capacity for sanitary sewage disposal shall not be subdivided or developed unless connected to an approved private sewage disposal system. Land judged by the Planning Board to be unsafe for building development because of exceptional danger to health or peril from fire, flood, poor drainage, impermeable soil, excessive slope or other hazardous conditions shall not be approved for development unless appropriate measures have been taken to eliminate the hazards.
4. **Scattered or Premature Development:** As per RSA 674:36, II (a), the Board, in its discretion, will not approve such scattered and premature development as would create danger or injury to the general public health, safety, and welfare due to the lack of water supply, drainage, sewage disposal, transportation, schools, or other public services; nor will the Board approve such development which will necessitate an excessive expenditure of public funds for the supply of such services, or create an adverse impact on such services. Towards this end, the Board shall consider the following items when determining whether a proposed subdivision is scattered or premature.
 - (a) Adequacy of existing accesses, streets, and/or sidewalks;
 - (b) Adequacy of water for fire fighting or domestic needs;

- (c) Potential health problems regarding the relationship between on-site sewage disposal systems and the soil condition of the parcel, as well as the potential impact on surrounding water quality;
- (d) Potential problems with the delivery of municipal services (such as, but not limited to, schools, water, sewer, fire, police, and ambulance service);
- (e) Potential drainage problems both on site and down stream; and,
- (f) Other issues, which in the view of the Board may cause the proposed subdivision or site plan to be scattered or premature.

The Board may determine that a subdivision or site plan is scattered or premature unless special off site or site specific improvements are made. In such cases, the Board may require the applicant to make said improvements prior to, or as a condition, of subdivision or site plan approval. Required improvements may include, but shall not be limited to the following:

- (a) Improvements of existing streets leading to the proposed subdivision if, in the view of the Board, said streets are deemed to be inadequate;
- (b) Extension of municipal water lines within one thousand feet of any point of reference of the proposed development, provided eight or more residential units are proposed;
- (c) Construction or improvement of sidewalks along any streets where a potential increase in pedestrian traffic is expected;
- (d) Improvement of nearby traffic intersections, including installation of traffic control devices and signals, if, in the view of the Board, the existing intersection(s) are deemed to be inadequate;
- (e) Provision and/or enhancement of recreational facilities;
- (f) Provision and/or extension of drainage facilities; and/or,
- (g) Any other infrastructure improvement need as a result of the development, through a rational nexus, of the subdivision, as deemed by the Board.

The Board will consider only the impact of the proposed subdivision or site plan in relation to the provision of municipal services and, if necessary, require construction of infrastructure or an appropriate portion of identified cost of improvements required of the applicant.

Article 10: Phasing of Development

The applicant is encouraged to provide the Planning Board with a comprehensive plan of the whole tract of land in consideration of phasing the development in accordance with the requirements of Section 208.7 of the Town of Loudon Zoning Ordinance which states: No single subdivision in the Village District (V), Rural Residential District (RR) or the Agricultural/Forestry Preservation District (AFP) shall receive final plat approval for more than five (5) lots in any 12 month period, except that the Planning Board may approve additional lots if the applicant has proposed measures that will mitigate the impact of the additional lots.

Article 11: Formal Application Procedure

Section 11:1: Submission and Acceptance of Application:

Applications for site plan, subdivision, and lot line adjustment approval shall follow both the Technical Review Committee and formal application processes as described in this Section.

- I. All applications for site plan, subdivision, change of use, and lot line adjustment approval shall participate in the Technical Review Committee (TRC) meeting prior to formally submitting the application.
 - (a) The TRC shall be held 21 days prior to the public hearing (6 days prior to the formal submittal deadline).
 - (b) The TRC process will be initiated by the applicant, or their agent, by contacting the Town of Loudon Planning Board Administrative Assistant in writing at least 28 days prior to the public hearing.
 - (c) Along with the written notice (see (b) above), the applicant shall submit the full application package, as described in Sections 12 (Subdivision Submittal Requirements), 13 (Site Development Plan Submittal Requirements) and 14 (Lot Line Adjustment Plat Requirements) of these Regulations, for review by the TRC.
 - (d) TRC membership shall consist of all department heads of the Town of Loudon who wish to comment on the application, a representative from the Planning Board, and a representative from the Conservation Commission. In addition to the TRC members participating in the meeting, the applicant and/or their agent may be in attendance.

At the discretion of the Planning Board Chair, the TRC may also include:

- i. The Town's Engineer (if a drainage study is submitted or the proposal shows excessive impervious coverage or the potential for stormwater/erosion concerns; or, traffic impacts)
 - ii. The Town's attorney (if deeds, covenants, or other legal documentation is included in the submittal)
 - iii. A Central New Hampshire Regional Planning Commission (CNHRPC) planner
 - iv. And, any other consultants that may be needed by the Board.
- (e) The scope of the review of the TRC shall include:
 - i. Department head comment shall focus on the impact of the proposed development on their relevant department.
 - ii. The Planning Board representative and the CNHRPC planner shall focus primarily on checklist, regulation, and zoning issues.
 - iii. The Conservation Commission representative shall comment on potential impacts to wetlands, habitat, and other natural elements.
 - iv. The Town's Engineer, if determined necessary, shall focus on stormwater, road design, and traffic impacts.
 - v. The Town's attorney, if determined necessary, shall focus on legal issues pertaining to documents submitted.
- (f) Following the conclusion of the TRC, the Planning Board or their designee, including the CNHRPC circuit rider, shall issue, within 5 business days, a review memorandum outlining the deficiencies identified at the TRC. Recipients of the memorandum shall include the applicant, the Board, and the TRC members. Distribution shall be via the Planning Board Administrative Assistant. The applicant may make revisions to the submittal package between the TRC and the date of formal submittal – 15 days prior to the public hearing.
- (g) Following the formal submittal, a second review memorandum, if needed, will be issued by the Planning Board or their designee, including the CNHRPC circuit rider, outlining any remaining issues. Recipients of the memorandum shall include the applicant, the Board, and the TRC members. Distribution shall be via the Planning Board Administrative Assistant. Such a memorandum shall be provided no less than 7 days prior to the public hearing.

- (h) Materials submitted by the applicant less than 15 days prior to the public hearing shall not be considered at that meeting. Such items shall be reviewed after the first hearing and considered at a subsequent hearing.
- (i) In the event an applicant has requested an optional Design Review or Preliminary Consultation with the Planning Board, the TRC shall take place after said meeting and before formal application submission in accordance with this Section.

Following the completion of the TRC process, applications for site plan, subdivision, and lot line adjustment approval shall be filed with the Loudon Planning Office fifteen days before the Board's next scheduled meeting and shall fulfill all the requirements of these regulations. An application shall be completed using the proper forms and fee schedule available from the Loudon Planning Office. A completed application ready for acceptance by the Planning Board shall consist of the following:

- (a) A completed Site Plan Review, Lot Line Adjustment, Subdivision or Change of Use Application from the Loudon Planning Office with a complete and accurate abutters list.
- (b) All subdivision, site plan, change of use, or lot line adjustment fees.
- (c) All notification fees (abutters).
- (d) All recording fees.
- (e) Six complete paper copies of the plat and detail sheets prepared to the standards required by these regulations.
- (f) Cover letter(s) requesting all waivers with justification for such requests, each letter to be on separate piece of paper;
- (g) If applicable, a cover letter stating that all Zoning Board of Adjustment Variances and/or Special Exceptions have been secured; and,
- (h) Plans must be completed in accordance with the requirements of this document.
- (i) At least twelve 11"X17" reduced copies of the plan.
- (j) Copies of all applicable state permits must be submitted.
- (k) A letter or document, signed by the owner, authorizing the applicant or representative to appear on the landowner's behalf.
- (l) A single PDF file containing all submittals above (application, waivers, ZBA approvals, permits, plats, etc.).

Completed applications shall be submitted to the Loudon Planning Office on or before the deadlines noted, as periodically amended. Applications shall only be accepted by the Planning Board at a public hearing for which notice has been given to the applicant, abutters, and the general public. All applications received by the Planning Office shall be placed before the Board.

Application acceptance shall be conducted at a regularly scheduled Planning Board meeting only after notice to abutters, applicants, and the general public has been completed in accordance with these regulations. The Board, at its discretion, may hold a public hearing on said site plan, subdivision, or lot line adjustment at the same meeting of which acceptance of application was secured, or at the next regularly scheduled Board meeting, provided said meeting is no more than thirty days from acceptance of said application by the Board.

For applications requiring more than one meeting, the applicant must have new or revised exhibits (waivers, plans, engineering reports, etc.) and an updated complete PDF into the Planning Board Office no later than 10 days prior to the meeting in order to provide sufficient time for the Board to review them. Any exhibits received after this deadline will not be considered at the meeting.

Section 11.2: Public Hearing and Notice

Before acting on a completed site plan, subdivision, amended subdivision, revocation hearing, or lot line adjustment application, the Board shall hold a public hearing to discuss the merits of said application.

It shall be the sole responsibility of the applicant to supply the names and addresses of all abutters. Abutters (as defined in Article 6 of this document including the applicant, engineers, surveyors, and lawyers) shall be notified via certified mail by the Planning Office as to the date of the Planning Board meeting during which the application shall be presented for formal application acceptance. Notice shall be mailed at least ten days prior to the meeting that the application shall be submitted, not including the day the notice was mailed or the day of the meeting.

Notice to the general public will be given at the same time by advertisement in a newspaper of general circulation in the Town of Loudon and shall be posted in at least two public places. All costs of the notice, whether mailed, posted, or published shall be paid in advance to the Planning Office by the applicant in accordance with RSA 676:4, I (d). In the event that additional noticing fees are required during the course of the Board's review of any application, such fees shall be provided by the applicant prior to final or conditional approval of all applications.

Section 11.3: Board Action

The Board shall begin formal consideration of a subdivision application within thirty days after the submission and acceptance of the completed application by the Board. This consideration may begin on the same night as the completed application is accepted by the Board.

Within sixty-five days after acceptance of a completed subdivision application, the Board shall act to approve, approve with conditions, or deny said application. In cases where a subdivision application is disapproved, the grounds for such disapproval shall be clearly

stated in the minutes of the Board's meeting and notice of decision provided to the applicant.

In accordance with NH RSA 674:39, the Board may specify, as part of its decision, how much work must be started or completed within one year from approval in order to constitute active and substantial development. The applicant shall provide the Board with two Mylar copies of all recorded pages of the approved plan, noting any conditions, within fifteen days after approval.

Section 11.4: Extensions

The Planning Board may apply to the Board of Selectmen for an extension not to exceed an additional ninety days before acting to approve, approve with conditions, or deny an accepted subdivision, site plan, or lot line adjustment application. The applicant may waive the time constraints and consent, in writing, to a mutually acceptable extension. In such cases, no extension by the Selectmen is necessary.

Section 11.5: Failure to Act

Upon failure of the Board to approve, conditionally approve, or deny a subdivision application in accordance with these regulations, the Board of Selectmen, upon written request of the applicant, shall immediately issue an order directing the Planning Board to act on the application within thirty days as per RSA 676:4, I (c) (1). If the Board does not act within the thirty day ordered time period, then within forty days of the issuance of the order, the Selectmen shall certify on the application that the plan is approved, unless within the forty days the Selectmen have identified, in writing, a specific provision of these regulations, Zoning Ordinance, or other applicable regulation with which the application does not comply. Such certification of the foregoing by the Selectmen shall constitute final approval for all purposes including filing and recording under RSA 674:37 and 676:18, and a court review under RSA 677:15.

Section 11.6: Conditional Approval

In accordance with RSA 676:4, I (i), the Board may grant conditional approval of a plan or application, which shall become final without further public hearing, upon certification to the Board by its designee or based upon evidence submitted by the applicant of satisfactory compliance with the conditions imposed. The plan shall not be signed or recorded until all the conditions have been met. Final approval of a plan or application may occur in the foregoing manner only when conditions are:

- (a) Minor plan changes whether or not imposed by the Board as a result of a public hearing, compliance with which is administrative and which does not involve discretionary judgment; or
- (b) Conditions which are in themselves administrative and which involve no discretionary judgment on the part of the Board; or

- (c) Conditions with regard to the applicant's possession of permits and approvals granted by other boards or agencies.

All other conditions shall require a hearing, and a notice shall be provided in accordance with these regulations, except in the condition that a date and time specific meeting was announced to revisit an issue during a public session during which the plan was discussed.

For conditions which are not related to the construction of improvements (such as drawing of easements and securing of applicable state and/or federal permits), the applicant shall have ninety days to comply with the conditions of the plan and have the plan signed by the Board. If the conditions are not met within ninety days, the conditional approval of the plan shall lapse, unless the Board has granted a mutually agreeable extension at a properly noticed public hearing. Extensions shall only be granted when there have been no pertinent/relevant amendments to the Zoning Ordinance, Loudon Land Development Regulations, or any other regulations or ordinances which would render the subdivision plan nonconforming, and if all permits are still valid. For conditions relating to construction of physical improvements, such as fill, roads, landscaping, drainage structures, sidewalks, and similar items, conditional approval shall be one year. If said improvements are not constructed, conditional approval shall expire.

Section 11.7: Plan Amendments

If the applicant desires to make any changes to an approved subdivision plan that involves alterations of approved street layout, drainage, utilities, wetland, watercourses, lot configuration, or other physical elements, the applicant shall prepare an amended subdivision plan, which the Board shall review at a properly noticed public hearing in accordance with RSA 676:4, I (d).

Section 11.8: Recording Procedures

The Town shall file all approved subdivision and lot line adjustments, including the approval letter with any conditions, at the Merrimack County Registry of Deeds. Per RSA 676:4, I (g), the cost of the said filing is considered an administrative cost and shall be borne by the applicant. The filing fee shall be set by the Planning Board.

Section 11.9: Revocation of Approved Plan

As per RSA 676:4-a, the Loudon Planning Board may revoke approved subdivision and/or site plans for the following reasons:

- (a) Revocation is requested in the form of a written letter by the applicant;
- (b) Improvements to the subdivision or site development fail to conform to the approved plan or specifications as determined by the Board;

- (c) Failure by the applicant or any successor to complete conditions of approval within the agreed upon or specified time period, as required in Section 11.6 of these regulations;
- (d) When time periods in RSA 674:39 have elapsed without vesting of rights and plans no longer conform to applicable ordinances;
- (e) Failure of the applicant to provide continuation of surety or security as provided in RSA 674:36, III (b) and/or
- (f) Failure of the applicant to provide funding for engineering inspection during construction of plan.

Before taking any action, the Board shall conduct a public hearing on the revocation and give notice to the public, applicant, abutters, or the applicants as dictated in Section 11.2 of this document and RSA 676:4, I (d). The notice shall include the Board's reasons for the revocation hearing. If the Board takes action to revoke a subdivision plan, the Board shall file a "Notice of Revocation" with the Registry of Deeds no sooner than thirty days after written notification of revocation is served to the applicant, the applicant's successor, in person or by certified mail, or thirty days after a public hearing, whichever is later.

A revocation may be appealed pursuant to RSA 677:15. Nothing in this section shall affect the Town of Loudon's action, either before or after revocation, to pursue other remedies or penalties as set forth in RSA 676:15-17.

Article 12: Subdivision Submittal Requirements

Section 12.1: Subdivision Plan

Any subdivision plan, whether it covers the entire site or a portion thereof, must, by necessity, incorporate the entire parcel in review. Not doing so may cause approval of a use which does not conform to the Zoning Ordinance and/or other applicable ordinances and regulations.

Section 12.2: Professional Standards

Subdivision plans shall be originally stamped in ink by a land surveyor licensed in the State of New Hampshire. Plans of roadways, bridges, culverts, drainage, and other construction plans shall be prepared and stamped by a registered professional engineer licensed in the State of New Hampshire. Site-Specific Soil Mapping shall be prepared in accordance with Society of Soil Scientists of Northern New England guidelines and stamped by a certified soil scientist as defined in these regulations.

Section 12.3: Sheet size

Plans, drawn in ink, shall be available and presented on paper 22" x 34" in size, unless a waiver is approved by the Board. For conceptual or design review, any of the following plat sizes is appropriate:

- ◆ 8.5" X 11"
- ◆ 11" X 17"
- ◆ 18" X 24"
- ◆ 22" X 34"

Six identical 22" X 34" paper copies shall be used for submitting formal and final application to the Planning Board for site plan or subdivision approval. Final plans for signature by the Board shall include four identical and complete paper copies and two Mylar copies. One Mylar copy shall remain with the Town of Loudon; the other shall be filed with the Merrimack County Registry of Deeds.

Section 12.4: Existing Site Conditions for Subdivisions

The purpose of this plan is to provide general information on the existing conditions of the site including topography, vegetation, wetlands, watercourses, and other base data from which the subdivision will be designed. Six identical paper copies of the plat shall be provided to the Planning Board.

The plan will show the following:

1. Names, addresses, telephone numbers, fax numbers and e-mail addresses (if available) of the site owner, applicant, and person(s) or firm(s) preparing the plan.
2. Name of the subdivision.

