

TOWN OF HOOKSETT

DEVELOPMENT REGULATIONS

MAY, 2007

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		<u>PAGE</u>
PART 1 – GENERAL DEVELOPMENT REGULATIONS		
1.	Authority	I-1
2.	Title	I-1
3.	Purpose	I-1
4.	Jurisdiction	I-3
5.	Definitions	I-3
6.	General Provisions	I-9
6.01	Approval Required Before Work Begins	I-9
6.02	Conformity with Master Plan and Zoning Ordinance	I-10
6.03	Location Relative to Community Facilities	I-10
6.04	Development Constraints	I-10
6.05	Preservation of Natural Resources	I-10
6.06	Dedication or Reservation of Public Sites	I-10
6.07	Large Scale Developments	I-10
6.08	Recording Approved Plan	I-11
6.09	Approval Null and Void	I-11
6.10	Lake Massabesic Direct Tributary Protective Buffer	I-11
6.11	Special Flood Hazard Areas	I-11
6.12	Erosion and Sedimentation Control	I-11
6.13	Historic Sites Notification	I-12
7.	Completeness Criteria	I-12
8.	Prior to Preparation and Submission of a Final Plan	I-12
8.01	Preliminary Discussion with the Board	I-12
8.02	Joint Preliminary Discussions	I-12
8.03	Technical Review Committee (TRC)	I-12
9.	Application for Final Plan Approval	I-13
9.01	Application Filing	I-13
9.02	Electronic Filing	I-14
9.03	Electronic Filing Requirements	I-14
9.04	Paper Filing	I-15

9.05	Distribution to Town Departments	I-15
9.06	Notices and Hearings	I-16
9.07	Costs and Fees	I-16
10.	Formal Review Procedures	I-18
10.01	Action to Approve or Disapprove	I-18
10.02	Public Hearing Not Required	I-18
10.03	Approval of Final Plan	I-19
10.04	Retention of Plans	I-19
10.05	Submittal of Plans for Approval	I-19
10.06	Engineering Review Period & Required Information	I-20
11.	General Requirements and Design Standards	I-20
11.01	Construction Plans	I-20
11.02	Easements	I-21
11.03	Monuments	I-21
11.04	Roadway and Site Plan Cross-Sections and Profiles	I-22
11.05	Block Layout	I-22
11.06	Lots	I-22
11.07	Minimum Buildable Area Requirements	I-23
11.08	Performance Guarantees	I-24
11.09	Driveways, Entrances, and Exits	I-24
11.10	Legal Documents	I-26
11.11	Development and Street Names	I-26
11.12	Street System	I-26
11.13	Drainage Design Criteria	I-30
11.14	Water Systems	I-44
11.15	Sanitary Sewerage System	I-44
11.16	Electric Power, Telephone, and Cable Systems, and Street Lighting	I-45
11.17	Signs	I-45
12.	Construction Inspection Procedures	I-45
12.01	Construction Requirements	I-45
12.02	Inspection and Acceptance	I-45
13.	Special Flood Hazard Areas	I-48
13.01	Requirements	I-48
14.	Erosion Prevention Plan	I-49
14.01	Overview	I-49
14.02	Requirement Checklist	I-50

15. Parking Standards		I-53
15.01	Parking	I-53
16. Outdoor Lighting Standards		I-57
16.01	Purpose	I-57
16.02	Applicability	I-57
16.03	Terms and Definitions	I-57
16.04	Residential Subdivisions & Non-Residential Site Plans	I-59
16.05	Parking Lot Lighting	I-61
16.06	Lighting of Gasoline Station/Convenience Store Aprons/Canopies	I-62
16.07	Lighting of Exterior Sales/Display Areas	I-62
16.08	Security Lighting	I-63
16.09	Illumination of Building Facades and Landscaping	I-63
16.10	Illuminated Signs	I-64
16.11	Sports Lighting	I-65
16.12	References	I-65
17. Performance Guarantee		I-65
17.01	Purpose	I-65
17.02	Surety	I-66
17.03	Acceptable Forms of Bonding	I-66
17.04	Surety Amount	I-67
17.05	Contingency	I-68
17.06	Time Frame	I-68
17.07	Surety Release Process	I-68
17.08	Post-Construction Bonding	I-70
18. Enforcement		I-71
18.01	Purpose	I-71
18.02	Penalties and Remedies for Enforcement	I-71
18.03	Responsible Officer	I-71
18.04	Enforcement Procedures	
19. Administrative Provisions		I-72
19.01	Planning Board to Administer Development Regulations	I-72
19.02	Waivers for Special Conditions	I-72
19.03	Off-site and Other Improvements	I-73
19.04	Sale or Transfer of Lots	I-73
19.05	Building Permits	I-74
19.06	Acceptance of Streets	I-74
19.07	Permanent Occupancy Permits	I-74
19.08	Greater Restrictions to Apply	I-74
19.09	Amendments	I-74
19.10	Interpretation	I-74

20. Legal Provisions		I-75
20.01	Effective Date	I-75
20.02	Four-Year Vesting Period	I-75
20.03	Repeal of Conflicting Ordinances	I-75
20.04	Severability	I-75

PART II – SUBDIVISION REGULATIONS

1. General Provisions		II-1
1.01	Approval by Planning Board	II-1
1.02	Application Submittal	II-1
2. Completeness Criteria		II-1
2.01	Application Requirements for Subdivision Plans	II-1
2.02	Minor Subdivision	II-5
2.03	Major Subdivision	II-5
3. Subdivision General Requirements and Design Standards		II-7
3.01	Plans	II-7
3.02	Profiles	II-8
3.03	Cross-Sections	II-8
3.04	Details	II-8
3.05	Erosion Control Plan	II-9
3.06	State and Federal Permits Required	II-9
3.07	Other Studies	II-9

PART III – NON-RESIDENTIAL SITE PLAN REGULATIONS

1. Applicability		III-1
1.01	Site Activity	III-1
2. Completeness Criteria		III-2
2.01	Additional Information	III-2
3. Site Plan General Requirements and Design Standards		III-3
3.01	Drainage	III-3
3.02	Landscaping Requirements	III-3
3.03	Landscaping Design Criteria	III-3
3.04	Architectural Design Requirements	III-8
3.05	Lighting	III-9
3.06	Flood Protection	III-10
3.07	Wetlands	III-10
3.08	Fire Prevention and Protection	III-10
3.09	Sanitary Sewerage System	III-11
3.10	Filling	III-12

3.11	Noise	III-12
3.12	Utilities	III-13
3.13	Outdoor Lighting	III-13
3.14	Natural Features	III-13
3.15	General Requirements	III-13
3.16	Flood Hazard Areas	III-13
3.17	Cost Sharing	III-14
3.18	Multi-Family Criteria	III-14
4.	Administrative Provisions	III-15
4.01.	Change of Occupancy	III-15

PART IV – APPENDICES

Appendix I: RSA 674:36 Subdivision Regulations	IV-1
Appendix II: Check Lists	IV-4
Appendix III: Various Applications and Forms	IV-14
Appendix IV: Standard Bonding Documents	IV-18

PART I – GENERAL DEVELOPMENT REGULATIONS

1. Authority

The Planning Board of the Town of Hooksett was authorized and empowered by the voters of the Town of Hooksett on March 8, 1966 to act upon subdivision plans and site plans in accord with the Subdivision Regulations and the Zoning Ordinance.

