

# *TOWN OF HOLLIS, NEW HAMPSHIRE*

## *SUBDIVISION REGULATIONS*



*Amended*

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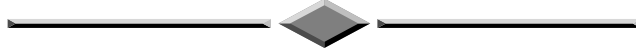
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## SECTION I. AUTHORITY

Pursuant to the authority vested in the Hollis Planning Board by the voters of the Town of Hollis on March 8, 1960, as amended, and in accordance with the provisions of Chapter 674:35 of the New Hampshire Revised Statutes Annotated (RSA), as amended, the Hollis Planning Board adopts the following regulations governing the subdivision of land in the Town of Hollis, New Hampshire.

## SECTION II. DEFINITIONS

- A. **ABUTTER** shall mean 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 or association, as defined in RSA 356-B:3, XXIII.
- B. **APPROVAL** shall mean recognition by the Planning Board, certified by written endorsement on the plat, that the final plat submission meets the requirements of these Regulations and satisfies, in the judgment of the Planning Board, all criteria of good planning and design.
- C. **BOARD** shall mean the Planning Board of the Town of Hollis, New Hampshire.
- D. **ENGINEER** shall mean the duly designated engineer of the Town of Hollis, or, if there is no such official, the planning consultant or official assigned by the Selectmen.
- E. **FINAL PLAT** shall mean the map, drawing or chart on which the subdivider's plan of subdivision is presented to the Hollis Planning Board for approval, and which, if approved, will be submitted to the Register of Deeds of Hillsborough County for recording.
- F. **LICENSED LAND SURVEYOR** shall mean a person who engages in the practice of land surveying and is licensed in the State of New Hampshire.
- G. **LICENSED PROFESSIONAL ENGINEER** shall mean a person whom by professional education and practical experience is qualified and licensed to practice engineering in the State of New Hampshire.
- H. **MASTER PLAN** shall mean a plan for the development of the Town of Hollis adopted in accordance with the provisions of Chapter 675:6 of the New Hampshire Revised Statutes Annotated, as amended. Such Master Plan, with the accompanying necessary maps, plats, charts and descriptive matter, shall be designated with the intention of showing as fully as is possible and practical the recommendations of the Board for the desirable development of the territory, legally and logically within the scope of its planning jurisdiction.
- I. **MINOR SUBDIVISION** shall mean a subdivision of five (5) lots or less with no potential for resubdivision, and requiring no new street or extension of existing streets. Minor subdivisions shall not come under Section III.M, Point-Criteria System.
- J. **SOIL SCIENTIST** shall mean a person experience in on-site field work pertaining to classifying and mapping soils by soil types according to the physical characteristics of depth, color, horizon, texture, slope and drainage under the standards of the National Cooperative Soil Survey or other standard classification system. Such persons shall be subject to the approval of the Planning Board.
- K. **STREET** shall mean, relate to and include street, avenue, boulevard, road, alley, highway and other public rights-of-way exclusive of driveways serving not more than two (2) adjacent lots.
- L. **SUBDIVISION** shall mean the division of the lot, tract or parcel of land into two (2) 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. The division of a parcel of land held in common and subsequently divided into parts among several owners shall be deemed subdivision under this regulation.

## SECTION III. PROCEDURE

### SECTION III.1. SUBDIVISION PROCEDURE

**A. APPLICATION:** Before any subdivision is made, or before the transfer or sale of any part thereof, or before the construction of streets, or before the installation of municipal services therein, or before any application for a permit for the erection of a structure thereon shall be made, the owner thereof or his authorized agent, shall apply in writing to the Planning Board of the Town of Hollis, for approval of such subdivision. The application shall be made on the form provided by the Hollis Planning Board.

**B.** A completed application (as defined below) sufficient to invoke jurisdiction of the Board shall be submitted to and accepted by the Board only at a public meeting of the Board with notice as provided in Section III.1.E.

A completed application, sufficient to invoke jurisdiction of Board, shall consist of all data required in Section IV, General Requirements; Section V, Subdivision Plat Requirements; Section VI, Plat Specifications.

Completed applications must be accompanied by a complete list of abutters as indicated in town records not more than five (5) days before the day of filing, the payment of all fees as per the approved schedule of fees, four (4) prints of all the drawings to be recorded, two (2) prints of topography and road profiles.

**C.** All applications made to the Planning Board shall be submitted to the Office of the Planning Administrator at least thirty (30) days prior to the date of a Planning Board meeting at which the applicant or his agent wishes to appear.

Application and plans will be reviewed by the Planning Administrator for conformance with the requirements of these regulations. Applicants will be notified of any deficiencies which must be corrected in order to be placed on a Planning Board agenda for Planning Board acceptance and formal consideration.

After such notice, the applicant may revise the plan(s). The revised plan, which must meet the requirements of a completed application, shall be resubmitted at least fifteen (15) days prior the Planning Board meeting at which the applicant or his agent wishes to appear.

Adherence to these requirements will place completed applications on the Planning Board agenda. The Planning Board will accept a completed application only at a public meeting of the Board.