3. Location of the land/site under consideration including tax map and lot numbers and address.
4. Title, date, north arrow, and scale, less than or equal to 1"= 50 feet.
5. Locus map of vicinity of the site, at a scale of 1"=1,000 feet, detailing public street system in the vicinity of the site.
6. Tax map reference, names, and addresses of all owners of record of abutting parcels.
7. Natural and man-made features including watercourses, wetlands, tree lines and vegetative cover, ledge, stonewalls, topographic features, and other environmental features, which are significant to the design process.
8. Existing uses of property must be indicated.
9. Existing contour levels not to exceed two feet with spot elevations provided when grade is less than five percent. All datum provided should reference the latest applicable USGS Benchmark Survey, as amended, and should be noted on the plan.
10. State and federally designated wetlands.
11. Surveyed property lines including angles and bearings, distances, monument locations and size of the entire parcel in acres and square feet. Said plan must be attested by a land surveyor licensed in the State of New Hampshire.
12. The lines of existing abutting streets and driveway locations within one hundred feet of the site, the shape, size, and height of existing structures within one hundred feet of property lines of site, including, parking areas, buildings, wells, wetlands, and septic systems.
13. The location, elevation, and layout of catch basins and other surface drainage control features.
14. The size and location of all existing public and private utilities.
15. The location, type, width, and length of all existing easements and building setbacks. Setbacks shall be depicted with a dashed line along text such as "30' Side Structure Setback" or "30' Parking Setback."
16. All floodplain information, including contour limit of the one hundred year flood elevation, based upon the most recent Flood Insurance Rate Map, as prepared by Federal Emergency Management Agency (FEMA).
17. Information pertaining to the site as referenced to in the Town of Loudon, *Open Space Trail System Plan*.

Section 12.5: Subdivision Layout Plan

The purpose of this plan is to illustrate the layout of the lots, rights-of-way, easements, and other uses of land within the subdivision. It shall be produced on a reproducible piece of Mylar and be suitable for filing at the Merrimack County Registry of Deeds. Six identical paper copies of plat shall be provided to the Planning Board.

The plan shall depict the following:

1. Names, addresses, telephone numbers, fax numbers and e-mail addresses (if available) of the site owner, applicant, and person(s) or firm(s) preparing the plan.

2. Name of the subdivision.
3. Location of the land/site under consideration including tax map and lot numbers and address.
4. Title, date, north arrow, and scale, less than or equal to 1"=50 feet.
5. Locus map of vicinity of the site, at a scale of 1"=1,000 feet, detailing public street system in the vicinity of the site.
6. Tax map reference, names, and addresses of all owners of record of abutting parcels.
7. Zoning, including all applicable overlay zones.
8. The location and dimensions of all property lines to be expressed in feet and to the nearest one hundredth of a foot.
9. The location and width of all existing and proposed streets, street rights of way, sidewalks, bike paths, easements, alleys, and other public ways. All lots must have proper frontage and width to depth ratio as specified by zoning and these regulations. For future building purposes, all lots must have sufficient frontage and access to approved roadways.
10. The location, dimensions, and area of all proposed lots, proposed driveways, and development envelopes shall be provided. All applicable boundary setbacks shall be provided, Setbacks shall be depicted with a dashed line along text such as "30' Side Structure Setback" or "30' Parking Setback." Proposed on-site septic and well with 75' well radius shall be depicted.
11. The location of all test pits for each lot.
12. Site Specific Soil Survey for the site.
13. State and federal wetland information for the site, including the total area of wetlands proposed to be filled.
14. Sufficient data acceptable to the Board to determine the location, bearing, and length of all lines, sufficient data to be able to reproduce such lines upon the ground, and location of all proposed and existing monuments.
15. The location and dimensions of all property to be reserved for open space, parks, playgrounds or other public or private reservations. The plan shall describe the use of such reservations and any conditions of the use.
16. The indication of the use of lots (e.g. single or multifamily residential, commercial, etc.)
17. Newly created lots shall be numbered consecutively as specified by the Selectmen's Office.
18. Any plans cited for reference should be recorded at the Merrimack County Registry of Deeds or stamped by a licensed land surveyor. The name, date, and plan number of recorded cited plans should be provided in the notes section of the plat.
19. The following notations shall also be shown:
 - a. The explanation of drainage easements, if any.
 - b. The explanation of utility easements, if any.
 - c. The explanation of site easements, if any.
 - d. The explanation of any reservations.
 - e. In addition, all easements including metes and bounds, grantee, grantor shall be defined on the plat.

20. Block for approval by the Board as follows:

I hereby certify that this plat has been approved by the Town of Loudon Planning Board on _____, and shall be filed with the Merrimack County Registry of Deeds once all conditions of approval have been satisfied:

Chairperson

Date

21. A note stating driveway(s) shall be constructed according to driveway profile in Appendix.

Section 12.6: General Subdivision Design Requirements

The following design standards shall be incorporated into all subdivision plans:

1. Monuments: Permanent survey monuments shall be set in the boundary of rights-of-way at intersecting streets, points of curvature and point of tangency of curves. Monuments shall be placed on both sides of the street and at corners of intersecting streets. Adjacent monument points shall be inter-visible. The Town Engineer may require monuments to be tied in to a public street intersection, USGS benchmark or other recognized existing monument. Monument locations shall be shown and properly dimensioned on the final plat. Monuments shall be of stone, concrete, or other material acceptable to the Town Engineer, not to be less than 4 inches in diameter or square, and not less than 42 inches long. Concrete monuments shall be reinforced with steel rods and a plug, brass plate, or pin shall serve as the point of reference and a magnetic rod or other suitable metal shall be placed adjacent to the monument to allow for recovery. Iron pipes shall not be considered permanent monuments for the purpose of this regulation.
2. Curbs and Gutters: Generally, curbs and gutters will not be required. However, proper drainage management for some subdivisions may require construction of curbs and gutters; and, if so, the applicant shall be responsible for constructing them in accordance with the approved plans.
3. Sidewalks: Generally, sidewalks will not be required outside the Village District. However, pedestrian concerns in subdivisions in certain locations, such as those near schools, may warrant the installation of sidewalks or other pedestrian amenities. If so, the applicant shall be responsible for constructing sidewalks in accordance with the approved plan.
4. Street Lighting: Street lighting as required by the Planning Board.

5. Street Signs: All street name signs for newly created streets and all traffic safety signs as required by the Manual on Uniform Traffic Control Devices (MUTCD), most recent edition, or as required by the Planning Board.
6. Off-Site Improvements:
 - (a) Drainage: Where off-site improvements are necessary to handle increased surface runoff from a subdivision, the applicant shall be responsible for constructing the improvements in accordance with the approved surface water drainage management plan.
 - (b) Streets: Where off-site improvements are required to accommodate the increased vehicular traffic generated by a subdivision, the applicant shall be responsible for constructing the required improvements. Where subdivision frontage abuts an existing street/road, the Planning Board may require dedication to the Town of an acceptable right-of-way width for future improvements.
7. Street Design and Layout: Street design and layout shall be in accordance with Article 23 of these regulations.

Section 12.7: Additional Requirements:

Refer to Article 23 for additional subdivision application regulations.

Article 13: Site Development Plan Submittal Requirements

Section 13.1: Site Plan

Any site plan, whether it covers the entire site or a portion thereof, must, by necessity, incorporate the entire parcel in review. Not doing so may cause approval of a use which does not conform to the Zoning Ordinance and/or other applicable ordinances and regulations.

Section 13.2: Professional Standards

Site plans shall be originally stamped in ink by a land-surveyor licensed in the State of New Hampshire. Plans of roadways, bridges, culverts, drainage, and other construction plans shall be prepared and stamped by a registered professional engineer licensed in the State of New Hampshire.

Section 13.3: Sheet size

Plans, drawn in ink, shall be available and presented on paper 22" x 34" in size, unless a waiver is approved by the Board. For conceptual or design review, any of the following plat sizes is appropriate:

- ◆ 8.5" X 11"
- ◆ 11" X 17"
- ◆ 18" X 24"
- ◆ 22" X 34"

Six identical 22" X 34" paper copies shall be used for submitting formal and final application to the Planning Board for site plan or subdivision approval. Final plans for signature by the Board shall include four identical and complete paper copies and two Mylar copies. One Mylar copy shall remain with the Town of Loudon; the other shall be filed with the Merrimack County Registry of Deeds.

Section 13.4: General Provisions

In addition to complying with the standards in these regulations, site developments shall comply with the standards listed herein.

1. Natural Features: The design of site developments shall fit the existing natural and man-made environments with the least possible stress.
2. Site Preparation: Site preparation is to be conducted with minimal disturbance to existing vegetation. Stripped topsoil is to be piled and reused on the site where

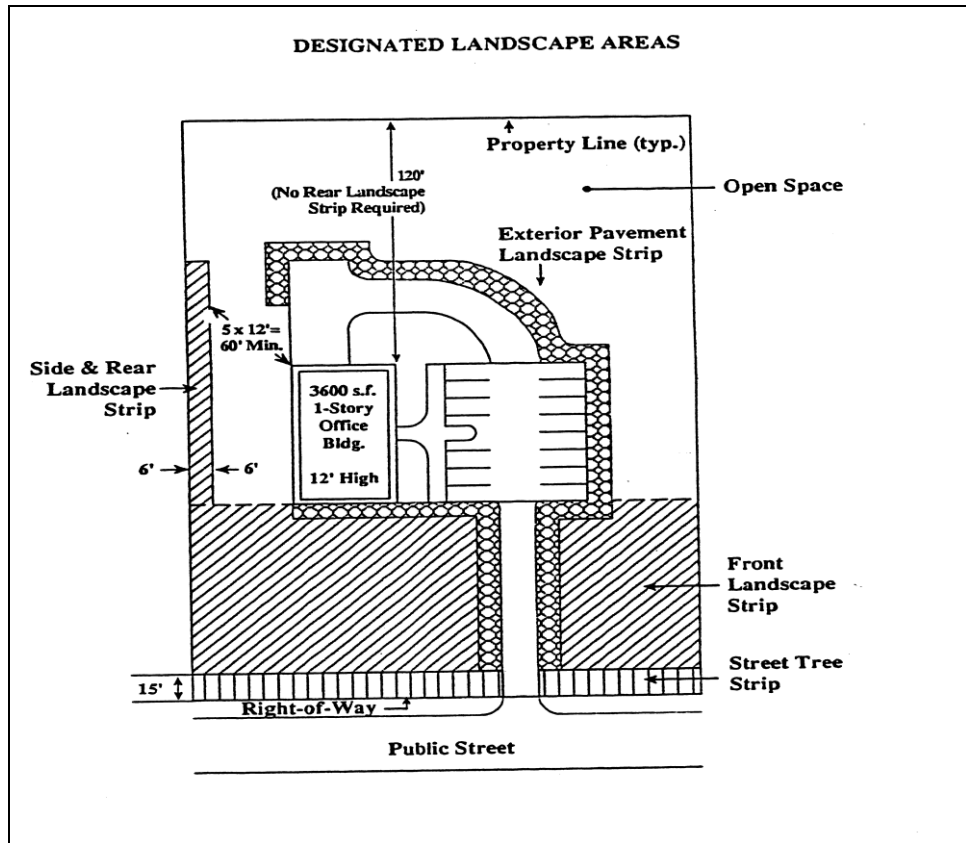
needed. A minimum of four inches of topsoil is to be placed on the disturbed area. The site shall be adequately landscaped.

3. *Grading and Filling*: Grading and filling shall be minimized and in accordance with the standards in these regulations.
4. *Landscaping*: A landscaping plan prepared by a professional landscape architect or recognized professional landscape installation company shall be filed with all site plan applications. Said landscape plans shall address landscaping associated with parking lot design, building design, and general site design. Landscaping must be provided with proper regard to adjacent properties, public streets and highways and the aesthetics of the site itself and its intended use. Landscape treatment shall consist of natural, undisturbed vegetation or features, and/or ground cover, shrubs or trees as appropriate. Landscape plans must specifically include the following:
 - (a) Type and density of landscape plantings preserved and proposed;
 - (b) A list of plant species to be used at the site with information detailing the use of each species, as well as shade and soil requirements for the species;
 - (c) All trees shall have a caliper of no less than 2.5" at time of planting and a minimum of 5' in height;
 - (d) All shrubs shall have a minimum height of 18" to 24" at time of planting;
 - (e) The applicant is responsible to ensure that all landscaped areas are properly maintained. Dead, dying, or diseased plants shall be replaced in order that the intent of the approved landscaping plan is maintained. Dead vegetation shall be replaced with the same or comparable plant material. Non-living material shall likewise be maintained in attractive condition.

The following block of text shall be included on all landscaping plans approved by the Board:

All landscaped areas are properly maintained. Dead, dying, or diseased plants shall be replaced in order that the intent of the approved landscaping plan is maintained. Dead vegetation shall be replaced with the same or comparable plant material. Non-living material shall likewise be maintained in attractive condition.

- (f) Landscaping is required along the frontage of the property, perimeter of structures and parking areas, and along side and rear setbacks. Landscape plans are encouraged to use a variety of plants and ground cover materials to create a unique and attractive design. Landscaping shall be installed using the guideline of the graphic following (optional designs may be considered):



5. **Buffering:** Buffer strips at least fifty feet wide shall be provided in order to assure privacy and noise reduction for residential areas abutting site-developments. Buffer strips shall contain vegetation that will screen non-residential uses from sight from residential areas during winter months. Where appropriate, existing growth shall be incorporated into buffer strips.
6. **Screening:** Refuse storage areas, dumpsters and/or trash compactors, and stockpiled materials shall be located so as to be out of view from any abutting property and/or public right of way. In cases where this is not possible, these items shall be properly located within a secured area which has been effectively screened. As a minimum, all such areas shall be contained with a stockade, chain link, or similar fencing which is at least as tall as the items to be stockpiled and landscaped plantings and other materials. Loading and receiving docks, as well as above ground utility boxes and other accessory structures shall be effectively screened using plantings, berms, and fencing wherever natural vegetation is not available.
7. **Exterior Storage Areas:** All areas used for exterior storage, including areas used for storage of solid waste, shall be located to the rear of commercial buildings, and such areas shall be appropriately screened from view from the street and adjacent properties. Areas used for the display of goods for immediate sale, such as new auto sales, are exempt from this requirement.

Site Development Plan Submittal Requirements

8. Driveway Requirements: The following standards shall apply unless waived by the Board:

- (a) To facilitate a safe internal traffic pattern, the following minimum driveway throat lengths are required:

Unsignalized Driveways	40' to 60'
Shopping Centers - 200,000 Gross Leasable Floor Area (GLA)	200'
Smaller Developments Under 200,000 Gross Leasable Floor Area (GLA)	75' to 95'

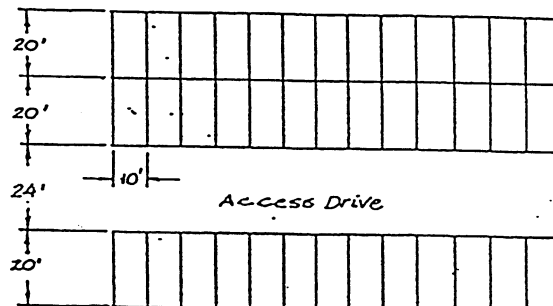
- (b) Driveway approaches must be designed and located to provide an exiting vehicle with an unobstructed view. Construction of driveways along acceleration or deceleration lanes and/or where the road tapers is discouraged due to the potential for vehicle weaving conflicts.
- (c) Driveway width and flair shall be adequate to serve the volume of traffic and provide for rapid movement of vehicles off the major thoroughfare, but standards shall not be so excessive as to pose safety hazards to pedestrians, bicyclists, or other motorists.
- (d) Whenever feasible, driveways shall be aligned with those curb cuts directly across the street from the site under review.
- (e) Site distance is crucial to ensure safe ingress and egress to properties fronting on major roadways. For all access points, the following standards shall apply:

Type of Road	Posted Speed Limit or Typical Speed of Traffic	Minimal Safe Sight Distance
Minor Roads	30 mph or lower	200 feet
Through Roads	31 to 40 mph	275 feet
Through Roads	41 to 50 mph	350 feet
Major Roads	51 to 60 mph	475 feet

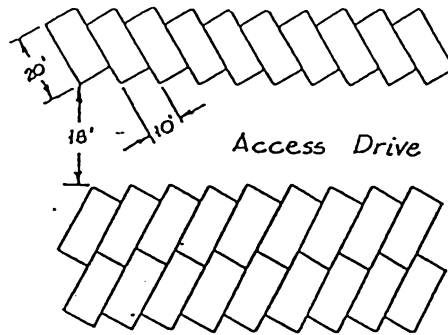
SOURCE: AMERICAN ASSOCIATION OF STATE HIGHWAY TRANSPORTATION OFFICIALS (AASHTO)

9. Parking and Traffic Circulation Patterns: The following standards shall apply unless waived by the Board:

- (a) Sufficient off-street parking, as required by the Loudon Zoning Ordinance, shall be provided.
- (b) Parking area designs shall conform to the following layouts:
1. Ninety degree (perpendicular) parking: twenty-four feet either one-way or two-way circulation



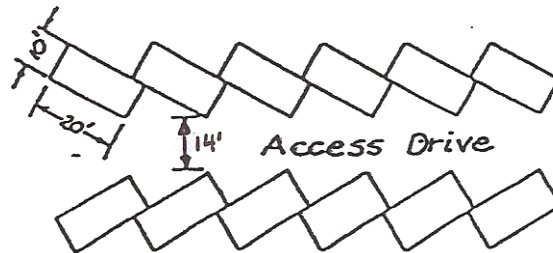
2. Sixty degree angle parking: eighteen feet one-way circulation only.