Pursuant to the authority vested in the Hooksett Planning Board by the voters of the town of Hooksett in accordance with the provisions of Chapter 36, Section 19-a New Hampshire Revised Statutes Annotated 1955, the Hooksett Planning Board adopts the Plans in the Town of Hooksett, New Hampshire.

This document consists of three parts:

- PART I General Development Regulations
- PART II Subdivision Regulations
- PART III Non-Residential Site Plan Regulations

Part I includes general development regulations that apply to Parts II and III.

(end of Section 1)

2. Title

These regulations shall be entitled and may be cited as the “Development Regulations, Town of Hooksett, New Hampshire.” Please note that these regulations include Part II - Subdivision Regulations and Part III - Non-Residential Site Plan Regulations, and include a supplement entitled “Standard Specifications for Construction,” dated October 2001, otherwise known as the Blue Book, published under separate cover.

(end of Section 2)

3. Purpose

3.01 The purpose of these regulations are:

- 1) To promote the development of an economically sound and stable community by preventing such 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, sewerage, municipal solid waste disposal, transportation, schools, fire department, or other public services or necessitate excessive expenditures of public funds for the supply of such services;

- 2) To assure the adequate provision of safe and convenient traffic access and circulation, both vehicular and pedestrian, through proper arrangement and coordination of streets and ways within a subdivision in relation to other existing or planned streets or with features of an Official Map of the Town, if adopted;
- 3) To assure, in general, the wise development of areas in harmony with the Master Plan of the Community;
- 4) To promote the amenities of the Town through provisions for parks, playgrounds, or other public areas, preservation of trees and natural or historic features and planting of street trees;
- 5) To secure equitable handling of all subdivision plans by providing uniform procedures and standards for observance both of the subdivider and the Planning Board;
- 6) Protecting the health, welfare, safety and general convenience of the inhabitants of the Town of Hooksett;
- 7) Ensuring compliance with Zoning, health regulations; driveway permit regulations; building standards; and other applicable laws;
- 8) Ensuring compliance with the State of New Hampshire's health regulations, sewage disposal regulations and other applicable regulations;
- 9) Securing adequate provisions for water, drainage, electricity and other required utilities;
- 10) Reducing danger to life, limb and property from the operation of motor vehicles;
- 11) Lessening congestion in the streets;
- 12) Providing adequate parking facilities;
- 13) Preventing pollution of air, brooks, streams, ponds, lakes and groundwater supplies;
- 14) Preventing blighted areas;
- 15) Securing safety in the case of fire, flood, panic and other emergencies by providing adequate access for fire trucks and other emergency vehicles;
- 16) Promoting neat, attractive businesses and industries that will be compatible with their surroundings and in keeping with the character of the Town of Hooksett;

- 17) Encouraging the development of businesses and industries that will broaden and strengthen the tax base of the Town of Hooksett;
- 18) All of the foregoing purposes are to be accomplished with a minimum expenditure of public funds.

* Please see Appendix I for all additional criteria found under RSA 674:36

(end of Section 3)

4. Jurisdiction

The provisions of these regulations shall apply to all land within the boundaries of the Town of Hooksett.

Greater Restrictions To Apply – Whenever the regulations made under the authority hereof differ from those prescribed by any other statute, ordinance or regulation that provision which imposes the greater restriction or the higher standard shall govern.

(end of Section 4)

5. Definitions

Words and terms defined in these regulations may have their customary dictionary meanings, may have legal meanings as defined in relevant court decisions, or the same meanings as corresponding words and terms as defined in the Zoning Ordinance of the Town of Hooksett. More specifically, certain words and terms are defined as follows:

AASHTO – American Association of State Highway and Transportation Officials.

Abutter – Any person whose property is located in New Hampshire and adjoins or is directly across the street, stream, river or other body of water from the land under consideration by the Planning Board. For the 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.

Active and Substantial Development – In approving any application, the Planning Board may specify the threshold level of work which constitutes “active and substantial development and building” for the purpose of determining the minimum amount of work required in order to satisfy the provisions of RSA 674:39 pertaining to protection from subsequent amendments to local land use regulations for a period of four (4) years. Active and substantial development, in the absence of a specific finding by the Planning Board, shall be deemed to have occurred when at least twenty percent (20%) of the total building foundations or one building foundation – whichever is greater- on the site has been installed, inspected and approved by the Building Inspector, utilities have been extended to the site, and a certified plot plan of the foundation has been submitted. All

erosion control measures as specified on the approved plan for the area of disturbance must be installed.

Applicant/Developer – The owner of land to be subdivided or developed through site plan, or his agent or representative, as may be authorized by signed and notarized statement on a form sufficient and acceptable to the Board, also referred to as a Subdivider.

Approval – A final vote by the Planning Board, certified by written endorsement on the subdivision plan or site plan, that the plan, in the judgment of the Planning Board, will ratify the requirements of these regulations.

Arterial Road – Road that serves corridor movements between the different areas of the Town; that interconnect with major arterials and highways in Town; that normally experience heavy traffic demands; that are designed to be within a 100-foot right-of-way. (Table of Geometric Standards, in the Town’s Blue Book.)

As-Built Plan – A final plan of improvements as they were constructed.

Best Management Practice (BMP) – A proven or accepted structural, non-structural, or vegetative measure the application of which reduces erosion, sediment, or peak storm discharge, or improves the quality of storm water runoff.

Block – Space between parallel streets, intersecting a common street.

Board – The Planning Board of the Town of Hooksett, NH.

Bond – Any form of security/surety, including cash deposit, escrow account, non-lapsing, self renewing letter of credit, or other instrument of credit in an amount and form satisfactory to the Town Council and the Planning Board.

Buffer or Buffer Strip – A strip of land along a property line or zoned district boundary line which shall be free of any building or use other than natural woody growth, landscaping, or screening.

Buildable Area – The required area of contiguous non-wetland acreage within each building lot, including each clustered building lot. The buildable area shall not contain jurisdictional wetlands, front, side or rear yard setbacks, wetland buffers, cluster perimeter buffers, and slope, drainage or utility easements.