**D.** A ninety (90) day review period begins on the date of the meeting at which the completed application is formally accepted by the Board. The Board must begin formal consideration of the application within thirty (30) days. If the Board fails to act on the application within the ninety (90) day period, the applicant may either apply to the Selectmen for an order directing the Board to act within fifteen (15) days of the issuance of the order or consent to an extension of the ninety (90) day review period. If the Selectmen do issue an order and the Board fails to act, the applicant has grounds to petition the Superior Court for an order approving the application. If consensual extensions of the review period are desired by the applicant or the Board, a statement detailing the conditions of the extension must be signed by both the applicant and the Board and attached to the application.

**E.** Abutters and applicant will be notified by certified mail, return receipt requested, of the date of the meeting at which the application will be formally submitted to the Board for acceptance. Notice will be mailed at least ten (10) days prior to the meeting. Notice to the general public shall also be given at the same time by posting in two (2) public places in the Town of Hollis at least ten (10) days prior to the meeting. The notice will include a description of the proposal, the name of the applicant, and the location of the proposal. The notice of formal submission may also include the date, time and place of the general public hearing on the proposal. If the time, date and place of an adjourned session of any properly noticed public hearing is made known at the hearing, additional notice for the continuance of the hearing is not required.

All costs of notice for hearings shall be paid, in advance, by the applicant. Failure of the applicant to pay such costs will constitute grounds for the Board to terminate further consideration of the proposal and disapprove the plat without a public hearing.

Public hearings are not required for the following types of applications:

1. Minor lot line adjustments which do not create additional building lots.
2. Disapproval of an application due to failure of the applicant to comply with the provisions of these regulations.

Expedited Review:

1. The Planning Board may, at its discretion, and upon written request of the applicant, hold the acceptance meeting and the public hearing on the same night. Such expedited review shall be only for minor subdivisions, which create no more than three (3) building lots or for proposals which do not involve the creation of lots for building purposes.
  2. No application for expedited review shall be approved without full and proper notice to abutters and the public as required elsewhere in these regulations.
- F. EXTENSION:** The Planning Board may apply to the Selectmen for an extension not to exceed an additional ninety (90) days before acting to approve or disapprove an application. An applicant may waive the requirement for Planning Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable.
- G. DISAPPROVAL OF APPLICATION:** In case of disapproval of any application submitted to the Planning Board, the ground(s) for such disapproval shall be adequately stated upon the records of the Planning Board.
- H. FEES:** The Planning Board shall impose fees for subdivision procedures in accordance with the approved fee schedule.

In addition, the Board may impose other fees to cover the administrative expense, including Mylar filing fees, costs of special investigative studies, review of documents, and other matters, which may be required by particular applications.

- I. (1) OPTIONAL PRE-APPLICATION REVIEW:** The Planning Board recognizes the desirability of being able to meet with a potential applicant prior to the submission of a formal application to discuss the concepts of a proposal. The purpose of the conceptual consultation is to ensure complete knowledge of applicable rules and regulations, to save time in the preparation of plans, to ensure that an adequate plan is submitted and to acquaint the Board with the intentions of the applicant.

The Board and the applicant may discuss proposals in conceptual form only and in general terms such as desirability of types of developments and proposals under the Master Plan. Such discussion may occur without the necessity of giving formal public notice as required in Section III.E of these regulations, but such discussions may occur only at formal meetings of the Board.

Requests for a conceptual consultation shall be submitted to the Planning Board Office no less than fifteen (15) days prior to a regular meeting of the Board and shall be properly posted as part of the Board's agenda as required by the applicable State Statutes and the by-laws of the Board.

**(2) REQUIRED PRE-APPLICATION REVIEW:** In appropriate circumstances when the scope of the impact of the proposed subdivision warrants, the Planning Board may require an applicant to participate in a preliminary conceptual consultation phase and/or design review phase (pursuant to RSA 676:4II), prior to consideration of any application for acceptance (pursuant to RSA 676:4I.b).

- J. PERFORMANCE BONDS:** Where any plat provides for construction of improvements, installations, or facilities, including but not limited to streets, water, sewer, or utility mains, pipes or connections which shall be subject to provisions of these regulations governing the manner in which they shall be laid out, installed, or constructed, the Planning Board may make final approval of a plat otherwise found to be in conformance with these regulations, but the Planning Board shall require of the subdivider, prior to granted of such final approval, security for the performance of such work, as follows:

1. The subdivider shall provide a bond in such amount considered by the Planning Board to be sufficient to fund the completion of all such improvements, installations, or facilities in conformance with the final plat and applicable regulations. Such bond shall be payable to the Town of Hollis and shall be in such form and shall have security as the Planning Board shall deem necessary.

- K. INSPECTION, APPROVAL AND ACCEPTANCE OF IMPROVEMENTS, INSTALLATIONS OR FACILITIES:** Upon reported completion by a subdivider of construction of improvements, installations or facilities, subject to the provisions of Paragraph J above, the subdivider shall make application to the Board of Selectmen for the approval of construction of such improvements, installations, or facilities and release of the bond. Within ten (10) days following such application, the Board of Selectmen shall notify the Superintendent of the Public Works Department, to inspect said improvements, installations, or facilities and to make a report forthwith to the Board of Selectmen.