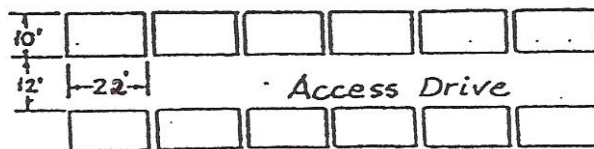
3. Forty-five degree angle parking: fourteen feet one-way circulation only.



4. Thirty degree angle parking fourteen feet one-way circulation only.



5. Zero degree parking: twelve feet one-way circulation only.



- (c) Parking area designs shall adequately consider pedestrian circulation to and from parking spaces and shall maximize the opportunities for vehicle-safe maneuvering of all anticipated sizes of delivery vehicles.
- (d) Parking lots shall be located to the side and rear of all proposed structures.
- (e) All parking, drives and loading areas shall be paved in accordance with the construction standards. The Planning Board may allow the installation of permeable pavement surfaces if it determines that such pavement on a particular site will be more environmentally sound and will not lead to

dust or erosion having an adverse impact on adjacent properties or users of the site. For parking lots utilizing alternative surface treatments, a paved apron onto access roadways will be provided.

- (f) When parking areas are going to be visible from adjacent public roadways, a landscaping screen shall be installed to soften the appearance of parking areas.
- (g) For parking lots with forty or more parking spaces, two landscape islands shall be provided per twenty parking spaces. Said islands shall be a minimum of eight feet wide and shall have a length of twice the required length of a parking space as required by Town regulations. A minimum of two trees shall be planted on each island. Trees shall have a minimum diameter of 2.5" and a minimum of 5' in height. Landscape islands should encompass 20% of the total area of the parking lot. All islands must be surrounded with curbing a minimum of 4" from the finished grade of final pavement. Raised end islands are required to help delineate the on-site traffic pattern, protect cars parked at ends of isles, ensure adequate site distance, and enhance the appearance of a site.

10. *Interconnecting Adjacent Sites:* Adjacent commercial and/or office properties shall provide cross-access drives and pedestrian access to allow circulation between sites. A system of joint-use driveways and cross-access easements shall be established wherever feasible along Route 106 and the building site design shall incorporate the following:

- (a) A continuous service drive or cross-access corridor extending the entire frontage of the parcel to provide for driveway separation consistent with these regulations;
- (b) A design speed of fifteen mph and sufficient cart way width of at least twenty feet to accommodate two-way travel aisles designed to accommodate automobiles, service vehicles, and delivery vehicles;
- (c) Pursuant to this section, an easement no less than fifty feet in width shall be recorded with the deed of each parcel allowing for shared or cross-access to and from other properties by the joint-use driveways and/or access drives;
- (d) The applicant will record an agreement with the deed that remaining access rights along the roadway providing frontage to the development will be dedicated to the Town of Loudon and pre-existing driveways will be closed and eliminated after the construction of the joint-use driveway.
- (e) A joint maintenance agreement with the deed defining maintenance responsibilities of property owners shall be recorded;

- (f) All easement and maintenance agreements must be satisfactory to the Town Attorney. Cost of legal review of all documentation will be the responsibility of the applicant. All costs shall be paid by the applicant prior to the signing of the final plat.
11. *Pedestrian and Bicycle Accommodations*: Sidewalks and/or bicycle paths in conformance with Appendix 1 of these regulations shall be provided where necessary to accommodate pedestrian traffic flow.
12. *Lighting*: Outdoor lighting shall be used only as necessary for advertising, security and pedestrian safety. Lighting shall not glare on abutting properties or on public streets. Indirect lighting shall be used on signs advertising goods or services offered on the premises. Moving, fluttering, blinking, or flashing light signs are prohibited. Lighting plans shall be in accordance with Article 20 of these regulations.
13. *Fire Safety and Emergency Vehicle Access*: The Loudon Fire Chief shall review and approve the site plan and certify that it adequately provides for fire safety. All site developments shall provide circulation systems that allow for adequate access to a building by fire apparatus. Site plans shall also provide for safe egress from buildings and the site in case of fire. Refer to Article 23, Section 23:14.
14. *Signage*: All signs shall comply with the requirements of the Loudon Zoning Ordinance. Signs shall be located in a manner that is not obtrusive to views from abutting properties and that is compatible with the aesthetic development of the site.
15. *Visual Impact*: Site developments shall be of a scale compatible with surrounding development and/or the rural character of the Town of Loudon. The Planning Board may require additional setbacks or other structural and/or locational limitations on building construction, which it determines are necessary to meet this standard.
16. *Architecture*:
- a) Guiding Principles
 - 1. New construction should integrate traditional architectural facades into their designs.
 - 2. Traditional architecture should be respected and reinforced within new designs.
 - 3. New development and designs should harmonize with characteristics associated with the traditional facades of Loudon.
 - 4. Architectural design should focus on the rural character of the town and the scale shall be compatible with surrounding development.
 - 5. Franchise-style architecture lacks reference to Loudon's traditional architectural forms and can contribute to the loss of community identity.
 - 6. Buildings shall be aesthetically and architecturally appealing.

- b) Building heights, elevations, roof shapes should be considered.
 - 1. Structures shall be compatible with the height and depth of surrounding buildings.
 - 2. Traditional roofline types such as gabled, hipped, and gambrel that are evidenced in Loudon's architectural heritage are strongly encouraged. Type, shape, pitch, and direction of roofs should be considered in the design. Avoid long unbroken expanses of rooflines though the use of dormers and changes in ridgeline. Flat roofs are discouraged.
 - 3. Building elevations, scale, massing, and the proportional relationship between structures can complement or detract from the architectural character of the surrounding area. The scale and proportion of proposed buildings should take into consideration the scale and proportion of buildings as evidenced in the development pattern of the surrounding area. Visual conflicts between properties should be minimized.
- c) Scale and massing should be considered.
 - 1. Buildings shall above all possess a human scale, both in terms of their overall size and in their details and materials, in order to promote a sense of pedestrian friendliness.
 - 2. Blank walls, uninterrupted windows, and blocky, unbroken elements add to the sense of an oversized, non-human scale, and are thus inappropriate.
 - 3. A building shall generally have one main block which is discernible as such. It shall have a simple form with subordinate geometric masses appended to it, such as the roof, a porch, a side ell, and/or a projecting front pavilion. A well-designed building with a very simple form, good materials, and good proportions, with no subordinate masses, is often the most beautiful of all structures.
 - 4. Especially large structures shall be broken into smaller masses, or even made to appear to be separate buildings, in order to provide human scale, variation, and depth. These smaller masses shall have a strong relationship to one another and each smaller mass shall have integrity of form.
- d) Materials, color, siding, windows, doors, and proportions should be considered.
 - 1. The use of traditional building materials such as granite, brick, fieldstone, wooden clapboard, wooden shingles, etc. should be considered in the design. Alternatively, contemporary materials that simulate traditional materials, and that have the same visual effect, are acceptable.

2. Use architectural features and details, such as cornices, pediments, columns, pilasters, corner boards, cupolas, sky lights and arches to create interesting buildings.
3. Door and window openings shall be proportional to the façade length and Height. Transom lights are encouraged where appropriate to style.
4. Use of multiple-pane windows or windows having the appearance of multiple windowpanes is encouraged.
5. All windows and doorways should be encased with trim that enhances the appearance of the building.
6. Exterior colors of buildings and accessories shall be muted and unobtrusive. Excessively bright colors, such as those used by franchises, are not acceptable.

e) Accessory Elements

1. Mechanical equipment on or in the building, including electrical, plumbing, heating, ventilation, and air conditioning equipment, should not be exposed to view. All rooftop mechanical units shall be located so as not to be visible from street level or from other public areas on the ground level. Wall or ground mounted equipment shall be screened from public view with fences or vegetation (i.e. hardscape or landscaping).

17. *Development Type:* Development along Route 106 should be sited in groups near existing intersections. Well-landscaped areas should be located between the structures and roadways. Open space should be maximized around each cluster, thereby helping preserve the rural landscape in the nodal model.

Section 13.5: Existing Conditions Plat Requirements

The purpose of this plan is to provide general information on the existing conditions of the site including topography, vegetation, wetlands, watercourses, and other base data from which the site development will be designed. The plan will show the following:

1. Names, addresses, telephone numbers, fax numbers and e-mail addresses (if available) of the site owner, applicant, and person(s) or firm(s) preparing the plan.
2. Name of the site plan.
3. Location of the land/site under consideration including tax map and lot numbers and address.
4. Title, date, north arrow, and scale, to be less than or equal to 1"= 50 feet.
5. Locus map of vicinity of the site, at a scale of 1"=1,000 feet, detailing public street system in the vicinity of the site.
6. Tax map reference, names, and addresses of all owners of record of abutting parcels.
7. Natural and man-made features including watercourses, wetlands, tree

- lines, stone walls and vegetative cover, topographic features, and other environmental features which are significant to the design process.
8. Existing contour levels not to exceed two feet with spot elevations provided when grade is less than five percent. All datum provided should reference the latest applicable USGS Benchmark survey, as amended and should be noted on the plan.
9. State and federally designated wetlands.
10. Surveyed property lines including angles and bearings, distances, monument locations and size of the entire parcel in acres and square feet. Said plan must be attested by a land surveyor licensed in the State of New Hampshire.
11. The lines of existing abutting streets and driveway locations within one hundred feet of the site, the shape, size, and height of existing structures located on and within one hundred feet of property lines of site, including parking areas, buildings, wells, wetlands, and septic systems.
12. The location, elevation, and layout of catch basins and other surface drainage control features.
13. The size and location of all existing public and private utilities.
14. The location, type, width, and length of all existing easements and encumbrances.
15. All floodplain information, including contour limit of the one hundred year flood elevation, based upon the most recent Flood Insurance Rate Map, as prepared by Federal Emergency Management Agency (FEMA).
16. Information pertaining to the site as referred to in the Town of Loudon, *Open Space Trail System Plan*.
17. Location and size of existing signage, if any;
18. Location, type, and foot-candle of existing light fixtures, if any;
19. Location of existing dumpster areas, if any;
20. Location of outdoor storage areas, if any;

Section 13.6: Site Development Plan

All applicants shall submit a site development plan noting the following features. Such plans shall be on a separate piece of Mylar / paper from existing conditions plat. The purpose of this plan is to denote where improvements to the property will be located on the site.

1. Names, addresses, telephone numbers, fax numbers and e-mail addresses (if available) of the site owner, applicant, and person(s) or firm(s) preparing the plan.
2. Name of the site plan.
3. Location of the land/site under consideration including tax map and lot numbers and address.
4. Title, date, north arrow, and scale, less than or equal to 1" = 50 feet.
5. Locus map of vicinity of the site, at a scale of 1"=1000 feet, detailing public street system in the vicinity of the site.
6. Tax map reference, names, and addresses of all owners of record of abutting parcels.

7. Natural and man-made features including watercourses, wetlands, tree lines, stone walls and vegetative cover, topographic features, and other environmental features which are significant to the design process.
8. Proposed curb cuts, traffic circulation patterns, and parking configurations with dimensions of driveways, curb cuts, curbing, parking spaces, travel aisle widths, and area of parking areas.
9. Engineering details for parking areas including sub-base design and proposed surfacing material.
10. Proposed location, dimensions, shape of all structures to be constructed on the site.
11. Elevation drawings of proposed structures detailing the exterior façade design of the proposed building(s).
12. Proposed location of solid waste/trash receptacle location and screening.
13. Location of existing and/or proposed septic disposal system.
14. Location and description of any buffer systems.
15. Layout and location of existing and proposed utilities, including water, gas, electrical, and phone transmission lines.
16. Proposed snow storage locations.
17. Calculation showing total amount of impervious area proposed.
18. Location and description of any easements or proposed easements.
19. Location of all state and federal wetlands.
20. Any plans cited for reference should be recorded at the Merrimack County Registry of Deeds or stamped by a licensed land surveyor. The name, date, and plan number of recorded cited plans should be provided in the notes section of the plat.
21. In addition, all easements including metes and bounds, grantee, grantor shall be defined on the plat.
22. Location, size, height, color, lighting, and proposed language for all proposed signs;
23. Road Construction Plan if applicable prepared in accordance with these regulations (to be submitted as a separate sheet);
24. Erosion and Drainage Plan if applicable prepared in accordance with these regulations (to be submitted as a separate sheet);
25. Storm Water Management Plan prepared in accordance with these regulations (to be submitted as a separate sheet);
26. Lighting Plan, prepared in accordance with these regulations (to be submitted as a separate sheet);
27. Landscaping Plan prepared in accordance with these regulations (to be submitted as a separate sheet) including text block regarding continued maintenance;
28. Utilities Plan prepared in accordance with these regulations (to be submitted as a separate sheet);
29. The following notations shall also be shown:
 - (a) The explanation of drainage easements, if any.
 - (b) The explanation of utility easements, if any.
 - (c) The explanation of site easements, if any.
 - (d) The explanations of any reservations.
30. Block for approval by the Board as follows:

Site Development Plan Submittal Requirements

I hereby certify that this plat has been approved by the Town of Loudon Planning Board on _____, and shall be filed with the Town of Loudon once all conditions of approval have been satisfied:

Chairperson

Date

31. A note stating driveway(s) shall be constructed according to the driveway profile in Appendix.

Article 14: Lot Line Adjustment Plat Requirements

Per RSA 676:4, the Board adopts the following procedures for lot line adjustments. Lot line adjustment applications may be accepted and approved at one Board hearing subject to the following conditions:

Section 14.1: Submission Procedure

An application for a lot line adjustment shall be submitted in the same manner prescribed in Section 11.1 of these regulations.

Section 14.2: Public Hearing and Notice

Public hearing and notice shall be in the same manner as prescribed in Section 11.2.

Section 14.3: Decision of the Board

The Board shall follow the same decision making procedures specified for a regular subdivision.

Section 14.4: Plat Requirements

The following items shall be shown on the lot line adjustment plan:

1. Names, addresses, telephone numbers, fax numbers and e-mail addresses (if available) of the property owners, applicant, and person(s) or firm(s) preparing the plan.
2. Name of the Lot Line Adjustment. (parties involved)
3. Location of the land/site under consideration including tax map and lot numbers and address.
4. Title, date, north arrow, and scale, less than or equal to 1"= 50 feet.
5. Locus map of vicinity of the site, at a scale of 1"=1,000 feet, detailing public street system in the vicinity of the site.
6. Tax map reference, names, and addresses of all owners of record of abutting parcels.
7. Natural and man-made features including watercourses, wetlands, tree lines, stonewalls and vegetative cover, topographic features, and other environmental features which are significant to the design process.
8. Surveyed property lines including angles and bearings, distances, monument locations, and size of the entire parcel in acres and square feet. Said plan must be attested by a land surveyor licensed in the State of New Hampshire.
9. Zoning, including all applicable overlay zones.
10. The location and dimensions of all property lines to be expressed in feet and to the nearest one hundredth of a foot.
11. Sufficient data acceptable to the Board to determine the location, bearing, and length of all lines; sufficient data to be able to reproduce such lines upon the

- ground, and location of all proposed and existing monuments. Error of closure shall be 1:10,000.
12. The indication of the use of lots (e.g. single or multifamily residential, commercial, etc).
 13. The location of all structures and buildings on each parcel.
 14. Setbacks as required by Zoning. Setbacks shall be depicted with a dashed line along text such as "30' Side Structure Setback" or "30' Parking setback."
 15. Any plans cited for reference should be recorded at the Merrimack County Registry of Deeds or stamped by a licensed land surveyor. The name, date, and plan number of recorded cited plans should be provided in the notes section of the plat.
 16. All floodplain information, including contour limit of the one hundred year flood elevation, based upon the most recent Flood Insurance Rate Map, as prepared by Federal Emergency Management Agency (FEMA).
 17. The following notations shall also be shown:
 - a. The explanation of drainage easements, if any.
 - b. The explanation of utility easements, if any.
 - c. The explanation of site easements, if any.
 - d. The explanations of any reservations.
 18. Block for approval by the Board as follows:

I hereby certify that this plat has been approved by the Town of Loudon Planning Board on _____, and shall be filed with the Merrimack County Registry of Deeds once all conditions of approval have been satisfied:

Chairperson

Date

Article 15: Voluntary Merger Agreements

In accordance with NH RSA 674:39-a, any owner of two or more contiguous pre-existing approved or subdivided lots or parcels wishing to merge them into one lot for municipal regulation and tax purposes may do so by submitting an application to the Town of Loudon Planning Board. After a determination that the merger does not create a violation of any town ordinance or regulation, the Planning Board shall approve the request for merger. The Planning Board shall issue "Notice of Merger" and record said notice with the Merrimack County Registry of Deeds. No public hearing is required.