Cluster Development – See Open Space Development

Collector Road – Road which carries traffic from Local Roads to the major system of Arterial Roads, including the principal entrance roads of a residential development and roads of circulation within the development; that normally experience moderate traffic

demands; that are designed to be within a 60-foot right-of-way. (Table of Geometric Standards in the Hooksett Blue Book.)

Critical Areas - Disturbed areas of any size located within 50 feet of a stream, bog, water body or very poorly, poorly, or somewhat poorly drained soils; disturbed areas exceeding 2,000 square feet in highly erosive soils; disturbed areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent; or, disturbed areas within 100' from prime wetlands, (no disturbance permitted within 75').

Cul-de-sac – A local street closed at one end by building lots which complies with the typical cul-de-sac details set forth in the most recent edition of the Hooksett Blue Book.

Detention Pond or Basin – A storm water storage facility which acts as a temporary reservoir, allowing rainfall runoff to be released at slow, pre-determined rates.

Development – Any construction or land alteration or grading activities other than for agricultural and silvicultural practices.

Disturbed Area – An area where the natural vegetation has been removed exposing the underlying soil.

Easement – A restriction by a property owner, of his property to another party without consideration being given for the transfer. Since a transfer of real property is involved, the dedication shall be made by written instrument suitable for recording and completed with an acceptance.

Engineer – The designated registered and licensed professional engineer of the applicant.

Erosion – The detachment and movement of soil or rock fragments by water, wind, ice or gravity.

Esplanade – A flat grassed area along the edge of a road. Typically between the street and sidewalk (where present), or beyond the shoulder or curb of the road. May include grassed strips/islands between traffic lanes.

Frontage – The dimensional requirement which is the distance along the lot line dividing a lot from either (a) a public highway, except Limited Access Highways as defined by RSA 230:44 and Class VI highways; or (b) a road shown in an approved and recorded subdivision plan. Such dimensional requirements for each zone may be found printed in the Zoning Ordinance. Any proposed lot with frontage on two adjacent roads (corner lot), must have the minimum required frontage on each road.

Hazard Mitigation Plan – A written plan which provides a detailed approach to mitigate hazards on a project. This plan must be stamped by the appropriate Professional Engineer.

Highly Erosive Soils – Any soil with an erosive class (K factor) greater than or equal to 0.43 in any layer as found in Table 3-1 of the “Storm Water Management and Erosion and Sediment Control Handbook for the Urban and Developing Areas in New Hampshire.”

Intersection – The point where the edge-of-pavement of two roads meet; the point where minimum and maximum road length criteria are measured from.

Local Road – Road that primarily provides direct access to abutting properties.

Lot Line Adjustment – Any subdivision involving a minor relocation of a lot line between two properties or the annexation of land where the lot areas do not change by more than twenty-five (25) percent, and no new lots are being created.

Master Plan (Comprehensive Plan) – Any part or element of the overall plan for development adopted by the Planning Board.

Measure – A specific procedure designed to control runoff, erosion or sediment.

Minor Field Changes – Limited modifications to approved construction drawings (plans, profiles and details) that are necessitated by site conditions, which are encountered during construction. Minor field changes may include revision to roadway elevation and grade, drainage/pipe materials, elevations, grade and location. Minor field changes shall not include substitution or elimination of curbing, or changing underground utilities to above ground utilities or other major cross section elements or any revision affecting lot boundaries. Minor field changes shall be documented by the submittal of a drawing or other written or graphical depiction. A professional Engineer licensed to practice in the State of New Hampshire and approved by the Town’s Consulting Engineer shall prepare this submittal.

Notice Of Intent (NOI) – A Federal EPA permit required to be filed at least 7 days prior to the commencement of land disturbance on any project that includes more that one (1) acre of land area.

Open Space (Common Land) Development – A subdivision where a portion of land is to remain undeveloped and protected with covenants or easements. See Zoning Article #8 for requirements.

Person – A firm, association, organization, partnership, trust, company, or corporation, as well as an individual.

Planning Board Agent – An individual, partnership or corporation designated by the Planning Board for plan review, inspection of road construction and other required public improvements.

Project Area – The area within the subdivision or site plan boundaries.

Public Street – See “Article 22 – Definitions” in the current edition of the Hooksett Zoning Ordinance for definitions of publicly approved streets and public right-of-way.

Publicly Approved Street – The term publicly approved street shall mean any street maintained on a year-round basis by the state of New Hampshire or the Town of Hooksett, or any street shown on an approved subdivision plan signed by the Town of Hooksett Board.

Reserve Strip – An area which is intended for future public use for street connections or pedestrian ways.

Resubdivision – The division of an existing subdivision or any change of lot size or lot lines therein or the relocation of any street or lot in a subdivision.

Retention Pond or Basin – A storm water storage facility, which acts as a temporary reservoir, which does not allow any surface release of rainfall runoff until after a storm, if at all. Most often, the retained storm water is discharged into the ground by infiltration or into the atmosphere by evaporation and transpiration by plants (collectively known as evapotranspiration).

Right-Of-Way, Private – Private right-of way may be approved by the Hooksett Planning Board and shall include rights-of-way which are not less than fifty (50) feet in width and which are in a location approved by the proper Town Ordinances regarding new streets and extension of existing streets, and may become a Public Street at some time in the future if the construction of said street is brought up to and meets current standards as set forth in these regulations.

Right-Of Way, Public – Means and includes all Town, State and Federal highways and roads, which are dedicated to public use or laid out by, or deeded to, a government agency, including all of the land so dedicated, deeded or laid out for said highway or road and not limited to the traveled way or paved surface only.

Roadway As-Built Plan – A plan that shall include, but not be limited to: actual road center-line grades; utility locations and depths; sewer and drainage invert elevations; pipe slopes; water, sewer, gas, cable, telephone, and electric service locations; actual sidewalk locations and grades; slopes; ROW lines; cistern location and construction details based on shop drawings; drainage facilities; property lines; stamps and certifications of accuracy by the design engineer and the surveyor; and all additional information necessary to accurately represent all items within the road ROW. Roadway As-Built Plans must be submitted prior to acceptance of the road by the Town.

Runoff - The portion of precipitation that makes its way overland toward stream channels or lakes.

Sediment – Solid material, either mineral or organic, that is in suspension, is transported, or has been moved from its site of origin by erosion.

Special Flood Hazard Area – The land in the flood plain within the Town of Hooksett subject to a one-percent or greater possibility of flooding in any given year. In particular, that area designated as Zone A on the Flood Insurance Rate Maps (FIRM) and Flood Boundary and Floodway Maps (FHBM).