Upon receipt of the Superintendent of Public Works Department report, but in no case later than thirty (30) days following the submission of the subdivider's application, the Board of Selectmen shall act to approve or disapprove such construction. In the event of disapproval of such construction, the Board of Selectmen shall make such disapproval in writing and state the reasons for such disapproval.

In the event of approval of such construction, the bond shall be released and discharged, but the subdivider shall provide a maintenance bond in such amount so as to indemnify and save harmless the Town of Hollis from all claims, loss, damage, or expense of any kind involved in the maintenance of such construction of improvements, installations and facilities for a period of one (1) year. Upon the expiration of the one (1) year period, the maintenance bond shall be discharged and the portion of security unused or unnecessary to effect pending maintenance shall be returned to the subdivider.

**L. LEGAL DATA REQUIREMENTS:** When applicable to a specific subdivision, the following submittals shall be required in a form and substance as approved by the Board of Selectmen prior to final approval of the subdivision plat:

1. agreement to convey to the Town land to be used for streets and other public purposes, with transfer of title to such interest to be effective on such date as the Town of Hollis accepts said land;
2. covenants which shall include a definitive statement of the method of ownership of the common land or open space. (The intent here is to insure that ownership and taxation of common land be equitably apportioned to individual owners for lot/unit/and common land);
3. covenants permanently restricting the common land or open space from any future subdivision;
4. easements and rights-of-way over property to remain in private ownership;
5. rights to drain onto or across other property, whether public or private, including a street.

Deeds covering any land to be used for public purposes, easements, rights-of-way over property to remain in private ownership, right to drain onto or across private property shall be submitted to, and approved by the Board of Selectmen with approval of Town Counsel, the Superintendent of Public Works and/or any other appropriate town agency.

All documentation required herein shall be submitted in final, executable, recordable form satisfactory to the Hollis Town Counsel prior to final approval of a plat by the Planning Board.

**M. APPROVAL OF SUBDIVISION PLATS FOR RESIDENTIAL SUBDIVISIONS OF MORE THAN TWO (2) LOTS:** The Hollis Master Plan sets forth goals and purposes which focus on maintaining the rural character of the town while encouraging diversity in the age, social and economic make-up of the population. These goals can only be accomplished by developments which are:

1. Economically sound in terms of keeping to a minimum additional costs to the town for services such as new schools, new roads, added police and fire protection and similar services.
2. Not detrimental to the character, environment, scenic value and general welfare of the town.

It is the Hollis Planning Board's responsibility to guide the orderly growth of the town. Accordingly, the Board will evaluate the suitability of new subdivisions, guided by the following criteria, which are based on the goals of the Hollis Master Plan:

**CRITERIA**

		<b>Maximum Number Points Allowed</b>
1. Soil Limitations for town planning according to the Hillsborough Co. Soil Conservation Service		10
Slight.....	10	
Moderate.....	5	
Severe.....	0	
2. House lot driveway access:		10
To local subdivision road.....	10	
To minor collector street.....	5	
To collector street.....	0	
To arterial street.....	-5	
3. Layout & Design		10
PUD or convention layout with interior road, looped connector to other roads.....	10	
PUD or conventional layout with interior road and turn-around.....	5	
Strip development without back lots.....	2	
Strip development with back lots and multiple drives.....	0	
4. Location of subdivision by zone:		10
Residential.....	10	
Rural Lands.....	5	
Recreational.....	2	
Water Supply Conservation.....	-5	
5. Public and private open space included in the development:		10
20% gross area.....	10	
10% gross area.....	5	
5% gross area.....	2	
Minimum to O.....	0	
6. Places land under permanent conservation easement:		10
Two (2) points per five (5) acres for permanent conservation easements		
7. Fire and police protection: should not require unusual expansion of fire or police protection police protection by size of locations of subdivisions.		10
Less than 1 mile from Town Center.....	10	
Less than 1-2 miles from Town Center.....	5	
Less than 2-3 miles from Town Center.....	2	
Over 3 miles from Town Center.....	0	
8. Town road now servicing the subdivision:		10
Paved road in good condition.....	10	
Paved road needs improvement to handle increased traffic.....	5	
Graveled road up to grade.....	0	
Graveled road not up to grade.....	-5	
Unimproved road-not suitable for development.....	-10	
9. Hollis Planning Board Discretionary Points to include such consideration as:		20
Inclusion of low and moderate income housing units.....	5	
Upgrades town facility beyond normal requirements (roads, fire protection, parks, sidewalks, bike paths).....	5	
Develops public open space land for suitable use.....	5	
Site design harmonious with the natural setting, making best use of vegetation and structures for screening, landscaping with minimal disturbance to natural terrain and/or underground telephone and utilities.....	5	
		100 Maximum Total

The minimum point total required for subdivision consideration shall be 45 points.