Article 16: Road Construction Plat Requirements

Section 16.1: Applicability

Submission of this plan will be required when a site plan or subdivision requires construction of a new roadway, expansion or alternation of an existing roadway, or when otherwise determined to be warranted by the Planning Board. The purpose of this plan is to provide detailed information and layout of the improvements (if any are required) to be constructed as part of the subdivision. Separate, detailed sheets shall be provided as needed.

Section 16.2: General Provisions

Road construction plans shall include the following information:

1. Plans showing the locations and typical cross sections of street pavement including curbs and gutters, sidewalks, swales, drainage easements and devices, rights-of-way, manholes, catch basins, landscape vegetation, signage, street trees, street lighting (including foot-candles or cones of illumination), centerline curve data, street signs, size and invert elevations of proposed storm water drains, fire hydrants, and proposed and existing utility systems, including water, gas, or any other underground utility.
2. Profiles detailing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road(s), the elevation along the centerline of the existing road(s) within three hundred feet of the intersection shall be depicted. Profiles shall provide centerline vertical curve data including; curve lengths, elevations every fifty feet, K values, high/low point location and elevation, and tangent grades. Profiles shall show the location of existing and proposed major structures (culverts, bridges, etc) at the crossing of the centerline.
3. Location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to: existing streets, septic disposal facilities, sewers, drains, water mains, wells, easements, water bodies and other

- pertinent features, such as wetlands, surface drainage areas, swamps, bogs, railroads, and buildings at the proposed facilities and utilities connection within the subdivision, shall be provided within one hundred fifty feet of the project limit. The water levels or elevations at the time of survey should be noted, as well as the estimated high and low water levels of such water bodies and courses.
4. Proposed topography shall have a maximum contour interval of two feet referred to sea level datum with spot elevations as needed.
 5. State and federal information on wetlands in area of construction.
 6. All floodplain information, including contour limit of the one hundred year flood elevation, based upon the most recent Flood Insurance Rate Map, as prepared by Federal Emergency Management Agency (FEMA).
 7. All construction shall be in accordance with the New Hampshire Department of Transportation (NHDOT) *Standard Specifications for Road and Bridge Construction* (current edition), the Loudon Land Development Regulations, and other appropriate regulations.

Article 17: Utilities Plan

Section 17.1: Applicability

Submission of this plan will be required when a site plan or subdivision requires installation or relocation of the following types of utilities or when otherwise determined to be warranted by the Planning Board. Subdivided land must be of such a character that it can be used for building without danger to public health or safety, and all subdivision plans must make adequate provisions for water supply and other utilities. The purpose of this plan is to clearly state the scope and layout of utilities for each plan. Separate, detailed sheets shall be provided as needed. Plans should include, but are not limited to, the following items:

1. Road layout;
2. Water system, including type of line, diameter, flowage, shut offs;
3. Sewage;
4. Pump stations;
5. Storm water drains;
6. Fire hydrant placement and alarm boxes;
7. Community water supply;
8. Street lighting;
9. Fire cistern;
10. Cable television;
11. Electric and telephone pole placement;
12. Gas lines;
13. Other transmission lines;
14. Fire ponds to include dry hydrants;
15. Substations;
16. Towers.

In conjunction with the utility plan, calculations and analysis by the applicant should be provided for explanation of proposed utilities.

The Board may waive all or part of this section if it determines that a plan is unnecessary because of size, character, and/or natural features or conditions of a site. All requests of waivers and action thereof shall be conducted in accordance with Article 26 of these regulations.

Article 18: Grading and Erosion Control Plan Requirements

Section 18.1: Applicability

Submission of this plan will be required when a site plan or subdivision requires alteration of the natural topography and slopes, installation of fill, removal of earthen material, installation of underground utilities, installation or alteration of roadways or parking areas, disturbance of wetlands or watercourses, or when otherwise determined to be warranted by the Planning Board. The purpose of this plan is to provide detailed information and layout of grading, proposed temporary and long-term erosion control measures. Separate, detailed sheets shall be provided as needed.

The Board may waive all or part of this section if it determines that a plan is unnecessary because of size, character, and/or natural features or conditions of a site. All requests of waivers and action thereof shall be conducted in accordance with Article 26 of these regulations.

Section 18.2: General Provisions

The following standards shall be applied in planning for erosion and sediment control:

1. All erosion and sediment control measures shall meet the design standards and specifications set forth in “Stormwater Management and Erosion and Sediment Control for Urban and Developing Areas in New Hampshire”, latest edition as amended.
2. Stripping of vegetation and movement of soil shall be done in a way that will minimize erosion. Whenever practical, natural vegetation shall be returned, protected, and supplemented.
3. Appropriate erosion control measures shall be installed prior to removal of vegetation.
4. Disturbed areas shall be kept to a minimum. Disturbed areas not in active development shall be properly stabilized.
5. Measures shall be taken to adequately control sediment and retain it within the boundaries of the project area. Provisions must be made to accommodate increased runoff caused by changed soil conditions, topography, and vegetative cover during and after development. Sediment in runoff shall be trapped by the use of sediment control basins or other acceptable methods until the site is stabilized. Diversions, sediment control basins, and other such devices shall be installed prior to any on-site grading or disturbance of existing surface material.
6. Off-site surface water and runoff from undisturbed areas shall be carried in a non-erosive manner through the project area or diverted away from disturbed areas where feasible.
7. Naturally occurring streams, channels, and wetlands shall be used for conveyance of runoff leaving the project area.

8. All temporary erosion and sediment control measures shall be removed after final stabilization. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized within thirty days.
9. Provisions for winter construction and/or winter maintenance should be provided. If the project is “shutdown” over the winter, appropriate measures must be taken to ensure stability during the winter. Also, if construction is scheduled to occur during the winter, appropriate erosion control must be provided.

Section 18.3: Grading and Erosion Control Plan Requirements

All grading and erosion control plans shall denote the following unless specifically waived by the Board:

1. Names, addresses, telephone numbers, fax numbers and e-mail addresses (if available) of the site owner, applicant, and person(s) or firm(s) preparing the plan.
2. Name of the subdivision or site plan.
3. Location of the land/site under consideration including tax map and lot numbers and address.
4. Title, date, north arrow, and scale, to be less than or equal to 1"=50 feet.
5. Locus map of vicinity of the site, at a scale of 1"=1,000 feet, detailing public street system in the vicinity of the site.
6. Tax map reference, names, and addresses of all owners of record of abutting parcels.
7. Natural and man-made features including watercourses, wetlands, tree lines, stonewalls and vegetative cover, topographic features in 2 foot intervals, and other environmental features which are significant to the design process.
8. Surveyed property lines including angles and bearings, distances, monument locations and size of the entire parcel in acres and square feet. Said plan must be attested by a certified land surveyor licensed in the State of New Hampshire.
9. Total area of wetlands to be disturbed or filled within local, state, or federal jurisdiction.
10. Areas and size of proposed cuts and fills.
11. Location of all proposed structural and vegetative erosion and sediment control measures (both during and after construction phase).
12. Identification of all permanent erosion and sediment control measures.
13. Total area of disturbed soils.
14. Location of all existing and proposed easements.
15. Structures, roads, utilities, earth stockpiles, equipment storage, and on site stump disposal locations.
16. All floodplain information, including contour limit of the one hundred year flood elevation, based upon the most recent Flood Insurance Rate Map, as prepared by Federal Emergency Management Agency (FEMA).
17. Narrative section including:

- a) A detailed description of the construction sequence including a schedule indicating the start and completion dates of the measures;
 - b) An earth movement schedule;
 - c) A description of temporary and permanent vegetative measures including seeding specifications;
 - d) A description of all structural erosion and sedimentation control devices with a detailed drawing of each;
 - e) A proposed schedule for inspections and maintenance of all site measures;
 - f) Identification of all permanent erosion and sedimentation control measures and a schedule and description for maintenance;
 - g) Calculations showing volume, peak discharge, and velocity of present and future runoff; and,
18. A note indicating that all erosion and sediment control measures meet the design standards and specifications set forth in “Stormwater Management and Erosion and Sediment Control for Urban and Developing Areas in New Hampshire”, latest edition as amended.

Article 19: Storm water Management Plan Requirements

Section 19.1: Applicability

Submission of this plan will be required when a site plan or subdivision requires alteration of the natural topography and slopes, installation of fill, removal of earthen material, installation of utilities, installation or alteration of roadways or parking areas, disturbance of wetlands or watercourses, alteration of existing drainage courses, or when otherwise determined to be warranted by the Planning Board. The purpose of this plan is to provide detailed information and layout of grading and proposed temporary and long-term erosion control measures. Separate, detailed sheets shall be provided as needed.

The Board may waive all or part of this section if it determines that a plan is unnecessary because of size, character, and/or natural features or conditions of a site. All requests of waivers and action thereof shall be conducted in accordance with the waiver provisions of these regulations.

Section 19.2: General Provisions

All storm water management plans shall be prepared in accordance with the design standards as outlined in these regulations.

1. Surface water resulting from land development shall not cause flooding or unreasonable deposits of storm water runoff or sediment onto adjacent properties unless easements for the same are obtained and granted to the town. The Planning Board has the right to review and approve or disapprove the layout, rights granted, or language of any such easements.
2. An adequate storm water drainage system for the entire subdivision or site development must be provided, including an adequate number of catch basins and/or drop inlets. The system shall be designed and certified by a registered NH Professional Civil Engineer and shall be reviewed and approved by the Town Engineer.
3. Storm drainage shall be carried to existing watercourses or connect to existing storm drains.
4. No increase in surface runoff shall be permitted if such increased runoff passes beyond the property lines of the parcel being developed unless it is within an approved storm drain system.
5. No new drainage ways shall be created unless the necessary easements are obtained and granted to the town. The Planning Board reserves the right to review and approve or disapprove the layout, rights granted, or language of any such easements.

6. Surface water runoff carried into existing watercourses or drainage ways, whether or not there are intervening storm drainage systems, shall not unreasonably degrade surface water quality.
7. Drainage facilities shall be evaluated based upon the 2, 10, and 25-year storm events. Water quality treatment will be based upon the 2-year storm. Storm sewers shall be designed to accommodate the 10-year storm and evaluated for surcharge utilizing the 25-year storm. Potential hazard structures, such as holding ponds, sedimentation ponds, detention basins, and cross culverts, shall be designed for the 25-year storm in accordance with the Natural Resources Conservation Service (NRCS) "Urban Hydrology for Small Watersheds, Technical Release #55" as amended.
8. The Board may require an applicant to provide engineering studies on the effect of such subdivision activity on the existing downstream drainage facilities outside the subdivision boundary. **Unless a waiver is sought from the Board, post development surface water runoff rate (s) shall be equal to the pre-development surface water runoff rate (s).**
9. In instances where it is determined that runoff rates will exceed pre-development runoff rates, the Board shall require the applicant to provide drainage easements or other devices such as retention/detention areas, to be created to remedy any such problems. All required improvements must be designed so as to accommodate a 25-year storm. Drainage calculations shall be in conformance with the document, "Stormwater Management and Erosion and Sediment Control for Urban and Developing Areas in New Hampshire", latest edition as amended. Drainage slopes exceeding five percent grade shall require permanent erosion control mechanisms, designed by a New Hampshire Registered Professional Engineer and acceptable to the Planning Board.
10. Plans shall include appropriate methods to extend and/or connect the proposed drainage systems to adjacent land, developed or not, and be designed to anticipate upstream development. Such systems should preserve existing natural water bodies and watercourses.

Article 20: Outdoor Lighting Plan

Section 20.1: Applicability

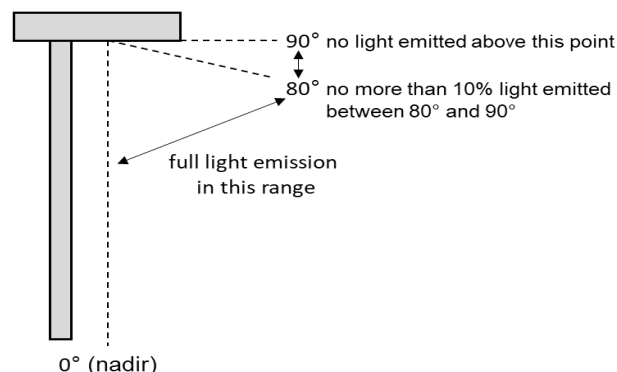
Unless specifically waived by the Board, submission of such plans shall be required for all site plans proposing the construction or expansion of commercial, industrial, multifamily, and/or mixed-use structures. When designing outdoor lighting plans, applicants should use the details and guidelines outlined in “Outdoor Lighting Manual for Vermont Municipalities” and the “Illumination Engineering Society Handbook,” most recent editions.

Section 20.2: General Outdoor Lighting Provisions

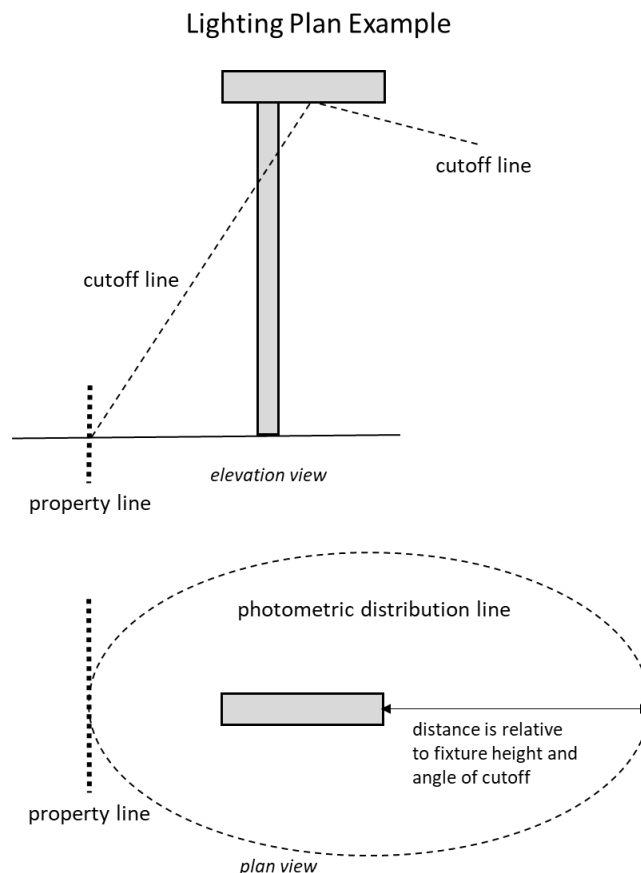
Applicants shall provide the Board with an Exterior Lighting Plan, depicting location, type, and illumination area of all parking area lighting, driveway lighting, and lighting along the perimeter of proposed and existing building. Lighting shall provide for adequate foot-candle for the use of the property, but not interfere with abutting properties. Lighting plans should ensure:

1. Luminaires should be located so that light patterns overlap at a height of seven feet above finished grade, which is sufficient height to illuminate a person’s body vertically.
2. At hazardous changes in grade, lower level lighting should be provided to supplement overhead lighting systems.
3. Lighting posts or poles along curb cuts, parking areas, and streets should be located to reduce hazards to vehicles and pedestrians whenever possible.
4. Luminaires shall provide adequate peripheral lighting so that areas adjacent to walkways, parking areas, loading areas, and driveways are adequately lit to provide for security and safety.
5. Luminaires shall be full cutoff. A graphical depiction is shown below:

Full Cutoff



6. A maximum of five (5) foot-candles shall be provided in parking adjacent to roadway frontages and a maximum of one (1) foot-candle adjacent to abutting properties.
7. Light trespass at property boundaries shall not exceed two-tenths (0.2) foot-candles for receiving industrial or commercial properties and one-tenth (0.1) foot-candles for receiving residential properties.
8. Luminaires shall be appropriate to the architectural and aesthetic character of Loudon.
9. Luminaires shall not cause sky-glow.
10. Luminaires should be located to prevent glare whenever possible.
11. It is encouraged to utilize luminaires with the IDA's Fixture Seal of Approval, as these have been certified to minimize glare while reducing light trespass and sky-glow.
12. A photometric plan may be required. An example is shown below:



Section 20.3: Plan Requirements

When preparing an outdoor lighting plan, the following details shall be submitted to the Board for review:

1. Location of existing and proposed lighting structures;
2. The height of proposed light posts including fixtures;
3. The material of proposed light posts;
4. A photograph, drawing, or picture of proposed light posts and fixtures;
5. Make and model of luminaires;
6. Denotation of the area of foot-candles and cones of illumination for each proposed outdoor lighting fixture.