Stabilized – When the soil erosion rate approaches that of undisturbed soils. Soils which are disturbed will be considered protected when covered with a healthy, mature growth of grass or a good covering of hay or straw mulch (2 tons/acre). Mulch is only a temporary measure, ultimately, the site needs vegetation.

Storm Water Pollution Prevention Plan (SWPPP) – A Plan that is required by the EPA whenever a proposed project/development disturbs more than one (1) acre of land. This plan is to be kept and maintained on-site.

Storm Water Runoff – The water from precipitation that is not absorbed, evaporated, or otherwise stored within the contributing drainage area.

Stream – Areas of flowing water occurring from sufficient time to develop and maintain defined channels, but may not flow during dry portions of the year. Includes, but is not limited to, all perennial and intermittent streams located on the U.S. Geological Survey maps.

Street – Means and includes such ways as alleys, avenues, boulevards, highways, roads, streets and other rights-of way, excluding driveways. The term “street” shall also apply to areas on subdivision plans designated as “street,” etc.

Street Trees - Trees at least two and one-half inches (2.5”) caliper measured four (4) feet above the root ball, installed in the street esplanade. Typically deciduous in nature.

Subdivider – An individual or any legal entity or agent therefore, that undertakes the activities governed by these regulation. The terms shall also include the terms “builder” and “developer,” even though the persons so designated may be involved in successive stages of subdivision.

Subdivision – Subdivision shall mean the division of a lot, tract, or parcel of land into two (2) or more lots, plans, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, and condominium conveyance or of building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdivision or to the land or territory subdivided. The division of a parcel of land held in common, and subsequently divided into parts among the several owners, shall be deemed a subdivision under these regulations.

Subdivision, Major – Any subdivision of land which creates more than three (3) parcels of land (including the parent parcel).

Subdivision, Minor – Any subdivision of land which creates three (3) or fewer parcels of land (including the parent parcel).

Subdivision and/or Individual Lot(s) As-Built Plans – Shall include, but not be limited to: property lines, road right-of-way, easements, driveway locations and grades; culvert locations, inverts, and pipe slopes; water, sewer, gas, cable, telephone, and electric service locations; grades; house corners; septic and well locations; and a stamp by a licensed land surveyor certifying that all property bounds (monuments) are in place. An As-Built plan of each lot must be submitted prior to issuance of a Certificate of Occupancy (CO).

Substantial Completion – Substantial completion of the development shall be deemed to have occurred when a Certificate of Occupancy for all buildings shown on the approved site plan shall have been issued by the Hooksett Building Department, and all other on-site and/or off-site improvements have been determined by the Town of Hooksett or its agent to be in compliance with the approved site plan or satisfactory financial guarantees remain on deposit with the Town to insure completion of such improvements or the entire subdivision plan or approved phase, has been constructed to finished subgrade.

Technical Review Committee (TRC) – A committee consisting of the Code Enforcement Officer, Town Planner, Fire Department Representative, Highway Manager, Police Department Representative, Planning Board Member(s), Sewer Commission Representative, Water Precinct Representative, Town’s Consulting Engineer, and any other representatives from other departments, boards and commissions as needed.

Through Street – A town maintained road (Class 5 or better) which intersects, at both ends, with town maintained roads (Class 5 or better).

Town – The Town of Hooksett, New Hampshire.

Town’s Consulting Engineer – The duly designated engineer for the Town of Hooksett, or if there is no such office, the planning consultant by the Town Council. The Planning Board is authorized to enter into a contract or contracts with a private engineering firm to serve as the Town Engineer for the Town of Hooksett.

(end of Section 5)

6. General Provisions

6.01 Approval Required Before Work Begins

After the proposed project’s plans and application have been found complete and taken under jurisdiction of the Board, no utility installation, no grading or construction of roads, no grading of land or lots, no clearing land of natural vegetation, including trees, no placing of fill nor doing any other act or acts which will alter the natural state of the land or environment, and no construction of buildings shall be done on any part of the land or lots

within a development until a final plan of such development shall have been duly prepared, submitted, reviewed, approved, and endorsed as provided in these regulations, nor until an attested copy of a final plan (site plan or subdivision plan), so approved and endorsed, has been duly recorded in the Merrimack County Registry of Deeds, nor until such appropriate permits and approvals as may be required by these regulations, other Town Ordinances and State agencies having jurisdiction shall have been duly issued.

6.02 Conformity with Master Plan and Zoning Ordinance

Subdivision and site plans shall conform to the substance and intent of the Hooksett Master Plan and the Hooksett Zoning Ordinance.

6.03 Location Relative to Community Facilities

All development shall, in the opinion of the Planning Board, be suitably located with respect to community facilities such as playgrounds and parks.

6.04 Development Constraints

Land, the use of which may be hazardous to life, safety or property because of its location or physical characteristics, or which is susceptible to flooding, may not be platted for residential use or street or commercial development.

6.05 Preservation of Natural Resources

The Planning Board may require that a proposed development plan preserve such natural features as trees, streams, watercourses, and scenic views. The street and lot layout shall be adapted to the topography. Extensive grading and filling shall be avoided as far as possible.

6.06 Dedication or Reservation of Public Sites

Where deemed essential by the Planning Board, upon consideration of the particular type of development proposed and especially in large-scale neighborhood unit or large-scale commercial developments, the Planning Board may require the dedication or reservation of such areas or sites of a character, extent, and location suitable to the needs of the development, and of the Town, for schools, parks, playgrounds, and other public purposes. If applicable, these land dedications may offset required impact fees.

6.07 Large Scale Developments

The standard and requirements of these regulations may be modified by the Planning Board in the case of a plan and program for a complete community, or a neighborhood unit, or other major development which, in the judgment of the Planning Board provides adequate public spaces and improvements for circulation, recreation, air, light and service needs of the tract when fully developed and populated and which also provides such covenants or other legal provisions as will assure conformity to and achievement of the plan.

6.08 Recording Approved Plan

Upon the approval by the Planning Board, the applicant shall submit two (2) mylar copies to the Planning Board in conformance with the requirements of the Merrimack County Registry of Deeds. The Board or its agent shall record the approved mylar copy of the Final Plan at the Merrimack County Registry of Deeds. Copies of each approved development plan shall be filed with the Planning Board for distribution to appropriate town departments. Any development that fails to meet the requirements herein shall be disapproved by the Planning Board. The Registry of Deeds shall not record any plan of a proposed development until it has been approved by the Planning Board and the approval noted in the plan by signature of the Board Chairman or Vice-Chairman. The recording of a plan without the approval required by this subsection is void.