- N. **ADDITIONAL STUDIES:** In any major subdivision, a subdivision application shall not be deemed to be complete unless and until the applicant has provided the Planning Board with all of the following listed additional studies or, in the alternative, an application for a waiver from the requirement to provide such studies. The required studies shall include, but necessarily be limited to, environmental impact analysis, wildlife, traffic, stormwater management, recreation, public service, fiscal impact, visual impact, and historical significance documentation.

All requests for waiver(s) pursuant to this section shall be submitted in writing, and shall be included in the package of materials submitted by the applicant with their request for application acceptance. Such waiver request(s) shall be supported by sufficient grounds to demonstrate to the Planning Board why the required studies are unnecessary for the Board's consideration of their plan. Moreover, the Board, following the grant of any such waiver, reserves the right to amend or reverse such decision and require such studies when, in the course of the review process, they deem it necessary to require the same in order to properly evaluate the development proposal.

## SECTION IV. GENERAL REQUIREMENTS FOR LAND SUBDIVISION

### SECTION IV.1. GENERAL REQUIREMENTS

- A. **PUBLIC SAFETY:** Land of such a character that it cannot be safely used for building purposes because of exceptional danger to health or peril from fire, flood, or other menace shall not be platted for residential occupancy nor for such other uses as may increase danger to health, life or property or aggravate the flood hazard, until appropriate measures have been taken by the owner or his agent to substantially eliminate such hazards.
- B. **SCATTERED OR PREMATURE SUBDIVISION:** Scattered or Premature Subdivision of land for building purposes, which would, if permitted, create one of the following conditions:
1. constitute a scattered or premature subdivision of land as would involve danger or injury to health, safety or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire department or other public services;
  2. necessitate an excessive expenditure of public funds for the supply of such services; shall be prohibited.
- C. **ACCESSIBILITY:** Spaces of adequate proportions shall be maintained to afford light, air and access for fire fighting apparatus and equipment to buildings. A determination of adequate accessibility will be made by the Chief of the Fire Department.
- D. **WETLANDS, SWAMPS AND WATER COURSES:** No residential, commercial, or industrial use shall be platted that requires filling of or destroying of natural wetlands, nor shall natural swamps, potable water supplies and water courses be destroyed or diverted to provide access to or enlarge adjacent dry land areas without approval of the appropriate State agencies as well as the Planning Board as per Section IV.9 of the Zoning Ordinance of the Town of Hollis.
- E. **CONSTRUCTION:** No construction shall be permitted in any subdivision in accordance with RSA 149-E:s (Sewage Disposal Systems) until final approval has been granted by the Planning Board.

### SECTION IV.2. DESIGN REQUIREMENTS

- A. Proposed subdivisions shall conform to the requirements of the Zoning Ordinance of the Town of Hollis.
- Lot areas and frontage shall conform to the requirements of the district in which the subdivision is located. Where new lots and lot lines are created, resulting lot shapes shall be reasonable and compact.
- Easements and rights-of-way shall not be counted in the determination of buildable area of a lot or tract, whether it is proposed for subdivision or not.
- B. Culverts and drainage systems, if required, shall be designed by a licensed professional engineer and shown on all plats. Drainage plans shall be prepared in details and storm waters shall be carried to existing water course, or connect to existing water courses, or connect to existing storm drains. If the stormwater drainage system creates any additional flow over any adjacent property, the subdivider shall obtain an easement therefor from the adjacent owner and shall hold the Town of Hollis harmless from any claims for damage resulting therefrom. Slope and drainage easements are to be provided as required prior to final approval.
- C. Pavement and drainage facilities, curbs and sidewalks, when required, shall be installed and constructed in

accordance with the standard specifications of the Town of Hollis, and in all cases must be constructed under the supervision of the Superintendent of Public Works Department.

- D.** The reservation of strips of land which, in the opinion of the Board, show an intent on the part of the subdivider to control access to land dedicated or to be dedicated to public use shall not be permitted.
- E.** The distance between two essentially paralleling streets defining a block shall not be less than four hundred feet.
- F.** Permanent monuments shall be set at all principal corners and as required by the Superintendent of Public Works Department of Planning Board at locations shown on the approved plats. The subdivider or his agent shall be responsible for placing all monuments to be set. No new streets will be accepted by the Town prior to the setting of all required bounds.
- G.** Property lines shall be perpendicular to street line one hundred (100) feet back from the street.
- H.** Where strict conformity to the Land Subdivision Regulations would cause undue hardship or injustice to the owner of the land, a subdivision plan substantially in conformity with regulations may be approved by the Board provided that the spirit of the regulations and public convenience and welfare will not be adversely affected.

#### **SECTION IV.3. BOND REQUIREMENT**

- A.** Before the final approval of a subdivision by the Planning Board, a bond shall be filed with the Hollis Board of Selectmen by the subdivider or his agent in an amount sufficient to cover the cost of the construction of streets, drainage facilities, curbs and sidewalks, fire protection requirements, and the extension of public water and sewer lines, if applicable. This bond shall be approved as to form and sureties by the legal counsel of the Town of Hollis, and conditioned on the completion of such improvements within two (2) years of the date of bond. Approval by the Planning Board shall be contingent upon notification that bonding requirements have been satisfied.