Article 21: Additional Studies and/or Exhibits

In an effort to determine the completeness of an application and its conformity to all applicable ordinances and regulations, the Board may request an applicant to submit studies and/or exhibits above and beyond those outlined in these regulations. In addition, the Board may also request the submission of studies and/or exhibits above and beyond those outlined as part of their consideration of a complete subdivision application. In accordance with RSA 676:4, I (g), the Board shall require that the cost of preparing such studies and/or exhibits be borne by the applicant. Examples of such plans, studies, and/or exhibits include, but are not limited to, the following:

1. A hydrologic study, if applicable;
2. An environmental impact statement;
3. A water and sewage disposal availability study;
4. A social impact assessment;
5. A traffic impact analysis: All proposed commercial, industrial, or residential developments shall be reviewed by the Board to ascertain that adequate provisions have been made by the applicant for traffic safety. To facilitate this review, the applicant may be required by the Town Planner, Planning Board, or their designee to submit such a study due to the size, location, scale, or any other traffic generating characters of the development. Such a study should include, but not be limited to the following information:
 - (a) Traffic circulation, access and egress, adequacy of adjacent roadways and intersections, entrances and exits, traffic flow and volumes, sight distances, accident statistics, curb cuts, turning lanes, and existing or recommended signage, lighting, or traffic control devices;
 - (b) Pedestrian safety, circulation, accesses, and egress;
 - (c) Off street parking and loading;
 - (d) Emergency vehicle access points; and,
 - (e) Off site improvements as necessitated by the development.
6. Municipal services fiscal impact study;
7. School impact study;
8. Other studies, as determined applicable and appropriate to the subdivision or site plan by the Board or their designee. All costs of additional studies shall be borne by the applicant in accordance with RSA 676:4, I (g).
9. Use intensity statement;
10. Photometric study
11. Site Specific Soils Map prepared by a certified soil scientist in accordance with the standards outlined in Site Specific Soil Mapping Standards for New Hampshire and Vermont, as prepared by the Society of Soil Scientists of Northern New England, 1999 or amended. Any cover letters or explanatory data provided by the certified soil scientist shall also be submitted.

Article 22: Items Required for Application Approval

The Board shall not give final approval to a site plan, subdivision, or lot line adjustment application until the following items, if applicable, have been submitted and/or reviewed by the Board, Town Attorney, or other designated agent, and have been determined to be acceptable:

1. Two identical Mylar copies of the plat and all design pages;
2. Six paper copies of the plat and all design pages;
3. A single PDF containing the plat and all design pages
4. A subdivision plat drawn to same scale as Loudon Tax Map Sheet of the original parcel;
5. Protective covenants where the applicant proposes to regulate land use within the development or otherwise protect the proposed development;
6. All maintenance agreements when applicable;
7. All necessary easement documentation; including utilities;
8. Any condominium documents contemplated by an applicant.
9. For subdivisions which do not involve construction of a roadway, and for lot line adjustments, all monumentation shall be in place prior to the final Board signature of the plan. A letter shall be submitted to the Loudon Planning Board Office attesting to the setting of the monuments;
10. Any required performance guarantee and engineering inspection agreements acceptable to the Town Attorney;
11. All administrative, engineering review, recording fees, and public notice fees; and,
12. Any required federal, state, or local approvals and/or permits.

Article 23: Additional Design Standards for Site Plans and Subdivisions

An applicant shall employ the following design standards when preparing and laying out a subdivision development within the Town of Loudon. These principals shall be construed as the **minimum** requirements. The Board, at its discretion, may require higher standards in individual cases, or may waive certain requirements for good cause in accordance with the procedures outlined in these regulations.

Section 23.1: Arrangement of Streets.

The following standards shall apply to all new streets, or alterations of existing streets to accommodate new developments:

1. **Master Plan:** The arrangement of new streets shall conform to the Loudon Master Plan.
2. **Through-Traffic:** Street arrangements, through curvilinear or similar design standards, shall maximize the possibility that only local residential traffic will use the subdivision streets. Layouts shall not encourage through-traffic to utilize the subdivision streets.
3. **Coordination:** Street arrangements shall be coordinated with the surrounding existing street network and other planned streets. Arrangements shall provide for well-planned future connections to large, potentially developable abutting parcels in a manner acceptable to the Planning Board. The Planning Board may require the dedication of rights-of-way for properly connecting the subdivision to the streets of existing or potential future adjacent subdivisions.
4. **Curvilinear Designs:** Curvilinear designs of streets are preferred. Continuously tangent (i.e. straight) sections of street should not exceed four hundred feet in length.
5. **Intersections:** Street intersections shall align with each other, and all intersections, including offset "T" intersections, shall be separated by at least three hundred feet. Street intersections shall not vary from the perpendicular by more than thirty degrees. Horizontal street alignments shall be straight within one hundred feet of an intersection. Curve radii shall be at least twenty feet. Intersections should be designed to accommodate a Single Unit (SU) vehicle as a minimum.
6. **Lots on Major Roads:** The creation of new lots having driveway access onto state highways and local arterial-level roads shall be avoided if alternate access to such lots is possible. On corner lots, driveways shall be on the lesser-traveled street. Driveways accessing state highways will require driveway permits from NHDOT.

7. Dead-end Streets: Dead-end streets shall not exceed one thousand feet in length measured from the edge of pavement at the intersection of the abutting street to the edge of pavement of the circle or hammer head furthest away from the intersection of the cul-de-sac and existing street. Dead-end streets shall end in a cul-de-sac, T, teardrop or loop, and shall be designed in accordance with the engineering details provided in Appendix 1 of these regulations. The street should have provisions for a future access road. Dead-end streets must have underground utilities.
8. Cross Sections.
- (a) Refer to the typical section and engineering details in Appendix 1.
 - (b) Rights-of-way shall be a minimum of fifty feet in width. The Planning Board may require a greater width if a proposed street will serve a collector or arterial function.
 - (c) All guardrails should be designed in accordance with the AASHTO Roadside Design Guide and NHDOT design standards.
 - (d) Pavement, shoulders, ditches, and slopes shall be in accordance with the following:

Anticipated Average Daily Traffic (Veh/Day)	0-750	Greater than 750
Travel way Width	22'	24'
Shoulder Width	4'	8' to 10'
Shoulder Treatment	Gravel	Gravel or Paved
Ditch Width (Min.)	4'	6'

9. Symmetry: Streets, shoulders, and ditches shall be located symmetrically within the right-of-way, with the street centerline coinciding with the centerline of the right-of-way.
10. Grades: Street grades shall not exceed five percent and shall not be less than one-half percent. Grades shall be flat within fifty feet of an intersection. The Planning Board may allow grades up to eight percent provided the steeper grade is necessary to minimize the environmental impact of street construction and provided the Town Engineer certifies that the steeper grade will not adversely affect maintenance and/or public safety.
11. Horizontal Curvature: Horizontal curves shall not have a curvature of less than a two hundred thirty foot radius.
12. Driveways: Driveways shall not be located within one hundred feet of a street intersection.

13. Review by Town Engineer: All proposed new streets, roads, and public ways and all proposed improvements to existing streets, roads, and public ways shall be reviewed and approved by the Town Engineer, with the concurrence of the Selectmen. The cost of such review shall be borne by the applicant.
14. Design Speed: All roadways shall be designed with a minimum design speed of twenty-five mph. The town may impose a higher design speed if warranted.

Section 23.2: Subdivisions Creating New Private Roads

Subdivisions creating new private roadways shall be permitted by the Board, in order to encourage interior development of property, and to discourage strip development that may occur on primary or major roadways in the community. The Planning Board, at its discretion, shall approve the layout of roads to be built and maintained exclusively by said roadway owner(s) according to the following conditions:

1. Before final approval of a private subdivision road, the Applicant shall post a surety acceptable to the Board and Town Attorney to cover the cost of construction and maintenance of the roadway and associated drainage, in accordance with Article 24 of these regulations.
2. A maintenance agreement shall accompany the plan to be recorded at the Merrimack County Registry of Deeds. Said agreement shall stipulate to what extent each lot created, or each lot existing, is responsible for maintenance of said private road. Said agreement shall run with the land, and upon any future conveyance of property, the agreement shall be incorporated in and made part of the conveyance binding upon the parties thereto, their successors and assignees.
3. The applicant shall sign a "Statement of Agreement" with the town, indicating that he/she understands that the town is under no obligation to take over maintenance or other responsibility associated with said roadway.
4. Applicants must provide minimum fifty foot rights-of-way or vehicular easements to be associated with proposed private roadways. Roadways shall be centered within said easement.
5. No private roadway shall be approved without adequate provisions for utilities and drainage. Utility and drainage easements shall be provided as necessary.
6. Under circumstances where a roadway physically becomes private at a given location, the applicant shall install a turn around or modified cul-de-sac.

Section 23.3: Subdivisions Accessing or Extending Existing Private Roads

Subdivisions will not be permitted to occur on existing private roadways or other private rights of way unless the following provisions are made:

The applicant, or his agent, must present to the Board the deed of the parcel to be subdivided. Said deed must specifically state that new lots to be created from the subdivision of the parcel may be given the right to utilize the existing right-of-way for access for proposed properties. Without such indication, a subdivision will not be permitted unless:

1. Required: A written contract or agreement has been secured between the party owning the private right-of-way or roadway and the party wishing to create a subdivision, granting permission for the newly proposed lots to access said right-of-way.
2. Required: A maintenance agreement shall accompany the plan to be recorded at the Merrimack County Registry of Deeds. Said agreement shall stipulate to what extent each lot created, or each lot existing, is responsible for maintenance of said private road. Said agreement shall run with the land, and upon any future conveyance of property, the agreement shall be incorporated in and made part of the conveyance binding upon the parties thereto, their successors and assignees.
3. Required: A "Letter of Authority" from the private roadway owner which grants the applicant permission to upgrade said roadway to conditions specified by the Board.
4. The Board, in accordance with Article 24 of these regulations, shall require a performance surety for any road, drainage, or utility work.

Any such agreements shall be a condition of approval for all subdivisions created on private rights-of-way or roadways.

Section 23.4: Developments on Class VI Roads

Subdivisions or site developments proposed on Class VI highways are discouraged and shall only be permitted when a Class VI road is upgraded to Town Minimum Road Standards. The Class VI road must be upgraded from the beginning of the road to the limits of the subdivision. The Board shall require a surety in accordance with Article 24 of these regulations.

Section 23.5: Sidewalks

Applicants may be required to provide sidewalks on existing or created streets, at the discretion of the Board. Where lots are created on existing roadways, the applicant is required only to furnish sidewalks along the frontage of the existing roadway and the

newly created lots. Sidewalks shall be constructed in accordance with the design standards included in Appendix 1 of this document.

Section 23.6: Lot Configurations Requirements

Lot configurations, the layout of lot lines, and the arrangement of lots in subdivision shall be orderly and harmonious and shall not be contrary to established principles of subdivision design.

1. **Lot Configuration:** Rectangular shaped lots having side lot lines generally perpendicular to straight streets or radial to curved streets are preferred.
 - (a) Lot shapes, or development footprints, shall not be grossly irregular;
 - (b) Lot lines shall not be gerrymandered to obtain required frontage or lot area;
 - (c) The width of a lot at the building setback line shall not be less than the required frontage;
 - (d) All lots shall contain a minimum rectangular area measuring 180' by 240'; except in the Village District which shall contain a minimum rectangular area measuring 100' by 200' and,
 - (e) The following lot shape formula shall apply for all new lots. In cases where this is not achievable due to inherent conditions of the original lot, the applicant may request a waiver.

Parcel Size (after Subdivision)	Ratio (average length to width)
2 acres to 10 acres	3 to 1
10 to 50 acres	4 to 1
50 to 100 acres	5 to 1
Over 100 acres	6 to 1

2. **Lot Arrangement:** Lots shall have an orderly relationship to other lots in the proposed subdivision and to lots in abutting subdivisions. In order to achieve an orderly relationship among developed lots the Planning Board may require that erection of structures on lots is restricted to certain portions of lots.
 - (a) Where the subdivision plan submitted covers only a portion of the subdivider's entire holding, the Planning Board shall require a sketch of proposed future development.
 - (b) Reserve strips of land which, in the opinion of the Planning Board, shows intent on the part of the applicant to control access to land dedicated or to be dedicated to public use shall not be permitted.

Section 23.7: Environmental Requirements:

All lots shall contain an area that is at least one and one half acres in size that does not contain steep slopes, poorly drained soils, very poorly drained soils, marshes, swamps or

bogs; except in the Village District, which shall contain an area with a minimum of 0.69 acre (30,000 square feet) that does not contain steep slopes, poorly drained soils, very poorly drained soils, marshes, swamps or bogs.

Section 23.8: Special Requirements for Open Space Subdivisions

The following standards shall apply to all open space subdivisions unless specifically waived by the Board:

1. **Buffer Zone:** A vegetative buffer zone, an area with no structures, roads (except one main road into the site) or parking areas, shall be provided along the perimeter of the entire parcel with a minimum width at all points of one hundred fifty feet along any town road, private road, and state road. Refer to Section 401.3 G of the Loudon Zoning Ordinance.
2. **Clustering:** The lots in an open space subdivisions shall be arranged in a clustered, closely grouped manner, acceptable to the planning board.
3. **Lot Sizes:** Each lot shall have a minimum of one acre of buildable area and meet the minimum contiguous area as defined. Contiguous area shall be defined as land whose perimeter can be circumscribed without interruption by the features described under the definition of buildable area. A contiguous area shall not be less than 50 feet in width at any point on the parcel.
4. **Lot Frontage:** The minimum road frontage on any lot shall be one hundred twenty-five feet. The width of the frontage shall extend at least fifty feet in depth into the lot.
5. The laying out of reduced size/frontage lots along existing road frontages while preserving backland areas as "preserved areas" does not, per se, constitute open space.
6. In open space subdivisions having reduced sized lots that front on existing roads, the frontages of such lots shall be the same as those required by the applicable zoning use districts and the depth shall be at least equal to the frontage; or there shall be preserved as part of the common open space a percentage of the parcel's frontage that is equal to the percentage of preserved open space required by the Loudon Zoning Ordinance. Such preserved frontage shall be continuous, unless two or more existing roads are involved, in which case it may be allocated to continuous segments along each road.
7. **Locations of Preserved Areas:** Areas to be preserved in open space subdivisions must be integrally related to the subdivision plan as a whole. **Refer to Section 401.4 A of the Loudon Zoning Ordinance.**

8. Ownership of Common Areas: The developer shall transfer title or easement of the open space to the Town of Loudon, an appropriate conservation organization (after comment from the Loudon Conservation Commission), or homeowners' association, following review and approval of all said legal documents by Town Counsel, with preference given to transferring a title or easement rights to the town or an appropriate conservation organization. In either case, a monitoring and management fund shall be given to the town in the amount of \$100/acre or a \$10,000 minimum. Final decision of ownership shall be approved by the Planning Board.
9. Deed Restrictions: The area to be preserved shall be so defined on the subdivision plan and shall be made subject to a deed restriction which shall thereafter prohibit further subdivision of the preserved area or use of it for purposes other than originally designated. **Refer to Section 401.4 B of the Loudon Zoning Ordinance.**
10. Access: All preserved areas shall be accessible to the owners of lots in the subdivision by way of streets or easements. When in the public interest, the Planning Board may require public easements through the preserved area. **Refer to Section 401.4 C of the Loudon Zoning Ordinance.**

Section 23.9: Septic Design Standards

All land developments having on-site septic systems shall comply with all applicable standards set by the New Hampshire Water Supply and Pollution Control Commission (NHWSPPC) in NH Admin Rules Wq Chapter 1000.

1. Subdivisions: A subdivision application must be accompanied by a permit evidencing NHWSPPC subdivision approval.
2. Site Developments: A site development application which involves construction or modification of an on-site system requiring NHWSPPC design approval must be accompanied by design plans evidencing such approval.

Section 23.10: Developments on Waterfront Parcels

Developments with frontage on bodies of water shall, at the discretion of the Planning Board, be required to provide easements at suitable intervals for access of fire fighting equipment to said bodies of water which shall be used for no other purpose. The town shall have the right to remove all vegetation and other obstructions in said easement and improve them for purpose intended.

Land developments located on shorelines shall give consideration to preserving the views from surrounding properties. In evaluating shoreline developments the Planning Board shall balance the rights of the applicant against those of abutters and shall place

reasonable restrictions on the locations of structures on lots when necessary to preserve views from abutting properties.

Developments shall meet the standards of the NH Shoreland Protection Act and be reviewed by the Loudon Conservation Committee.

Section 23.11: Developments in Floodplains:

For subdivisions and site plans that involve land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP):

- A. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- B. The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).
- C. The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:
 - i. All such proposals are consistent with the need to minimize flood damage;
 - ii. All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
 - iii. Adequate drainage is provided so as to reduce exposure to flood hazards.
- D. The Board reserves the right not to permit subdivision of land in floodplains.