6.09 Approval Null and Void

Approval of a development plan by the Planning Board shall expire three (3) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested pursuant to RSA 674:39. (A note to this effect shall be required on the plan.)

6.10 Lake Massabesic Direct Tributary Protective Buffer

Reference is made to NHDES Rule Env-Ws 415.11 (a) through (h), and Env-Ws 386.47(r) which calls for a 300-foot or 200-foot buffer respectively, prohibits certain high-risk land uses, limits impervious areas, and requires stormwater treatment.

Direct tributaries, defines in subparagraph (c)(2) are shown on a map entitled “Lake Massabesic – Direct Surface Water Tributaries,” NHDES, dated August 13, 2001, and files in the Hooksett Community Development Department.

Generally, this Rule affects the entire Lake Massabesic watershed in Hooksett; specifically, Neal Brook and an unnamed stream with two (2) heads rising south of Smyth Road and flowing south into the City of Manchester; and short segment of an unnamed stream rising just east of Bypass 28 flowing south into the City of Manchester. It further affects a large area of eastern Hooksett adjacent to the Candia border including Dube’s Pond, Hinman Pond, and Clay Pond and the Maple Falls Brook drainage.

6.11 Special Flood Hazard Areas

Reference is made to Section 13 of these Regulations, and all applicable requirements of Section 13 must be met.

6.12 Erosion and Sedimentation Control

Reference is made to Section 14 of these Regulations, and all applicable requirements of Section 14 must be met.

6.13 Historic Sites Notification

All subdivision and site plans shall make note on the plan whether or not there are historic sites, as outlined by the Hooksett Historic Commission, located on any parcels included for action on the plans submitted.

(end of Section 6)

7. Completeness Criteria

- 1) Application requirements for subdivision plans are included in Part II and Appendix II of these regulations.
- 2) Application requirements for non-residential site plans are included in Part III and Appendix II of these regulations.

(end of Section 7)

8. Prior to Preparation and Submission of a Final Plan

8.01 Preliminary Discussion with the Board

An applicant may meet with the Planning Board, prior to its submittal of a completed application and final plan for development, for the purpose of preliminary consultation. This step will be limited to discussion of the contemplated proposal in conceptual form. Issues such as access, densities of development, responsibilities of the applicant, contour interval, etc. may be discussed. No notification of abutters will be required for this stage.

8.02 Joint Preliminary Discussions

An applicant may meet with the Planning Board and the Zoning Board at a joint meeting for a project where input is needed from both Boards.

8.03 Technical Review Committee (TRC)

All applications that will require engineering review, as determined by the Town staff, must come before a TRC prior to acceptance (completeness) by the Planning Board. The purpose of the TRC is to respond to a “conceptual” design; the applicant should expect to re-design the plan, as needed, to reflect input from the TRC. If conditions warrant, a subsequent TRC may be required. This may not apply to minor revisions to an existing site plan, as determined by the Town staff.

- 1) All applications subject to Planning Board approval, and requiring review and oversight by the Town’s consulting engineer, shall first appear before the TRC.

- 2) Application for TRC shall be obtained and submitted to the Code Enforcement Office on the form provided. Each application shall be submitted with a check made payable to the Town of Hooksett in the minimum amount of \$2,500.00 for preliminary engineering review fees, depending on the complexity of the proposal. One (1) full size set (22"x34") fifteen (15) copies, no larger than 11" x 17", shall be provided with the application for distribution to the TRC.
- 3) Upon notification by the Code Enforcement Officer to the Town's consulting engineer, the applicant's representative shall be notified of the appearance date and time. Regular meetings will be scheduled beginning 9:00 a.m. on the second Thursday of every month. The applicant's representative will also be advised to send a full set of scaled drawings directly to the Town's consulting engineer for review, at that time. If the Town's consulting engineer does not receive the plans by noon the first Friday of every month, the application will be removed from the TRC agenda.
- 4) The agenda will be set by the Code Enforcement Officer. No more than three (3) applications will be accepted for each agenda. Exceptions shall be made only by the authority of the Town Administrator. Applications will be accepted on a first come, first served basis. No application will be accepted if received after the first Thursday of the month. No incomplete applications will be accepted.

(end of Section 8)

9. Application for Final Plan Approval

9.01 Application Filing

The paper application must be filed with the Planning Board through the Community Development Department. An application shall consist of three (3) copies of the application form (properly and completely filled out). Three (3) copies of all information, data and permits required by the Board, as outlined in these Regulations unless specifically waived by the Board, must be shown on or included with the plan for the application to be considered complete.

9.02 Electronic Filing

The required form for the submittal of the approved plans shall be in electronic format. All plans shall be submitted to the Community Development Department in both of the two (2) electronic formats noted below. The first part of each format is the preferred submission method.

- 1) **An Image File.** The preferred form shall be an image file with a .pdf format (Adobe Acrobat); if this form of image file is not available, submit a scanned raster format with a .tif extension (tif image document).
- 2) **A Drawing File.** Two forms shall be submitted, a .dxf (drawing exchange file) and .dwg (AutoCAD drawing format).

9.03 Electronic Filing Requirements

The above shall be accomplished with the following guidelines:

- 1) Horizontal and vertical features shall be tied to the New Hampshire State Plane Coordinate System – NAD-83 Feet.
- 2) All digital files shall be submitted on a CD-Rom. The following information shall be labeled on the CD-Rom or disk:
 - The file name,
 - The property owner name,
 - The parcel identification number (tax map and lot number)
 - The name of the submitting consultant.
- 3) Entities and their DXF layer properties shall correspond to the following:
 1. Property line entities shall be created on a “Lotline” layer and shall be GREEN in color.
 2. Parking lots shall be created on a “Plot” layer and shall be GRAY in color.
 3. Driveways shall be created on a “Driveway” layer and shall be GRAY in color.
 4. Building outlines shall be created on a “Structure” layer and shall be CYAN in color.
 5. Distance and bearing annotation shall be created on a “DIMTXT” layer and shall be WHITE in color.
 6. The digital file shall have a layer named “NHSPCS.” NAD83 referenced points and the easting, northing, and vertical descriptions of the required points shall be annotated on this layer. The NHSPCS layer shall be MAGENTA in color.
 7. All lines representing property lines shall consist of continuous line work snapped to endpoints. Stonewall representations, unless created using a line type, will not be accepted.

9.04 Paper Filing

A paper filing shall be completed in addition to the electronic filing, and also submitted to the Board through the Community Development Department. The paper filing shall consist of:

- 1) Site Plan – Eight (8) paper print sets of the proposed development, folded to 8½ by 11 inches (or rolled if too large to fold) for remote review locations.
- 2) Subdivision (Major and Minor) – Eleven (11) paper print sets of the proposed development, folded to 8½ by 11 inches (or rolled if too large to fold) for remote review locations.
- 3) Both – Twenty (20) paper sets of the plan at 11 by 17 inch format (folded in half) for Board members.