#### **SECTION IV.4. SEWAGE DISPOSAL SYSTEM REQUIREMENTS**

In areas not currently served by public sewer systems it shall be the responsibility of the subdivider or his agent to provide:

- A.** Adequate information (from test pits and percolation tests) to prove that the land and area of each lot is adequate to permit the installation and operation of an individual sewage disposal system. Such information shall be in accordance with the provisions of RSA 149-E, as amended, and approval obtained from the Town of Hollis and the New Hampshire Water Supply and Pollution Control Commission.
- B.** In addition to the requirements of RSA 149-E, and where ledge and high seasonal water tables are involved, at least five (5) feet of in-place soil shall exist above ledge or any other impermeable strata and two (2) feet of in-place soil shall exist above the seasonal high water mark before the fill. The subdivider or his agent shall be required to provide the necessary equipment and labor for the making of these tests. The Planning Board shall have the right to require re-testing, if necessary.

#### **SECTION IV.5. FIRE PROTECTION REQUIREMENTS**

- A.** Any water supply constructed or upgraded for the purpose of fire protection shall be approved by the Planning Board after review by the Fire Department. All major subdivisions will require a cistern to be installed, inspected and operational at a location and time predetermined by the Fire Department. In the case that a cistern is already in adequate close proximity to a major subdivision, the Fire Department will establish the necessity of another cistern. For minor subdivisions, a \$5,000.00 contribution per lot must be made towards the installation of a cistern at issuance of certificate of occupancy. The determination of the development of a cistern or a monetary contribution will be the responsibility of the Planning Board under advisement from the Fire Department.
- B.** A dry hydrant connected to the water supply shall be provided and located so as to be readily accessible to a town street. The dry hydrant shall be located no further than twenty (20) feet from the traveled way of the street and shall be no higher than twelve (12) feet in vertical height above the season low water elevation.
- C.** The artificial water storage facility or water hole shall be entirely enclosed by fencing of a coated chain link design, the height of which shall be five (5) feet. A swing or sliding gate of sufficient size to permit maintenance vehicular entry and which shall be secured in the closed position by a lock, a key to which shall be provided to the Hollis Fire Department, shall be provided to permit access for any necessary maintenance.

**SECTION IV.6. OPEN SPACE REQUIREMENTS**

- A. In designing a subdivision, the subdivider shall show due regard for all natural features such as large trees, water courses, scenic points, historic spots and other community assets which, if preserved, will enhance the value of the subdivision and enrich the neighborhood.
- B. One suitably located, buildable area shall be set aside as a park or playground equal to one (1) acre for every sixteen (16) house lots or major portion thereof, of five percent (5%) of the total area subdivided, whichever is larger. Area set aside for parks and playgrounds shall be dedicated to public use or reserved for the common use of all property owners in the subdivision by covenant in the deed. Whenever such dedication of land is required, the land shall be left in natural state, clear of construction debris. The Planning Board may consult with the Recreation and Conservation Commissions as to the suitability of proposed park or playground areas.

**SECTION IV.7. MINIMUM ROAD STANDARDS –**

- A. Roadways shall be constructed in accordance with the following table:

*TABLE OF GEOMETRIC AND OTHER STANDARDS*

1.	Minimum right-of-way	50’*
2.	Centerline of right-of-way to be centerline of road	
3.	Minimum width of pavement	24’
4.	Cape Cod Berm Construction on both sides of roadway	
5.	Minimum road grade	0.5%
6.	Maximum road grade	8%
7.	Maximum grade 100’ from intersection	3%
8.	Minimum angle of intersection	80 degrees
9.	Minimum centerline radii on curves	125’
10.	Minimum gravel base	16”
11.	Minimum crushed gravel base	6”
12.	Minimum bituminous paving	3”
	Base or binder course	2”
	Finish or wearing course	1”
13.	Minimum road crown	¼” per foot
14.	Closed drainage system	
15.	Catch basins to have self-cleaning type grate	
16.	Minimum shoulder slopes	1 on 2
17.	Minimum intersection curve of street line and property lines	50’
	*NOTE: The Planning Board is empowered, at its discretion, to require a greater than normal (50’) right-of-way, and/or slope or road maintenance easement, for a proposed road in order to accommodate required grading and/or to require additional width to maintain adequate clearance for existing structures and/or to require an alternative road location.	

- 1. Fill, Gravel and Paving-Solid fill, laid in compressed layers no greater than twelve (12) inches in depth, free from organic matter may be used within twenty-two (22) inches of finished grade. The next sixteen (16) inches must be compacted gravel of proper gradation to meet State of New Hampshire TRA specifications. The final