Section 23.12: Preservation of Natural, Cultural, or Historic Resources

In order to protect the unique cultural, historic, and rural character of Loudon, developers shall make provisions to preserve and protect significant existing features including:

- Trees;
- Scenic views and areas;
- Brooks;
- Streams;
- Rock outcroppings;
- Water bodies;
- Wetlands;
- Historic landmarks;
- Stonewalls along roadways;
- Walking, biking, or snowmobile trails; and,

- Other unique natural or man-made features or natural habitats.
1. Woodlands and Trees: Land developments shall preserve as much of the existing woodlands on the site as possible. Existing woodlands shall not be disturbed more than three feet beyond the back edge of the ditch line for a street or four feet beyond the shoulder break, as applicable. Trees within town rights-of-way shall not be disturbed without the specific approval of the Planning Board, which may require a suitable replacement.
 2. Historic Resources: Where land developments are adjacent to historic places, buildings, or family cemeteries and burial plots, the Planning Board shall require whatever setbacks or other land development limitations it deems necessary to preserve the historical resource from unwarranted, inappropriate intrusion.
 3. Open Spaces: The Planning Board may, where it seems essential, require that one or more sites of suitable character, size, shape and location be reserved and used as community open space, a park, or neighborhood playground. The total size of such areas shall not exceed fifteen percent of the land development unless the applicant voluntarily proposes more.
 4. Trail Systems: Walking, hiking, snowmobile, and other trails are highly valued by the residents of Loudon and contribute to a high quality of life and rural character of the community. In order to preserve these important resources, applicants will be asked to provide access to preserve existing trails on properties where developments are proposed. Developments abutting the existing trail network shall be provided to connect developments with such trails. Walking and bicycle trails shall conform to design standards in Appendix 1 of these regulations. The trail systems in Loudon are delineated in the document titled "Open Space Trail System Plan".
 5. Wetland Systems: A minimum 75' natural wetland buffer shall exist for any wetland that is 2000 square feet or greater in size or wetlands that are very poorly drained, hydraulically connected or a vernal pool, as well as all brooks, streams and rivers that are not protected under the Shoreland Protection Act. The natural wetland buffer setback shall begin at the edge of the jurisdictional wetland, which has been designated and flagged by a state-licensed wetland scientist, and proceed 75 feet measured horizontally. The first 25' of upland from the edge of the wetland shall be left undisturbed, except for uses allowed in S301.4 and S301.5. Dead, diseased or fallen trees may be removed **only** if they are considered to be unsafe. The remaining 50' of buffer may be selectively cut such that no more than fifty percent of the basal area shall be removed. Stumps may be removed by special exception as outlined in S701.3. No pesticides or fertilizers shall be used within the entire natural wetland buffer. Except for uses allowed in S301.4. The purpose of this buffer shall be to protect the quality of the water by minimizing erosion, preventing siltation and turbidity, stabilizing soil, preventing excess nutrients and chemical pollution, maintain natural water temperatures, maintain a

healthy tree canopy and understory, preserving fish and wildlife habitat, and respecting the overall natural condition of the protected shoreland. If there are any questions or uncertainties concerning the boundary of the wetland, the Planning Board may request a site visit by the Planning Board and the chairperson of the Conservation Commission (or a designated representative). If deemed necessary, the Loudon Planning Board may call upon the services of an independent qualified wetlands scientist to examine said area and report findings to the Planning Board for their determination of the boundary. Qualified wetland scientist shall mean a person who is qualified in soil classification and wetlands delineation and who has been certified by the State of New Hampshire. The costs of such appeal shall be borne by the petitioner.

Section 23.13: "As Built" Plans

For all subdivisions and site developments requiring construction of drainage devices, roadways, or other features as deemed by the Board, the Applicant shall provide the Board with an "as built" plan of said improvements no later than forty-five days after the Town Consulting Engineer has deemed the entire project complete. Failure to provide "as built" plans may require the Board not release any sureties.

Section 23.14: Fire Safety Requirements:

In the case of subdivisions without frontage on water bodies or access to water for fire fighting needs, the Board shall, at its discretion, require construction of fire ponds, dry hydrants, and/or cisterns as necessary.

Fire Department Residential Water Supply:

1. General Requirements:

- a) Any residential subdivision of four or more units in which one or more units is more than one thousand feet roadway/driveway travel distance from an existing municipal pressurized hydrant, dry hydrant or cistern shall provide a water supply for fire department use.
- b) The requirement for a rural water supply may be waived if all units in a residential development have installed a residential sprinkler system according to the most recent edition of Standard 13D of the National Fire Protection Association (NFPA)

2. Fire Cistern Requirements:

- a) Fire cisterns shall be located no more than one thousand feet roadway/driveway travel distance from any structure on the furthestmost lot within a development.

- b) The cistern capacity shall be calculated in accordance with Chapter 5 of the most recent edition of Standard 1231 of the National Fire Protection Association (NFPA). The capacity of the cistern will be based on the size of the largest home/structure constructed within the development. However, no cistern shall be smaller than twenty thousand gallons water capacity.
- c) The design of the cistern shall be submitted to the Fire Chief for approval prior to construction. All plans must be signed and stamped by a Structural or Fire Protection engineer registered in the State of New Hampshire
- d) The entire fire cistern shall be rated for H-20 highway loading unless specifically exempted by the Fire Chief.
- e) Each cistern shall be sited to the particular location by a Professional Engineer and approved by the Fire Chief. All appropriate easements to the Town shall be in place prior to construction.
- f) The construction of the cistern shall be according to guidelines provided by the Fire Department.
- g) The fire cistern shall be constructed and accepted by the Town prior to the issuing of any building permit (NFPA 1 16.4.3.13).

3. Dry Hydrant Requirements:

- a) Dry hydrant shall be located no more than 1,000 feet road/driveway travel distance from any structure on the furthestmost lot within a development.
- b) The body of water supplying the dry hydrant shall have a year round minimum volume of forty thousand gallons of water. Winter volume shall be calculated assuming four feet of ice. A professional engineer, utilizing 50-year drought records, shall calculate the available volume.
- c) The design of the dry hydrants shall be trouble-free and last a lifetime.
- d) The suction piping system shall be eight inches in diameter and capable of delivering one thousand gallons per minute.
- e) The design of dry hydrants shall be submitted to the Fire Chief for approval prior to construction. All plans must be signed and stamped by a Professional Engineer registered in the State of New Hampshire.
- f) The Fire Chief shall give final approval for the operation of each dry hydrant.
- g) The construction of the dry hydrant shall be according to guidelines provided by the Fire Department.

Fire Department Key Lock Box System

1. Key Lock Box Requirements:

- A. The following buildings/premises shall install and maintain one or more Key Lock Boxes as specified by the Fire Chief:
 - 1) Any non-residential building protected by a fire detection or suppression system that is monitored by an alarm company or has an external audible and/or visual alarm.

- 2) Any apartment building or other rental building containing three or more residential living units and in which access to the building or to common areas or mechanical or electrical rooms within the building is denied through locked doors.
- 3) Premises that restrict access by gates or similar barriers, when required by the Fire Chief.

B. The Fire Chief shall approve the location and installation of the Key Lock Box.

2. Keys Required:

The owner or operator of the building/facility shall provide for placement in the Key Lock Box keys to the following areas:

- a) Locked points of access in the exterior of the building/facility.
- b) Locked points of access to common areas within the building/facility.
- c) Locked utility, electrical and mechanical rooms.
- d) All other locked areas, other than individual apartments or rented residential rooms, as directed by the Fire Chief.

3. Keys Lock Box Maintenance:

The owner or operator of the building/facility shall immediately notify the Fire Department and provide a new key (s) when a lock is changed/re-keyed. Notification shall also be made if a new locked point of access is installed.

New Road Construction

New roadways must be substantially complete (refer to Article 6:52) before any building permits are issued [NFPA 1 16.1.4]

Article 24: Surety Requirements

Applicants developing subdivisions shall be required to post a performance surety prior to signing of the approved plan. The amount of the posted surety will be sufficient to ensure proper construction and completion of all roads (public and private), water connections, sewage disposal, drainage, landscaping, curbing, parking lot construction and other improvements as deemed necessary by the Board. Acceptable forms of sureties include: cash, construction bonds, letters of credit in accordance with New Hampshire law, or passbook savings accounts in the name of the town. The financial surety shall be effective for a period mutually agreed upon by the Board and the applicant. Said surety shall not be expended to pay developer's expenses unless the Planning Board determines that the developer has not constructed necessary infrastructure as required. **All sureties must be acceptable to the Town Attorney, Board of Selectmen, and Town Engineer.**

Section 24.1: Calculation of Surety

The applicant must provide the Planning Board with an itemized estimate of cost for all proposed improvements stated in the above paragraph, in addition to unspecified improvements deemed necessary by the Planning Board. Estimates can come from individual professional contractors, companies, registered professional engineers, or corporations specializing in the field of which the surety is required. Estimates must have a detailed summary of total costs of labor and materials presented in an itemized fashion. The Board will forward these estimates to the town engineer who, after review, will make his recommendation to the Board. Based on these recommendations, the Board will develop and request an appropriate surety to cover the cost of project development. The Board reserves the right to require a surety totaling up to one hundred and ten percent of the estimated project cost. **All sureties shall not expire sooner than one year from date of approval of said subdivision by the Board.** The Selectmen retain the right to require sureties to have an expiration date longer than one year from date of approval of any subdivision or site plan. The Planning Board reserves the right to require a current construction estimate at the time of bond posting and to reject estimates provided by the applicant.

Section 24.2: Release of Surety

The performance surety shall be released in phases as portions of the development are completed in a satisfactory manner as specified by the approved plan. The Planning Board can release all or a portion of the surety based on a written recommendation by the Town Engineer or other designee. When releasing a portion of the surety, the Board reserves the right to retain the cost plus twenty percent of the remaining work.

Section 24.3: Procedure for Release of Surety

Upon construction of a given segment of the infrastructure of the plan, the developer shall notify the Loudon Planning Board and Town Engineer in writing that the given segment of infrastructure has been completed. The applicant, or his agent, shall also

contact the Town Engineer by telephone and request that he/she inspect the site and ensure that the site is developed to acceptable standards as directed by the Loudon Planning Board and/or Loudon Land Development Regulations. Upon inspection, the engineer will document his/her findings, detail the amount of work completed, document work remaining, and recommend to the Planning Board a sum to be released from the performance surety for the work completed.

Section 24.4: Process for Invoking a Surety by the Town, or Extension of Surety

The following process shall govern the process of invoking a surety that has been provided by an applicant, or for the extension of an existing surety.

The Planning Board or designee shall contact the applicant prior to the expiration date of said surety to determine if the applicant is willing to renew said surety at an amount acceptable to the Board. The Board, at their discretion, may not permit the renewal of said surety. Sureties shall only be extended when substantial work on said infrastructure has begun. Sureties may not be renewed more than three times. Renewal of surety shall require properly noticed public hearing in accordance with Section 11.2 of these regulations.

Should the Board deny any request to renew an existing surety, or choose to invoke a surety, the Planning Board or designee should make every effort to notify the Town Attorney before expiration of said surety, in order to allow for an ample time frame for invoking of said surety.

Section 24.5: Exchanging Types of Surety

The Board shall permit the exchange of surety for another form of surety after approval and acceptance of the original surety only when the exchange would not negatively impact abutters of said project, property owners within said project, the general public, or put the Board at a disadvantage with regard to invoking said surety. Individuals seeking an exchange of type of surety shall be required to extend the expiration date of said surety when applicable. A public hearing for exchange of surety is not required, unless said change effects original conditions of approval or extends conditional approval.

Section 24.6: Performance Surety Transition to Maintenance Surety

1. At the time that the Town Engineer certifies that all required improvements have been satisfactorily completed in accordance with the approved plans, these regulations, and any standards adopted herein by reference the performance surety shall transition to a maintenance surety in an amount equal to fifteen percent of the original performance surety.
2. The maintenance surety could cover snowplowing, structural maintenance and repairs until the road is accepted by the Town.
3. Once the road is accepted as a town road the fifteen percent maintenance surety will be in place for structural maintenance and repair for five years.

Article 25: Independent Review of Plans, Studies, & Legal Documents

Section 25.1: Plan and Document Review

The Planning Board shall have the right to engage independent experts, including, but not limited to, planners, engineers, soil scientists, consultants, and legal counsel, to review plans, studies, deeds, easement documentation, and other similar documents during the course of reviewing applications.

For site improvements proposed by an applicant, the Board reserves the right to employ the services of an independent consulting planner or civil engineer to review plans submitted by the applicant to ensure that proposed improvements include and meet the criteria of the following:

- (a) Conformance with federal, state, and local regulations;
- (b) Road design and construction;
- (c) Utility design and installation;
- (d) Drainage structures design and installation; and,
- (e) Erosion and sedimentation control proposals and installation.

The cost of such reviews shall be borne by the Applicant. Upon receipt of an application, it is delivered to the Town's consultants for an estimate of the costs of review. That amount is then required to be submitted to the Board to be held in escrow. A consultant may not exceed the amount of the initial estimate without first notifying the Planning Board and requesting additional funds. The Planning Board may then require the applicant to supplement the account by the amount estimated by the consultant. Upon receipt of that amount, the consultant will be notified to proceed.

Section 25.2: Construction Review

For all site improvements required as part of site plan or subdivision approval by the Board, an inspection fee, to be determined by the Board or its designee, shall be deposited into a town account prior to final plan approval. This fee shall cover the cost of inspection to be provided by the Town Engineer, a Town appointed inspector, or designated Engineering Firm or other designee, to ensure that the plan is constructed to the specifications of the Planning Board or other applicable Town ordinances and/or regulations. The Planning Board reserves the right to engage any independent engineer of its choice.

During the construction process, the town's inspector shall inspect the site to ensure that improvements comply with the approved plans and required engineering standards. The amount of the said fee shall be determined by the Planning Board based upon a reasonable estimate of the anticipated inspection costs as provided by the Consulting

Engineering Firm contracted with the Town of Loudon. Site inspections shall be conducted up to the amount of the fee collected. Should the inspection fee collected be insufficient to cover the remaining required site inspections, the town will notify the applicant to cease further site development until additional funds have been received and deposited with the town. Once all required site development and all site inspections have been conducted, any unused portion of the inspection fee shall be returned to the applicant.

Article 26: Waivers

Section 26.1: Waivers General Statement

Where the Board finds extraordinary hardship, practical difficulties, or unnecessary expense would result from strict compliance with the foregoing regulations or the overall purpose of these regulations would be served even if some requirements are not strongly adhered to or foregone, the Board may approve waivers to these regulations.

The purpose of granting waivers under provisions of these regulations shall be to ensure that the applicant is not unduly burdened by said regulations. Strict conformance to these regulations as presented may not be necessary or practical in all cases and circumstances. The Board shall not approve any waiver(s) unless a majority of those present and voting shall find that:

1. The granting of the waiver shall not be detrimental to the public safety, health, or welfare or cause injury or damage to other property, or fail to promote public interest;
2. The waiver will not, in any manner, vary the provisions of the Town of Loudon Zoning Ordinance or Master Plan;
3. Such waiver(s) will substantially ensure that the goals, objectives, standards, and requirements of these regulations are not compromised;
4. The requirement is not appropriate or reasonable due to the size and scale of the proposed subdivision; and/or,
5. A particular natural feature may impact feasibility or cause excessive cost, as determined by the Board, including:
 - (a) Topography
 - (b) Existing site features
 - (c) Geographic location of the property
 - (d) Size and/or magnitude of the project being evaluated

Section 26.2: Conditions of Waivers

In approving waivers, the Board may impose such conditions as it deems appropriate to secure substantially the objectives of the standards or requirements of these regulations.

Section 26.3: Procedures of Waivers

A request for any and all waivers from any of the foregoing regulations or requirements shall be submitted in writing (separate letter for each waiver requested) by the applicant along with the application for Board review. Requests for waiver(s) shall state the reason for the waiver by addressing items set forth in Section 26.1, items (a) through (d).

Article 27: Enforcement, Fines, Penalties and Appeals

Section 27.1: Enforcement

The Board, Code Enforcement Officer, Town Engineer, consulting engineer or planners, or any other duly authorized agent(s) of the Planning Board shall enforce these regulations. Should the Board or its duly authorized agent determine that an applicant is proceeding contrary to these regulations or the terms of any protective covenant or other agreement with the Board or Town, the Board or its authorized agent shall notify the applicant of the specifics of the violation(s) and the appropriate steps and timetable to undertake in order to remedy said violation(s).

Section 27.2: Fines and Penalties

Any person, firm, or corporation violating the provisions of these regulations or terms of any approved subdivision or site plan shall be subject to a civil penalty as specified by RSA 676:17, for each day, or part thereof, as that such a violation is identified and found to continue after the conviction date or after the date on which the violator receives written notice from the municipality that he/she is in violation, whichever is earlier.

Section 27.3: Appeals

In accordance with RSA 677:15, any person(s) aggrieved by any decision of the Board concerning a subdivision plan application may present to the Superior Court a petition, duly verified, setting forth that such a decision is illegal or unreasonable in whole or part and specifying the grounds upon which the same is claimed to be illegal or unreasonable. Such petition shall be presented to the court within thirty days after the Board's final decision regarding the subdivision application in question has been filed and becomes available for public inspection in the Loudon Planning Office.