9.05 Distribution to Town Departments

Upon receipt of an application, the Community Development Department will distribute the application materials to the following departments/committees/commissions, as applicable:

Fire Department	Town Engineer
Police Department	Tax Collector
Code Enforcement Officer	Assessing Department
Conservation Commission	Sewer Commission
Highway Department Manager	Water Precincts/Departments/Companies
Consulting Engineer	School Department
Aesthetics Committee	

- 1) A cover memo requesting a reply to the office of the Community Development Department shall accompany distribution; the reply should be made by the Thursday prior to the Planning Board meeting at which completeness and/or public hearing will be considered. If the above entities detect an incomplete issue, the Community Development Department shall forward a copy of their comments to the applicant.
- 2) For those applications that would require a TRC, the Building Department will distribute materials to those agencies noted above.
- 3) The above-referenced departments may comment on each application with regards to specific concerns represented by that department. These individual departments will not assume liability regarding the general project's design.

9.06 Notices and Hearings

- 1) The Board will notify the applicant, abutters, engineer, architect, land surveyor, soil and wetland scientist and the public of the date of the completeness and public hearing at which the application will be considered at least ten (10) days before the meeting. Notice of the required Public Hearing may be given at the same time, and in the same notice as used for the completeness review hearing.
- 2) At the next regular meeting or within thirty (30) days following the delivery of the application for which notice can be given in accordance with RSA 676:4, I(b), the Board shall vote to determine if a submitted application is complete according to the Board's regulations.
- 3) Public notice will be given by posting in two (2) public places in the Town (Town Hall and Library).

9.07 Costs and Fees

- 1) **Prior to Public Hearing** - All costs of notifications (certified mail, posting, etc.) must be paid by the applicant prior to the required Public Hearing.
- 2) **Summary of Cost and Fees** - In addition, the Board may impose other reasonable fees to cover administrative expenses, costs of special investigative studies, review of plans and documents, and other matters such as engineering evaluations, which may be required by virtue of the nature, or size of the particular proposal.

The Administrative Fees to be paid are as follows:

Site Plan Application Fees:

- 1 to 5 acres = \$500.00
- Over 5 to 15 Acres = \$1,000
- Over 15 Acres - \$1,500
- \$10 Per Abutter
- \$30.00 per applicant plus \$30.00 per page for recording fees

Subdivision Application Fees:

- 1-3 lots = \$250
- 4-10 lots = \$500
- 10-20 lots = \$1,000
- 20-40 lots = \$1,500
- Over 40 lots = \$2,500
- \$10 Per Abutter
- \$30.00 per applicant plus \$30.00 per page for recording fees

Lot Line Adjustment Application Fees:

- \$250 (No Additional Lots Created)
- \$10 Per Abutter
- \$30.00 per applicant plus \$30.00 per page for recording fees

All fees shall be paid at the time of submission, except for the recording fees which shall be paid with the submission of the two (2) required mylars.

3) **Postponement Fee** – If an applicant requests a postponement of the hearing, the expense to re-notify abutters shall be paid by the applicant.

4) **Town Engineer Review Fees** – All expenses incurred having the Town’s Consulting Engineer review proposed development plans shall be borne by the applicant.

1. The amounts deposited under this Section shall be held by the Town Treasurer for the purpose of paying the Town’s Consulting Engineer:

- To review proposed development plans to determine their conformance with the applicable regulations;
- To observe any test pits and percolation tests;
- To determine the overall feasibility of the proposed development; and
- To determine the estimated cost of construction of all improvements.

5) **Unused Fees** - Any amount deposited under this Section, and not used for the purposes stated herein, shall be returned to the applicant upon approval or disapproval of the Final Plan by the Board.

6) **Excess Engineering Review Fees** - Whenever the actual amount required to review proposed plans exceeds the amounts deposited under this Section, such amount in excess of the deposited amounts shall be paid to the Planning Department prior to the taking of any action on the Final Plan by the Board.

7) **Other Review Fees** – All expenses incurred by the Board in having the proposed plans reviewed by the Town’s Consulting Engineer or other planning consultant; in making environmental impact hydrological impact, groundwater quality impact, school impact and other special studies; and in preparing or reviewing performance bonds, deeds and other documents shall be borne by the applicant. All plan reviews, impact studies and document reviews shall be made by surveyors, engineers, consultants, lawyers and other professionals retained by the Board. All work performed and all opinions rendered by these professionals shall be solely for the use and benefit of the board. No employment or other contractual relationship shall exist between the professional and the applicant.

- 8) **Construction Monitoring Fees** – The Planning Board shall require that the applicant of any site or subdivision plan, approved by the Board, provide funds for construction monitoring; such monitoring may include construction on the site, according to the approved plan, or the construction of any off-site improvement approved as part of the plan. Such monitoring may include the construction of buildings, utilities, roads, and/or any other construction that in the opinion of the Board requires monitoring to ensure that the construction is done according to the standards established by the Town or its Consulting Engineer, and in accordance with the approved plan. The construction monitoring shall be provided by a consultant(s) hired by the Town after funds have been made available by the applicant. Any judgment as to the adequacy of such construction shall be made by the Town.

- 9) **Construction Monitoring Account** - A separate account must be established with the Town Treasurer for inspection of construction work in progress, and for compliance with the approved plan.

(end of Section 9)

10. Formal Review Procedures

Upon determination by the Board that a submitted application is complete according to the Board's Regulations, the Board shall begin formal consideration.

10.01 Action to Approve or Disapprove

The Board shall act to approve or disapprove within 65 days of acceptance, subject to extension or waiver as provided in RSA 676:4, I(f). Upon failure of the Board to approve or disapprove the application, and without extension or waiver granted, the Town of Hooksett Council shall, upon request of the applicant, immediately issue an order directing the Board to act on the application within 30 days. If the Planning Board does not act on the application within that 30-day time period, then within 40 days of the issuance of the order, the Town Council shall certify on the applicant's application that the plan is approved, unless within those 40 days the Town Council has identified in writing some specific development regulation or zoning or other ordinance provision with which the application does not comply. Such certification, citing of this paragraph, shall constitute final approval for all purposes including filing and recording under RSA 674:37 and 676:18, and the court review under RSA 677:15.

10.02 Public Hearing Not Required

A public hearing is not required when the Board is considering the disapproval of an application and plan due to:

- Failure of the applicant to supply information required by the Regulations;
- Failure to include abutters' identification;

- Failure to meet reasonable deadlines established by the Board; or
- Failure to pay the costs of notification or posting, or other fees required by the Board.