- six (6) inches shall be crushed bank-run gravel, fine graded to receive a uniform pavement surface. The pavement surface shall be three (3) inches compressed asphalt or bituminous concrete laid in two (2) courses. Binder course shall be two (2) inches and wearing course one (1) inch after compression.
2. Roads in Cut and Fill-Side slopes must be finished graded no steeper than two (2) feet horizontal and one (1) foot vertical (1 on 2). Ditches on both sides of right-of-way shall be a minimum of twenty-four (24) inches below centerline of finished pavement and graded so as to prevent “pounding” of water. Slopes must be stabilized by loaming and seeding or through the use of “mulch and seed” in acceptable soil types or at the discretion of the Superintendent of Public Works Department.
  3. Adequate Drainage of Roads-All roads shall be provided with adequate drainage facilities to provide for the removal of water to prevent flooding and erosion of all areas within the right-of-way. All culverts shall be sufficiently sized and have permanent masonry type headers at both ends. Culverts will be a minimum for forty (40) feet in length. Catch basins shall be installed where required by the Superintendent of Public Works Department.
  4. Clearing and Grubbing-All trees and stumps shall be removed from the right-of-way to a minimum distance of ten (10) feet from any excavated or filled area. All debris, stumps and foreign material shall be removed from the road bed area prior to the place of fill or gravel. All construction debris and leftover materials shall be removed completely from the project site.
  5. Dead-End or Cul-de-sac Roads-Dead-end ways are not permitted. Roads must be provided with a turnaround at the closed end. The turnaround or cul-de-sac must meet the following minimum dimension:
    - a. Right-of-way radius (center to outside edge) 150’ radius
    - b. Pavement radius (center to outside edge) 135’ radius
  6. The arrangement of streets in the subdivision shall provide for the continuation of the principal streets in adjoining subdivisions or for their proper projection when adjoining property is not subdivided, and shall be a width of fifty (50) feet.
  7. To help preserve the natural character of the Hollis landscape, new subdivision streets and driveways shall be logically located with respect to the topography of the site to minimize cuts and fills, and to provide for reasonable grades and safe intersections. New streets and driveways shall not be located where cuts or fills would have to exceed 4 feet in depth, as measured from the roadway/driveway centerline to the existing natural grade, for any consecutive distance exceeding 150 feet along the length of the street/driveway. Cuts or fills that do exceed 4 feet shall be limited to one occurrence for every 1000 feet along the length of the street/driveway. In addition, streets and driveways shall not be located where the natural slope of the land, averaged over any 150 foot length, would need to be changed by more than 5 percent in order to achieve the maximum grade standard for new streets or driveways, as applicable.
- C. The construction of new streets shall only be permitted for subdivisions creating a minimum of 4 lots total. The total lots shall include any lot containing an existing house, and all proposed back lots. Roads shall be a minimum of two hundred (200) feet in length, excluding hammerheads, and shall be laid out in conformance with the recommendations of the Master Plan and as required by the Subdivision Regulations.
1. Road and Street Names - Road and street names cannot be duplicated nor bear the phonetic resemblance within the community. All extensions of existing roads and streets must bear the name of the original.
  2. Names of proposed streets will be, as far as practical, follow past practices of naming streets after long-time Hollis families or residents.
  3. Applicants for subdivision approval, which contain new streets, will submit three (3) proposed names in order of preference.
  4. The Town of Hollis reserves the right to reject any or all proposed names which have spelling and/or sounds phonetically close to an existing street name, or to substitute alternatives if those submitted are found to be unacceptable.
  5. The Planning Board will inform the applicant of the name chosen prior to final approval of the plat.
  6. Right-of-Way Monuments - a permanent monument shall be placed and shown on the approved plans, at every

corner or change of horizontal alignment on both sides of the road right-of-way and public easements.

7. Construction Inspections - During the construction stage of any new way for Town acceptance, the owner or his agent must notify the Superintendent of Public Works Department, at least forty-eight (48) hours in advance before starting the following phases of construction.
  - a. Inspection #1 Prior to initial start of project
  - b. Inspection #2 After clearing, stumping and grubbing and prior to placing of any fill materials or base gravel.
  - c. Inspection #3 After placing approved base gravel and prior to placing finish course of crushed bank run gravel.
  - d. Inspection #4 After fine grading of crushed bank run gravel and prior to applying bituminous asphalt pavement.
  - e. Inspection #5 After project completion and prior to written request for Town acceptance.

(Roads will not be accepted during the period November 1<sup>st</sup> through May 1<sup>st</sup>.)

8. All Roads must complete one full season before acceptance.
- D. The subdivider shall provide street sign posts and signs for new or extended streets at all new intersections, of a type and size as approved by the Superintendent of Public Works Departments.
- E. Subdivision location may necessitate a traffic impact study. Professional guidance may be requested by the Planning Board in judging acceptability of street site distances, access and egress locations, traffic control and potential traffic problems.

#### **SECTION IV.8. ACCESS TO HIGHWAYS**

Pursuant to the authority vested in the Hollis Planning Board in accordance with the provisions of Chapter 249, New Hampshire Revised Statutes Annotated, as amended, the Hollis Planning Board adopts the following regulations governing access to highways in the Town of Hollis, New Hampshire.