Article 28: Validity

Section 28.1: Interpretation

In their interpretation and application, the provisions of these regulations shall be held to be the **minimum** requirements for the promotion of public health, safety, and general welfare.

Section 28.2: Conflicting Provisions

Where any section of these regulations conflicts with another or with any other local regulation or ordinance, the regulation imposing greater restriction or higher standard shall apply. In addition, the fact that a requirement under these regulations is less restrictive than a federal or state regulation or statute, does not relieve an applicant from

the requirements of that regulation or statute, unless specifically authorized by said regulation or statute.

Section 28.3: Saving Clause

If any section, clause, provision, or portion of these regulations shall be held invalid or unconstitutional by any court or competent justice, such holdings shall not affect or impair any other section, clause, provision, or portion of these regulations.

Article 29: Effective Date

These regulations, and amendments thereof, shall take effect upon their passage.

APPENDIX 1

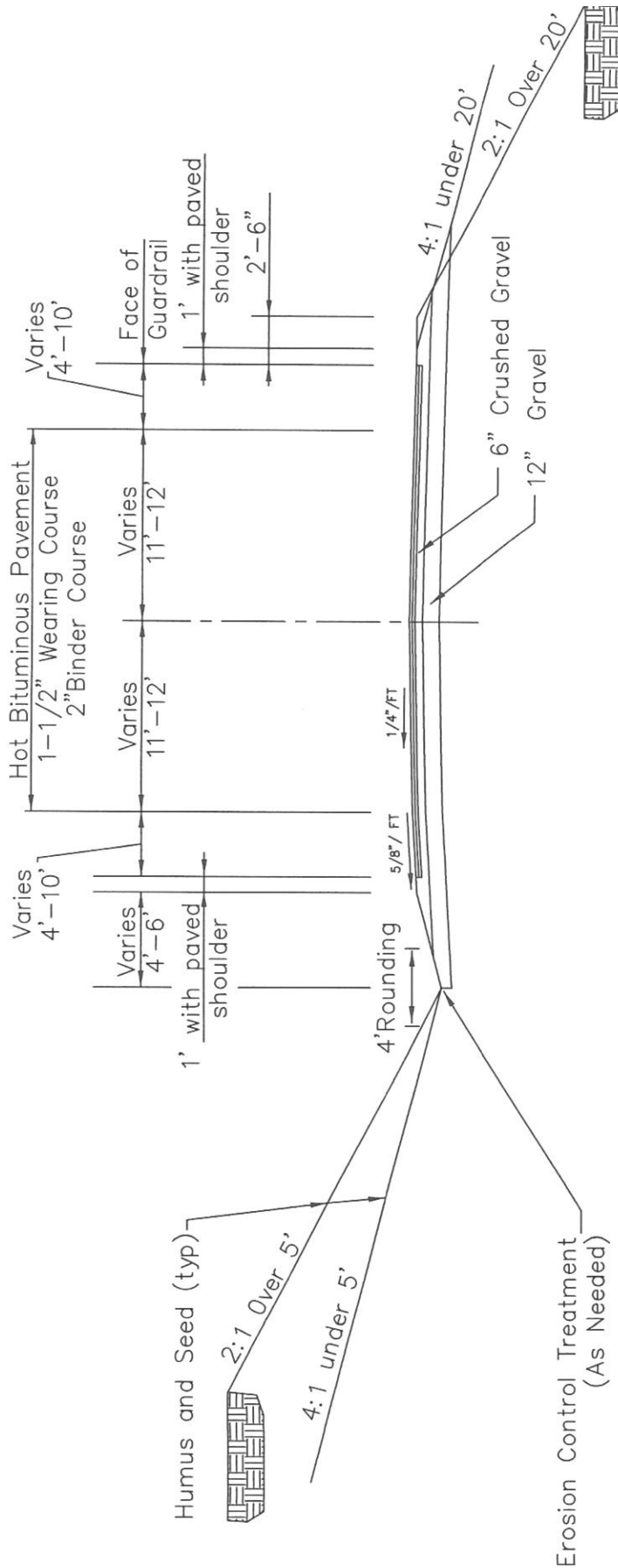
ENGINEERING / DESIGN DETAILS

Included in this Appendix:

- Roadway Typical Section
- Turn-Arounds
- Driveway Profile
- Curb and Sidewalk Typical Section
- Bike Path Typical Section
- Shared Roadway Bikeway Typical Section

Refer to the New Hampshire Department of Transportation “Highway Design Manual – Volume 2” for additional details, including but not limited to:

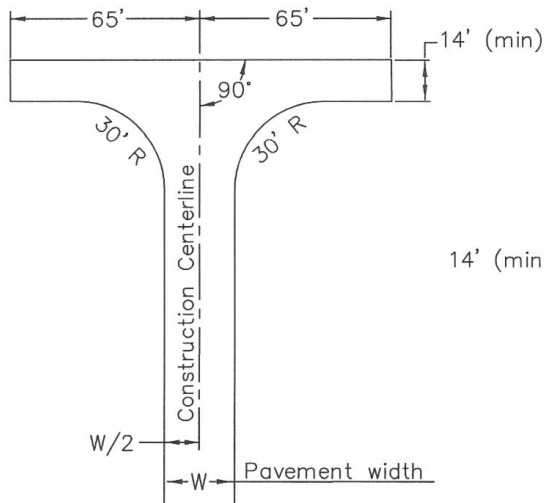
- Drainage Details
- Curbing Details
- Guardrail Details
- Sign Details



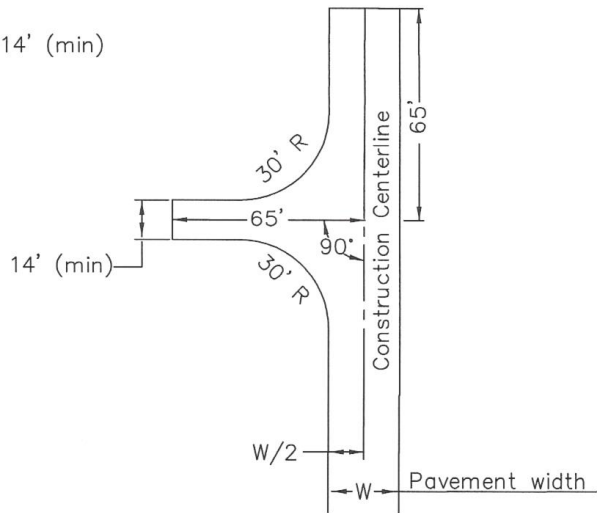
Note:

1. Refer to Article 23 of the "Town of Loudon Land Development Regulations" for travelway and shoulder widths and shoulder treatment.
2. All materials shall conform to New Hampshire Department of Transportation Standard Specifications.
3. Sub-base material will be inspected and approved by the Town Engineer.
4. Utilities shall be placed within the Town Road Right of Way. 8' from edge of pavement and out of ditch.

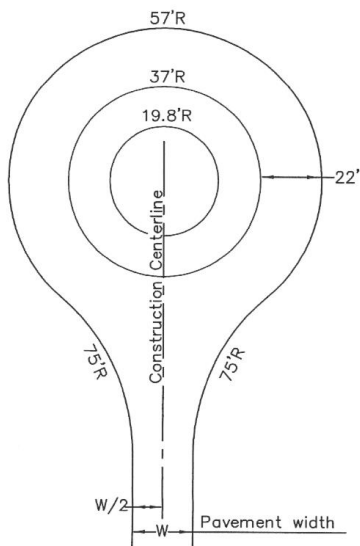
ROADWAY TYPICAL SECTION



Type A—Temporary



Type B—Temporary

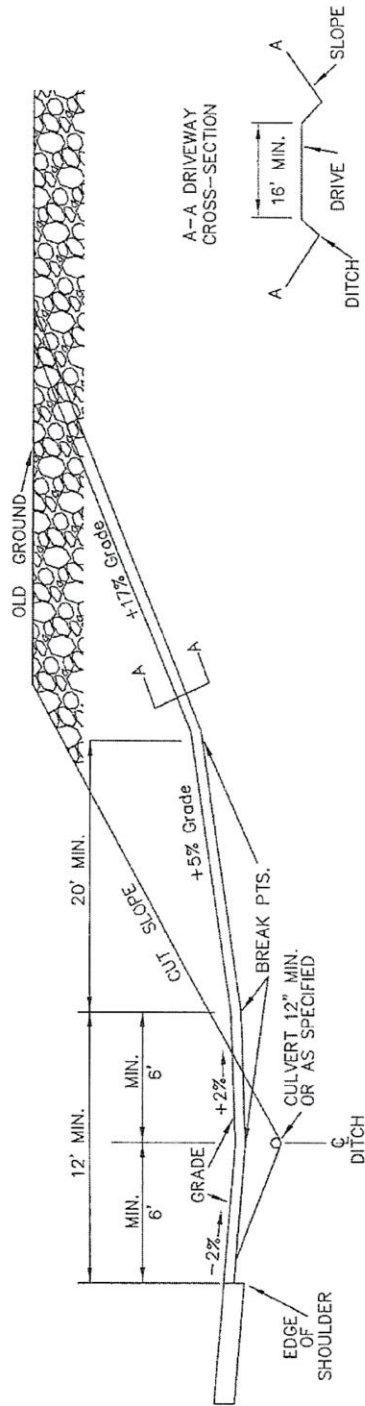


Type C—Permanent

Note:

1. All turns are based upon an "SU" design vehicle.
2. A minimum 10' from edge of pavement should be provided for snow storage.
3. Roadway right-of-way should be concentric to the proposed turn-around.
4. Refer to Article 23 of the Land Development Regulations for roadway and right-of-way widths.

TURN—AROUNDS

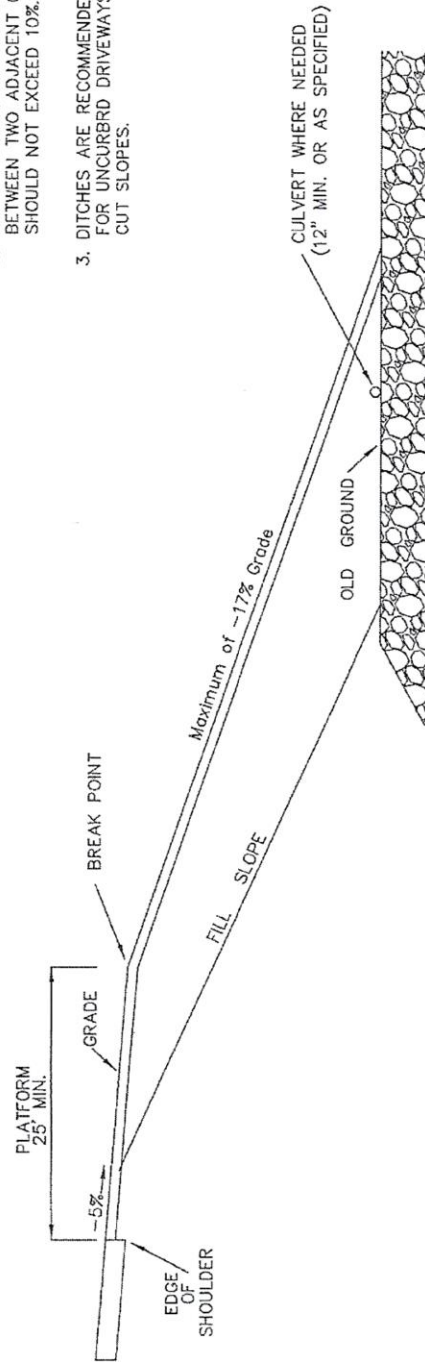


TYPICAL DRIVEWAY PROFILE IN CUT SECTION

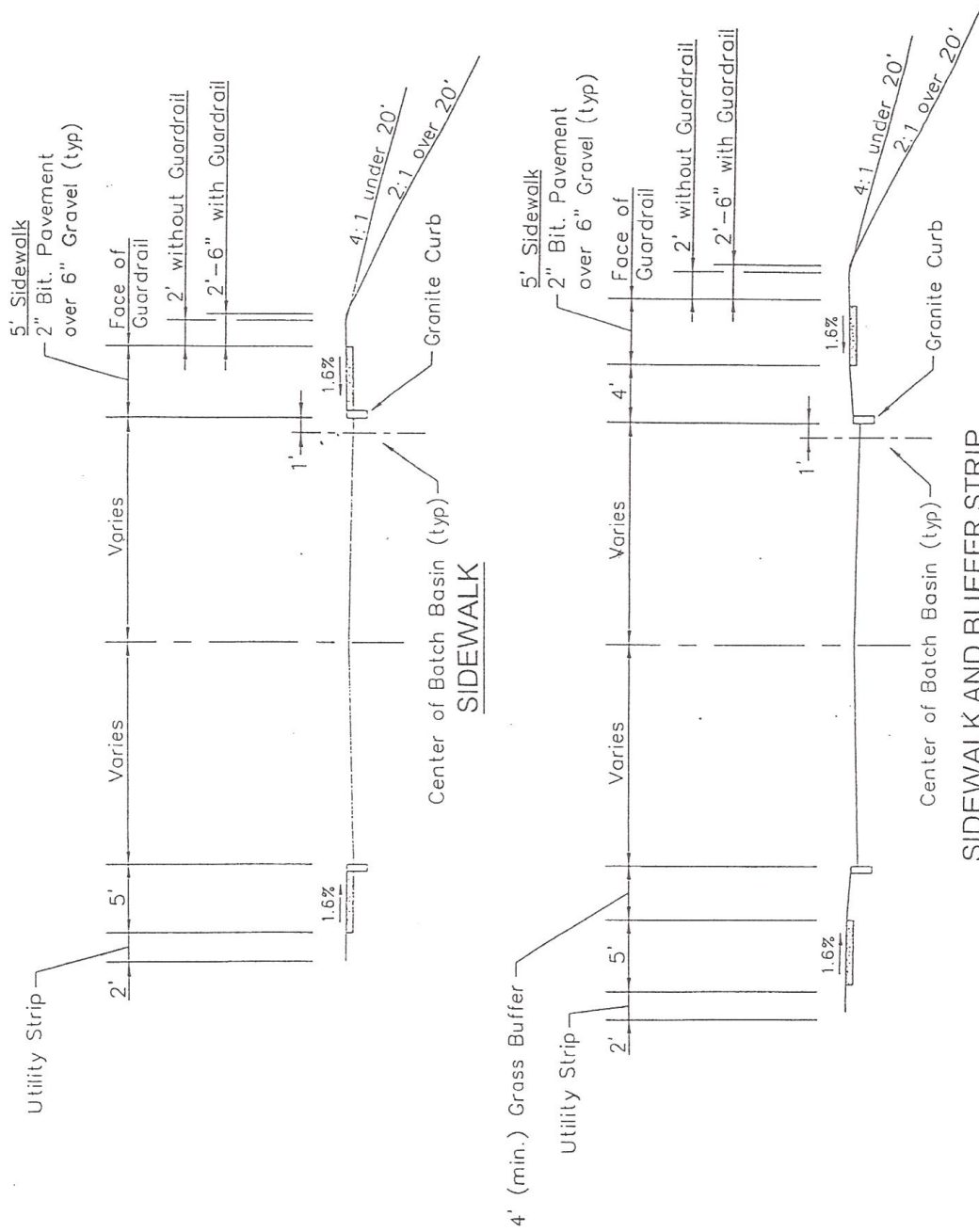
NOTES: 1. GRADES OF MAJOR ENTRANCES BEYOND THE PLATFORM SHOULD NOT EXCEED 8%.