10.03 Approval of Final Plan

The approval of the Final Plan shall be attested on the two (2) original mylars and the eight (8) paper site plans or eleven (11) paper subdivision plans for the signature of the Chairman or Vice Chairman of the Board. No building permits shall be issued and no road construction shall commence until after the development plan is signed and recorded at the registry.

- 1) **Commencing Work Prior to Written Approval** – No person, corporation, partnership or other entity shall begin any nonresidential site development or residential subdivision development by clearing (including trees and vegetation), grading, stumping or excavating any parcel of land until the prior written approval of the Planning Board has been obtained.
- 2) **Expiration of Approval** – If the site development is not completed within three (3) years from the date of the original site plan / subdivision plan approval, as recorded in the Planning Board minutes, the applicant shall reapply for nonresidential site development approval, unless the right to develop has been vested pursuant to RSA 674:39. All work not completed at the time of the reapplication shall be subject to any intervening changes in these or any other applicable regulations.
- 3) **Disapproval** – If the Board determines that the proposed site development does not meet all of the applicable requirements, it shall vote to disapprove the application. The grounds for the disapproval shall be stated in the minutes of the Board and shall be communicated to the applicant in writing within ten (10) days of the disapproval vote.

10.04 Retention of Plans

The Board shall retain one (1) print for its records, file one (1) print with the Fire Department, Town's Consulting Engineer, Highway Manager, Code Enforcement Officer, Water Precinct, Assessor, and the Sewer Commission.

10.05 Submittal of Plans for Approval

The Final Plan shall be drawn in ink on transparent film (Mylar) at a scale of 1"= 100' or larger. Sheets shall be 22 x 34 inches. Where necessary, sections of the plan may be presented in several sheets at the required scale accompanied by an index sheet showing the entire development.

A mylar of the Final Plan shall be provided for recording at the Registry of Deeds. A second mylar shall be provided for the Town's permanent record. Recording shall be accomplished by staff of the Community Development Department.

Information to be shown on Final Plan: Information from Section 7, Completeness Criteria, shall be shown on Final Plan.

10.06 Engineering Review Period & Required Information

All plans, reports, and calculations that are determined to require engineering review shall adhere to the following review and submittal schedule:

- **Completeness Review** – All material required for the initial completeness review for a project shall be submitted to the Planning Department no less than 14 calendar days prior to the Thursday before the noticed hearing for the project. All submitted material for any required follow-up reviews shall be submitted no later than 12:00 p.m. on the Thursday prior to the noticed meeting.
- **Project Design Review** – All material required for the initial project design review shall be submitted no less than 14 days prior to the Thursday before the noticed hearing for the project. All submitted material for any required follow-up reviews shall be submitted no later than seven calendar days prior to the noticed meeting.
- **Project Design Review Schedule** – The project design review schedule shall commence after a plan is deemed complete, or after revised plans are properly submitted and found complete by the Board. The plans submitted for completeness review will not be fully reviewed until they are found complete by the Planning Board at the noticed completeness hearing.
- **Required Submittal Information** – Two complete sets of all plans, drainage reports, required engineering studies or reports, etc. shall be submitted to the Planning Department. After these submittals are accepted, the Planning Department shall forward the copies to the Town’s Consulting Engineer.

(end of Section 10)

11. General Requirements and Design Standards

General requirements and design standards for development plans can be found in the Town’s Blue Book. They include, but may not be limited to:

11.01 Construction Plans:

Note: Any deviation from the scales listed below must be approved by the Planning Board and/or the Town’s Consulting Engineer.

- 1) Subdivision construction plan requirements are located in Part II.
- 2) Non-residential site plan construction plan requirements are located in Part I

11.02 Easements

- 1) Easements across lots or centered on rear or side lot lines shall be provided for utilities where necessary and shall be at least thirty (30) feet wide, and such additional width as the Planning Board may require.
- 2) A proper easement shall be for the purpose of maintaining proposed detention ponds of similar runoff control structures such as headwalls, riprap slopes, etc.
- 3) Slope easements shall be provided for the purpose of maintaining roadway slopes outside of the right-of-way.
- 4) As noted in the Master Plan, various road classifications require specific right-of-way widths. The Planning Board may request easements for roadway widths at any time an applicant brings a matter to the Board requiring action to a parcel with frontage on that roadway. Such a contribution would be proportional to the impact of the action required on the use of the roadway, and to accommodate to the proposed development.

11.03 Monuments

- 1) Monuments shall be granite and shall conform to the requirements of the state Board of Licensure for Land Surveyors, i.e., shall identify the Licensed Land Surveyor establishing and responsible for the monument. In order that the monuments shall be magnetically locatable, including in the event the top is broken off, a short section of iron bar, minimum 3/8-inch diameter, one-foot long, shall be buried in a vertical position directly adjacent to the monument with the top approximately one foot below finished grade.
 1. **Roadway Right-of-Way** – not smaller than 5” x 5” x 4 feet in length.
 2. **Property Lines** – not smaller than 4” x 4” x 3 feet in length. A bound shall be placed on all property lines and at each angle point.
- 2) Where the placement of a required bound is impractical or impossible to implement, monumentation shall be provided by an alternate method approved by the Board.
- 3) At least one (1) Right-of-Way bound per roadway shall be designated as a benchmark. The elevation of each designated bound shall be determined and recorded on the as-built plans submitted to the Town. The reference elevation shall be tied to the United States Geodetic Survey (USGS) datum. Prior to the issuance of a Certificate of Occupancy (CO), or prior to the issuance of the last remaining CO in the case of multiple units, all monumentation must be verified through the use of an as-built plan (see definition for as-built plan) certified by a registered land surveyor, and may be physically verified by the Town’s Consulting Engineer, or, in the absence of a Town Consulting Engineer, by the Code Enforcement Officer.

11.04 Roadway and Site Plan Cross-Sections and Profiles

- 1) Cross sections and profiles of streets showing grades approved by the appropriate Town official shall be submitted separate from the plan diagram. They shall be drawn to Town standard scales, and elevations shall be based on a datum plan approved by the Board.
- 2) All site plans must include finish grade cross sections demonstrating all features (rooftops, plantings, existing tree lines, parking areas, etc.) at a scale of 1:1. The Board reserves the right to request additional views if deemed necessary.

11.05 Block Layout

The length, width, and slope of blocks shall be determined with due regard to:

- 1) Provision of adequate building sites available to the special needs of the type of use contemplated;
- 2) Zoning requirements as to lot sizes and dimensions;
- 3) Needs for convenient access, circulation, control, and safety of street traffic;
- 4) Limitations and opportunities to topography;
- 5) Block lengths shall not exceed 1,200 feet or be less than 500 feet; and
- 6) Pedestrian crosswalks, not less than ten (10) feet wide, shall be required where deemed essential to provide circulation, or access to schools, playground, shopping centers, transportation, and other community facilities.