- A. It shall be unlawful to construct, or alter in any way that which substantially affects the size or grade of any driveway, entrance, exit or approach within the limits of the right-of-way of any town street that does not conform to the terms and specifications of a written permit issued by the Superintendent of Public Works Department, and for which the appropriate fee has been paid.
- B. Pursuant to this section, a written construction permit application must be obtained from the Superintendent of Public Works Department. Before any construction or alteration work is commenced, said permit application shall have been reviewed, and a construction permit issued. Said permit shall:
  1. Describe the location of the driveway, entrance, exit or approach. The location shall be selected to most adequately protect the safety of the traveling public.
  2. Describe any drainage structures, traffic control devices and channelization islands to be installed.
  3. Establish grades that adequately protect and promote highway drainage and permit a safe and controlled approach to the highway in all seasons of the year.
  4. Include any other terms and specifications necessary for the safety of the traveling public.
- C. It shall be the responsibility of the subdivider or individual lot owner to obtain state approval for proposed driveways and other accesses to the public way which access to a Class I, II, or III highway. Such approval shall be in accordance with the provisions of Chapter 249, Section 17, New Hampshire Revised Statutes Annotated, as amended, and approval obtained from the Commissioner of Public Works and Highways. (Effective July 1, 1981, Routes 111, 111A, 122, 130, Depot Road and West Hollis Road are Class II highways. There are no Class I or III highways in the Town of Hollis.)

**D. ACCESS CONTROLS**

**1. SAFE SIGHT DISTANCE**

- a. Unless all season safe sight distance in both directions along the highway can be obtained, the Town shall not permit more than one access to a single parcel of land, and this access shall be at that location the Planning Board determines to be the safest. All season safe sight distance is defined as a line which encounters no visual obstruction between two (2) points, each at a height of three (3) feet nine (9) inches above the pavement, and ten (10) feet back from the road pavement as to represent the critical line of sight between the operator of a vehicle using the access and the operator of a vehicle approaching from either direction.
- b. Safe sight distance shall be compatible with the maximum speed limit posted on the road.

***SPEED LIMIT (mph)    SIGHT DISTANCE (feet)***

Less than 30	150
Over 30	200
40	300
50 +	400

- c. To prevent hardships to owners of small parcels of land or special land uses, exceptions to the sight distance requirements should be allowed for individual homes, agricultural land, public works land, highway department land, and temporary accesses for vehicles such as construction vehicles, gravel trucks and log trucks. The road should then be properly signed for “Blind Drive” or “Trucks Entering”.

**2. DESIGN STANDARDS**

Purpose-Driveway plans including roads and utilities to be constructed and construction work is subject to inspection and approval by an engineer authorized by the Town.

- a. No more than two (2) driveways to a single commercial or industrial establishment entering on a single highway shall be permitted unless frontage along said highway exceeds five hundred (500) feet. Where frontage exceeds five hundred (500) feet, no more than three (3) driveways or approaches will be permitted. For proposed developments with frontage, which exceeds five hundred (500) feet, the construction of internal street systems or service roads outside of the highway right-of-way is necessary to provide greater safety for the development, as well as the highway users.
- b. The maximum width of any driveway shall be fifty (50) feet except that a driveway, entrance, exit, or approach may be flared beyond a width of fifty (50) feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway, entrance, exit, or approach. The maximum width of any one-way entrance or exit driveway to a divided highway or one-way street shall not exceed thirty-five (35) feet measured parallel to the highway or street centerline at the curb or ditchline except that such driveway, entrance, exit, or approach may be flared beyond a width of thirty-five (35) feet at its junction with the highway.
- c. The angle of the driveway with respect to the pavement edge shall not be less than sixty degrees (60°) with desirable range between sixty degrees (60°) and ninety degrees (90°) except that a smaller angle may be used for entrance driveways along a divided highway, permitting only one-way operation of the driveway.
- d. Return radii for driveways shall not exceed fifty (50) feet, nor be less than fifteen (15) feet.
- e. It is recommended that a minimum of fifteen (15) feet be provided between the right-of-way line and the near edge of any service facility. In any event, this distance should be sufficient so that no vehicles will be serviced on state property or use any portion of the island area.
- f. Parking, loading, or servicing of vehicles shall not take place on the highway right-of-way. No structures including permanent or portable buildings, signs, lights, displays, fences, walls, sanitary facilities, shall be permitted on, over or under the highway right-of-way limits.
- g. At rural intersections, the minimum distance between the nearest edge of the driveway and the crossroad edge of pavement, measure along the edge of pavement, shall be one hundred (100) feet for both the major

and minor routes.

The Superintendent of Public Works Department shall have the authority to increase these distance if, in his opinion, such action is necessary for the protection of traffic.

## **SECTION V. SUBDIVISION PLAT REQUIREMENTS**

Subdividers shall file with the Board a mylar and four (4) copies of a plat at a scale of not more than one hundred (100) feet to the inch showing, or accompanied by, the following information.