2. THE ALGEBRAIC DIFFERENCE BETWEEN TWO ADJACENT GRADES SHOULD NOT EXCEED 10%.

3. DITCHES ARE RECOMMENDED FOR UNCURBED DRIVEWAYS IN CUT SLOPES.

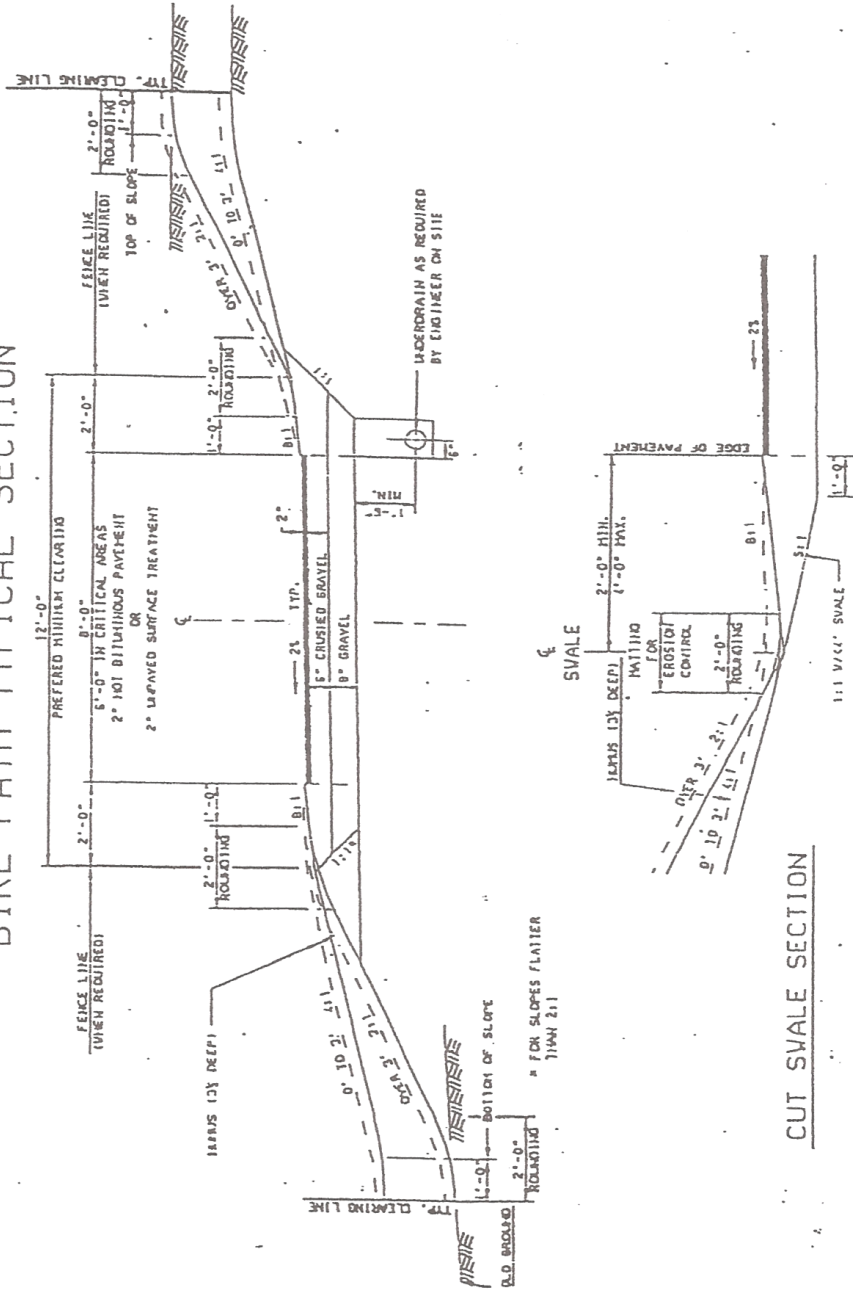


TYPICAL DRIVEWAY PROFILE IN FILL SECTION



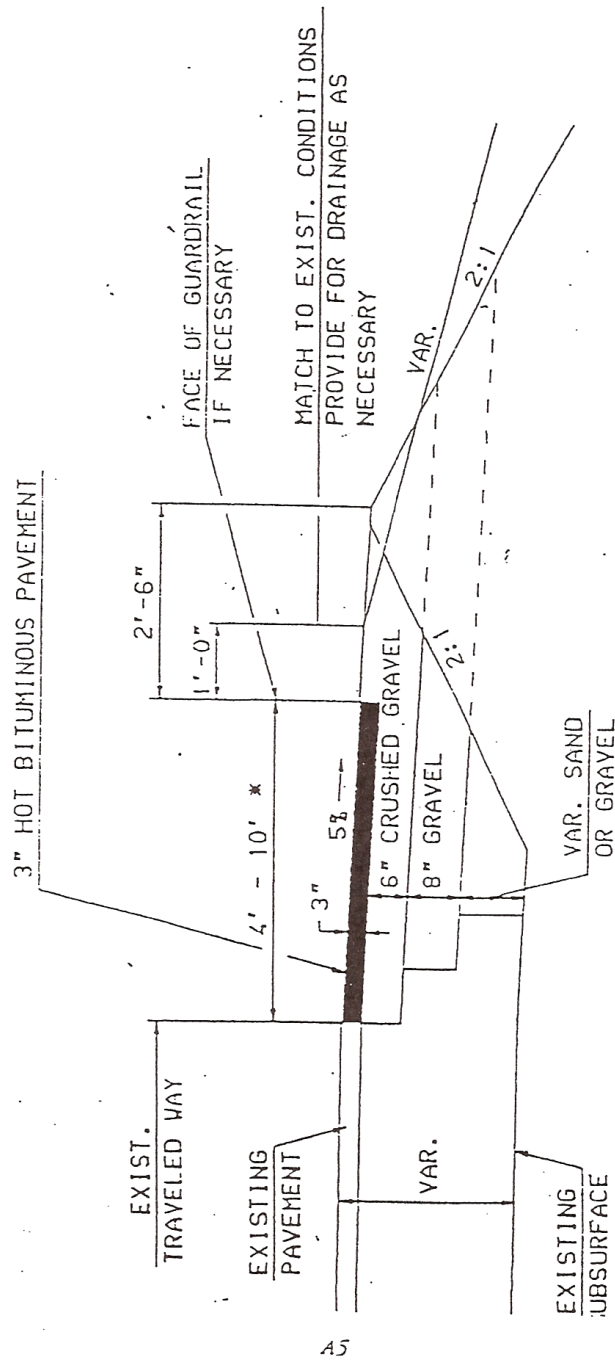
CURB AND SIDEWALK TYPICAL SECTION

BIKE PATH TYPICAL SECTION



CUT SWALE SECTION

SHARED ROADWAY BIKEWAY TYPICAL SECTION



* VARIES, DEPENDS ON AADT
(SEE "SELECTING ROADWAY
DESIGN TREATMENTS TO
ACCOMMODATE BICYCLES")

Appendix 2

Land Acquisition, Approval And Development

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Land Evaluation		
Appraisal Fees	\$ _____	A land value appraisal within four months of application is a prerequisite to determining economic feasibility.
Economic Impact Opinion	\$ _____	Preliminary evaluation of potential economic influences that influence value.
Engineering Assessment	\$ _____	
Environmental Impact Opinion	\$ _____	Preliminary view of potential environmental impacts that influence value.
Exploratory Test Pits	\$ _____	
Land Use Rights	\$ _____	Opinion of legally permissible land use by right.
Life Safety Agency Opinions	\$ _____	
Project Due Diligence	\$ _____	
Traffic Assessment	\$ _____	Preliminary opinion of potential traffic and life safety issues.
Other Land Evaluation Expense	\$ _____	Detail:
Acquisition – Legal/Title/Loan Closing		
General Legal	\$ _____	
Land Purchase Price	\$ _____	Account for only land and site development loan. See Building Construction for building financing.
Land Specific Closing Costs:	\$ _____	
Deed Preparation	\$ _____	
Developer Legal	\$ _____	
Financing Fees	\$ _____	
Lender Legal	\$ _____	

Recording Fees \$ _____

Title Examination \$ _____

Land Acquisition, Approval And Development

Component	Cost	Description
Title Insurance	\$ _____	
Transfer taxes	\$ _____	
Legal – Zoning Opinion	\$ _____	Cost to provide the lender necessary land use opinion.
Lender Inspections	\$ _____	Bank or 3 rd party inspection fee.
Loan Closing	\$ _____	
Ownership Entity Formation	\$ _____	
Real Estate Commission	\$ _____	Fees associated with land purchase.
Real Estate Taxes	\$ _____	
Utility Easements	\$ _____	Cost associated with easements.
Other Land Purchase Costs	\$ _____	Details:

Land Acquisition, Approval And Development

Component	Cost	Description
Application Fees	\$ _____	Municipal fees associated with planning and zoning process to include mailing to abutters, etc.
Federal/State/Local	\$ _____	
DES Permitting	\$ _____	
District Overlay Applications/ Approvals	\$ _____	
Economic Impact Study	\$ _____	
Environmental Impact Study	\$ _____	

Appendix 2 - Economic Feasibility Worksheet

Fire Department/Life Safety Inspections/Testing	\$ _____	
Land Restoration Bond	\$ _____	
Miscellaneous Permits	\$ _____	
Peer Review	\$ _____	
Planning & Zoning Fees	\$ _____	Impact fees, included in this category, are an area of expense that a municipality might waive to reduce cost associated with the affordable units.
Police Details	\$ _____	
Road Bond (State/Local)	\$ _____	
Signage	\$ _____	
Site Completion Bond	\$ _____	Required in some instances for applicants to bond (typically by phase) land restoration to pre-development state should application abandonment occur.
Stormwater/Drainage	\$ _____	Fees associated with land stormwater & drainage.
Street Opening Permits	\$ _____	
Traffic Study	\$ _____	
Wastewater Connection & Betterment Fees	\$ _____	
Water Connection & Betterment Fees	\$ _____	
Other Application & Permit Fees	\$ _____	Details:

Survey/Engineering/Architectural/Landscape Design

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Application Revision	\$ _____	
Site Plan Renderings	\$ _____	
As-built Site Drawings		
Building Unit Drawings	\$ _____	
Civil Engineering Design	\$ _____	
Landscape Architect	\$ _____	
Photography	\$ _____	

Land Acquisition, Approval & Development

Printing	\$ _____	
Renderings	\$ _____	
Site Engineering	\$ _____	Subdivision & Site Plan
Mylars/Recording	\$ _____	
Test Pits	\$ _____	
Traffic Plan Approval	\$ _____	
Water System Design	\$ _____	
Water Storage	\$ _____	
Water Treatment & Certification	\$ _____	
Water Treatment Plant Testing/Startup/Pumping	\$ _____	
Well – Potable	\$ _____	
Geo-Thermal	\$ _____	

Site And Offsite Earthwork/Demolition

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Blasting	\$ _____	
Current Use Penalty Fee	\$ _____	
Cuts & Fills	\$ _____	Preliminary grading and placement of site earthen materials.
Common Space Landscape/Irrigation	\$ _____	
Drainage Systems and Catch Basins	\$ _____	
Electric/Telephone/Cable	\$ _____	
Emergency Gates/Mail Kiosks	\$ _____	
Environmental Protection	\$ _____	

Land Acquisition, Approval And Development

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Hay Bales	\$ _____	
Silt Fencing	\$ _____	
Import Fill Material	\$ _____	
Mobilization – Work Site Preparation	\$ _____	
Off Site Utility Extension	\$ _____	
Drainage	\$ _____	
Electric/Telephone/ Cable	\$ _____	
Sewer	\$ _____	
Water	\$ _____	

Road Bed Construction

Narrower Roads reduces cost

Base Coat Asphalt \$ _____

Common Gravel \$ _____

Curbing \$ _____

Finish Coat \$ _____

Select Gravel \$ _____

Sidewalks \$ _____

Sewer System Installation \$ _____

Sewer Pump Stations &
Generators/Force Main \$ _____

Treatment Plant
Testing/Inspections \$ _____

Wastewater Treatment
Plant Structure \$ _____

WTP Operations Mgmt. \$ _____

Chemicals \$ _____

Utility Connection Fees

Component

Cost

Description

Cable Television \$ _____

Fees associated with connecting utility infrastructure to available municipal connections.

Electric \$ _____

Natural Gas \$ _____

Telephone \$ _____

Other Utility Connection
Costs \$ _____

Detail:

General & Administrative

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Accounting	\$ _____	

Land Acquisition, Approval And Development

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Construction Office Furn. & Fixtures	\$ _____	
Telephone/Fax	\$ _____	
Office Utilities	\$ _____	
Construction Period Interest	\$ _____	
General Management by Phasing Term	\$ _____	
Insurance		
General Liability	\$ _____	
Workman's Comp	\$ _____	
Other	\$ _____	Land specific insurance only.
Laborers by Phasing Term	\$ _____	
Landscape/Snow Removal	\$ _____	
RE Taxes Years Per Phasing Term	\$ _____	
Site Manager by Phasing Term	\$ _____	
Sweeping	\$ _____	Street cleaning & construction debris removal.
Temporary Electric/Distribution	\$ _____	
Temporary Toilets	\$ _____	
Title Updates for Disbursements	\$ _____	Financing draw title updates by Senior lender.

Tools & Rental Equipment	\$ _____	
Trash Removal	\$ _____	
Other General Administration Costs	\$ _____	Details:

Building Construction

Component	Cost	Description
Architectural	\$ _____	Diversity in design and exterior building materials can help blend lower priced homes with market rate homes. Interior space design that optimizes utility can improve the desirability of units.
Permits & Fees	\$ _____	These municipal cost can change to reduce cost of development.
Construction Services	\$ _____	Site inspections.
Mech./Elec./Plum/Sprinkler	\$ _____	Mechanical, Electrical, Plumbing & sprinkler.
Structural	\$ _____	
Engineering	\$ _____	
Other Preparation Costs	\$ _____	Detail:

Site Work

Component	Cost	Description
Additional Fill/Loam/Gravel	\$ _____	
Foundation Drains	\$ _____	
Lot Preparation	\$ _____	
Site Access	\$ _____	Temporary culverts, bridges, etc.
Tree Cutting & Clearing	\$ _____	Stump management included
Other Site Work Costs	\$ _____	Detail:

Utility Connections

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Electric Connection	\$ _____	
Electrical Connection	\$ _____	
Gas Service	\$ _____	
Misc. Utility Costs	\$ _____	Detail:

Building Construction

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Sewer Connection	\$ _____	
Water Connection	\$ _____	
Other Utility Connection Costs	\$ _____	Details:

Footings/Foundations

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Bulkhead	\$ _____	
Floor – Concrete	\$ _____	
Floor – Labor	\$ _____	
Footings – Concrete	\$ _____	Include costs of reinforcement steel
Foundation – Concrete	\$ _____	
Foundation – Labor	\$ _____	
Waterproofing/ Damp-proofing	\$ _____	
Other Foundation Costs	\$ _____	Detail:

Rough Structure

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Air Conditioning	\$ _____	

Crane Charges	\$ _____
Electric	
Entry Steps/ Porch & Walkways	\$ _____
Exterior Doors	\$ _____
Frame – Labor	\$ _____
Fame – Material	\$ _____
Frame – Roof Material	\$ _____
Frame – Trusses	\$ _____
Garage Doors	\$ _____
Gas Piping	\$ _____

Building Construction

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Heating	\$ _____	
Plumbing	\$ _____	
Rear Deck – Labor	\$ _____	
Rear Deck – Material	\$ _____	
Roof – Labor	\$ _____	
Temporary Heat	\$ _____	
Windows	\$ _____	
Other Rough Structure Costs	\$ _____	Detail:

Full Enclosure

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Exterior Paint	\$ _____	
Fireplace	\$ _____	

Gutters	\$ _____	
Insulation	\$ _____	
Masonry	\$ _____	
Masonry – Brick Veneer	\$ _____	
Shutters	\$ _____	
Siding (Full Wrap) – Labor	\$ _____	
Siding (Full Wrap) – Material	\$ _____	
Other Enclosure Costs	\$ _____	Details:

Finishing trades

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Appliances	\$ _____	
Cabinets & Countertops	\$ _____	
Closet Shelving	\$ _____	
Drywall	\$ _____	
Finish Carpentry – Labor	\$ _____	
Finish Carpentry – Material	\$ _____	
Flooring	\$ _____	
Interior Doors	\$ _____	
Interior Paint	\$ _____	
Mirrors	\$ _____	
Other Finishing Costs	\$ _____	Details:

Completion & Inspection

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Contract Additions	\$ _____	
Driveway	\$ _____	

House Cleaning	\$ _____	
Irrigation	\$ _____	
Landscaping	\$ _____	
Lawn Maintenance	\$ _____	
Loam/Final Grading	\$ _____	
Misch. Construction Supplies	\$ _____	
Snow Plowing	\$ _____	
Waste Disposal	\$ _____	
Other Completion Costs	\$ _____	Details:

Other Development Costs

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Affordability Retention	\$ _____	
As-built unit Drawings	\$ _____	
Association Reserve Funding	\$ _____	
Community Wastewater Plant	\$ _____	

Building Construction

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Capital Fund	\$ _____	
Community Water Plant Capital Fund	\$ _____	
Engineering Oversight	\$ _____	Municipalities assign as conditions of approval supervisors to ensure land development and/or construction meets the conditions of approval.
Environmental	\$ _____	
Road Construction	\$ _____	
Building Construction	\$ _____	

Master Deed/Dec. of Trust \$ _____

Misch. Common Improvements \$ _____

Indirect Costs

<i>Component</i>	<i>Cost</i>	<i>Description</i>
Construction Period Interest	\$ _____	Interest on loan advances
Financing/Construction Line of Credit	\$ _____	Cost of financing other than interest
Inspection Fees & Appraisals	\$ _____	Loan Advance construction progress
Warranty	\$ _____	Allowance for service call backs
Sales Commission	\$ _____	Unit sales by real estate broker
Sales Closing Costs	\$ _____	Unit sale closing costs to include transfer taxes
Marketing/Advertising	\$ _____	
Property Taxes	\$ _____	Real Estate taxes incurred during construction up until closing
Town Impact Fees	\$ _____	
Legal	\$ _____	Unit sale representation
Other Indirect Costs	\$ _____	Details:

Town of Loudon, New Hampshire
Technical Review Committee Flow Chart