- A. Proposed subdivision name: name, address of owner of record, and deed reference; surveyor's name, registration number; subdivider and designer; date, north point and scale, location plan and distance from a reference point such as a street or street intersection.
- B. Names of owners of record of abutting properties with deed references, abutting subdivision names, streets, easements, building lines, alleys, parks, public open spaces, and private right-of-ways, and similar facts regarding abutting property.
- C. Location of property boundary lines, zoning boundaries, proposed lots with their approximate dimensions and areas, permanent monuments found, set, existing easements, buildings, water courses, ponds or standing water, wetland boundaries and areas, rock ledges, and other essential features.
- D. Existing water mains, sewers, culverts, drains and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.
- E. Location, name and widths of existing and proposed streets and highways with their grades and detailed profiles and the elevations of sufficient points on the property to indicate the general topography of the property.
- F. Where the topography is such as to make difficult the inclusion of any facilities mentioned above, within the public area so laid out, the layout shall show the boundaries of proposed permanent easements over or under private property. Such easements shall not be less than twenty (20) feet in width and shall have satisfactory access to existing or proposed public ways.
- G. A topographic plan, the scale of which shall be the same as the scale of the final plat, shall be prepared and shall show existing and proposed contours at two (2) foot intervals, existing and proposed drainage facilities required for storm run-off and to control erosion and improper routing of run-off onto private property. Erosion control and stabilization plans shall be in accordance with Hillsborough County Conservation District – Vegetative Standard and Specifications for Seeding Grasses and Legumes for Long Term Cover on Excavated Areas.

The topographic plan shall also contain the soil type, boundaries, test pit locations and percolation data. Soil types and location of soil boundaries shall be certified by the Hillsborough Country Conservation District.

- H. A note referencing existing easements, private or public trails or parks, and open space within 100 feet of the proposed subdivision.

## **SECTION VI. PLAT SPECIFICATIONS**

### **SECTION VI.1. SUBDIVISION PLAT**

- A. A mylar of the plat for approval and subsequent recording, and four (4) prints shall be submitted. The plat shall be in accordance with the provisions of Chapter 478:13A New Hampshire Revised Statutes Annotated, as amended. All plans submitted for recording shall be on suitable reproducible tracing material, other than paper, with all markings on the material to be permanent. The size of all plans shall be limited to any of the following dimensions:

- |               |               |
|---------------|---------------|
| (1) 8½" x 11" | (3) 17" x 22" |
| (2) 11" x 17" | (4) 22" x 34" |

A margin of at least one (1) inch shall be provided outside ruled border line on three (3) sides and of at least two (2) inches along the left side for binding. Adequate space shall be available for the necessary endorsement by the

proper authorities. The drawings shall be of a scale of not more than one hundred (100) feet to the inch.

**B.** The plat shall show:

1. Street lines, pedestrian ways, lot lines, reservations, easements, and areas to be dedicated to the public use, areas the title to which is reserved by the by the developer, and other private right-of-ways.
2. Sufficient data acceptable to the Engineer to determine readily the location, bearing and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. All dimensions shall be measured and shown to tenths of a foot or less. All bearing shall be current magnetic, and shown to one (1) minute or less. All curves shall be full specified (PC, PT, Length, and Radius). Where shore lines and street boundaries have not been defined, linear closures shall be given.

**SECTION VI.2. PRECISION AND ACCURACY**

- A. The angular closure error as surveyed shall not exceed  $v_n$  times 30 seconds where N is the number of angles in the boundary traverse. The linear closure error calculated after angular balancing divided by the perimeter of the boundary traverse shall not exceed 1/5000. The linear closure error after balancing shall no exceed 1/10,000 for the perimeter or any closed area of the subdivision. Positional error shall not exceed 1/3700. All bounds must be in place before any application is accepted by the Planning Board.
- B. The surveyor shall certify on the plat that his field survey and plan meet the above requirements as a minimum, and that all permanent monuments shown were found or set. The statement shall be as follows:

“I certify that this plan shows an actual survey made on the ground whose precision and accuracy conforms to the Land Subdivision Regulations of the Town of Hollis, New Hampshire. All monuments were found, or set as shown.”

*Signature*

Any exceptions to this statement shall be noted.

**SECTION VII. EXPENSE**

Any expense involved in meeting the requirements of these Regulations shall be borne by the subdivider or potential subdivider.

**SECTION VIII. SEPARABILITY**

The invalidity of any provision of these regulations shall not affect the validity of any other provisions.

**SECTION IX. ENFORCEMENT**

The Hollis Board of Selectmen are charged with the power and authority to enforce the provisions of these Regulations.

**SECTION X. AMENDMENT**

These Regulations may be amended by the Planning Board but only following a public hearing on the proposed amendment and such amendment shall not take effect until a copy of said amendment shall be certified by a majority of the Board and filed with the Hollis Town Clerk.

**SECTION XI. FILING**

- A. Upon enactment, these regulations shall be signed by the Chairman of the Board, endorsed by a majority of the Board and originals so exhibited shall be filed with the Hollis Town Clerk.
- B. A copy of any amendments to these Regulations shall also be filed with the Office of State Planning in Concord, New Hampshire.

\_\_\_\_\_  
Chairman, Hollis Planning Board

\_\_\_\_\_  
Date

APPENDIX A: TABLE OF AMENDMENTS

- Sec. III.1. **2006:** Add new section I. OPTIONAL PRE-APPLICATION REVIEW AND REQUIRED PRE-APPLICATION REVIEW.
- Sec. IV.5. **2006:** Revise section A. regarding fire protection requirements
- Sec. V.H **2006:** Add new item H.