11.06 Lots

- 1) Depth and width of properties reserved or laid out for all purposes shall be adequate to provide for the off-street service and parking facilities for vehicles required by the type of use and development contemplated.
- 2) Corner lots shall be increased in size wherever necessary in order that any structure to be placed thereon shall conform to the minimum setback line of each street as required by the Zoning Ordinance.
- 3) The subdividing of land shall be such as to provide that all lots shall front on a Public Street.
- 4) Large lots or parcels – if a tract of land is subdivided into parcels larger than ordinary buildings lots, such parcels shall be so arranged as to allow the opening of future streets and logical future development.

- 5) The arrangement of lots shall be appropriate for the location of the subdivision and for the type of development and use intended. Lots shall be arranged such that their sidelines are substantially perpendicular or radial to streets. Lots shall be configured in regular geometric shapes, such as squares, rectangles, or any other form acceptable to the Planning Board to address specific site constraints.
- 6) Lot areas and dimensions shall conform to the requirements of the most recent revision of the Zoning Ordinances and the most recent revision of these Development Regulations. The existing or proposed right-of-way, as defined in these regulations, shall neither be used to satisfy minimum lot area nor dimensional requirements of the Zoning Ordinance nor these Subdivision Regulations.

11.07 Minimum Buildable Area Requirements

No Buildable Area shall contain existing natural slopes 25% or greater.

Each lot shall be configured such that a rectangle with dimensions of 100 feet by 75 feet of Buildable Area or a circle with a diameter of 100 feet of Buildable Area can be contained within it.

A. No Municipal Services (Water and Sewer)

1. A minimum buildable area of 13,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are 0% to 8%.
2. A minimum Buildable Area of 20,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are greater than 8%, but are less than 25%.

B. Either Water or Sewer

1. A minimum buildable area of 11,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are 0% to 8%.
2. A minimum Buildable Area of 18,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are greater than 8%, but are less than 25%.

C. Both Sewer and Water

1. A minimum buildable area of 10,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are 0% to 8%.

2. A minimum Buildable Area of 16,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are greater than 8%, but are less than 25%.

11.08 Performance Guarantees

Applicants shall provide Performance Guarantees in compliance with Section 17 of these Regulations.

11.09 Driveways, Entrances, and Exits

- 1) **Driveway Drainage** – Driveways shall not interrupt the natural or constructed roadway ditch lines and/or drainage flow.
- 2) **Driveway Slope** – Driveways shall slope away from the finish roadway elevations at a grade of 2% for twenty (20) feet from the edge of pavement. Maximum grade for all driveways shall be 10%. If the roadway is curbed, the driveway may be sloped towards the road, at 2% for five (5) feet, the next fifteen (15) feet must be sloped away at 2%, for a total of twenty (20) feet.
- 3) **Driveway Inspection** – The layout of each driveway will be inspected for approval by the Town's Code Enforcement Officer, at the time of the Foundation Inspection. The driveway must be at subgrade elevations at that time.
- 4) **Driveway Culverts** – Driveway culverts shall be designed to adequately handle the anticipated stormwater flows within the ditch lines and shall in no case be less than fifteen (15) inches in diameter and 20 feet long. Culverts may be HDPE (ADS or equal), Reinforced Concrete, or Ductile Iron.

All driveway culverts shall be constructed with inlet and outlet flares or head walls.

Driveway culverts shall be installed with adequate cover for highway loading (minimum 12 inches from top of pipe to driveway surface, except DIP where 6 inches is permissible).

- 5) **Driveway Widths** – Minimum driveway widths shall be 12 feet (and a desirable width of 14 feet) with a maximum width of 20 feet at the street.
- 6) **Driveway Sight Distance** – All driveways must have adequate sight distance in each and/or every traffic direction, which is determined by the road speed limit. In general, the driveway shall be located at the safest position on the frontage, and in no case should provide less than 200 feet of year-round intersection sight distance, per AASHTO standards.

Only one access is allowed per lot unless the site is connecting two existing streets in the promotion of safety or the driveway is designed for one-way traffic flow. Any

and all accesses must have an all season safe sight distance for the design speed of the area of road (design speed equals posted speed plus 10 miles an hour) in accordance with AASHTO Guidelines. An "all season safe sight distance" is defined as a line which encounters no visual obstruction between two (2) points; the driver's eye at a height of three (3) feet six (6) inches above the pavement and so located 14 feet off the edge of the existing roadway the proposed access is located on to a point two (2) feet zero (0) inches. For all seasons of the year, this regulation must consider a windrow of snow of two (2) feet zero (0) inches in height.

- 7) **Driveway Angle** – Driveways shall intersect the roadway at a preferred angle of 90 degrees but in no case shall the intersecting angle be less than 60 degrees.
- 8) **Driveway Flares and Radii** - Return radii for driveway flares shall not be less than 15 feet nor greater than 25 feet.
- 9) **Driveway Aprons** - Driveway aprons and flares from the edge of the road pavement to the property line shall be paved with a 2-inch thickness of roadway binder asphalt.
- 10) **Driveway Materials** - Driveways shall be constructed, at a minimum, of well draining granular materials resulting in firm and wearable drive surfaces for all season passage. All proposed driveways outletting onto a paved town road must be paved from the town road to the edge of the right-of-way.
- 11) **Driveway Location** - No driveway shall be constructed within 50 feet of another driveway, nor within 100 feet of an intersecting road, unless in the situation of common driveways, or if the lots' frontages are less than 100 feet. These situations will require specific Board approval.
- 12) **Driveway Permits** - All driveways constructed after acceptance of the development's roadways shall require issuance of a driveway permit and shall be constructed in accordance with these regulations.

All driveways, entrances, exits and approaches shall be designed to provide a maximum of vehicular and pedestrian traffic safety. All driveways, entrances, exits and approaches shall comply with the driveway permit provisions of New Hampshire RSA 249 and the Town of Hooksett regulations.

Driveway Permits – Applicants shall obtain a driveway permit from the New Hampshire Highway Department for driveways entering upon Class I through III highways. A driveway permit shall be obtained from the Hooksett Highway Department for driveways accessing any Town of Hooksett street or roadway. A copy of all approved driveway permit applications shall be submitted with the nonresidential site development application.

- 13) **Driveways in Excess of 300 feet in Length** – Any driveway in excess of three hundred (300) feet or that connects two existing streets or roadways, must be constructed with a minimum clear travel lane of 14 feet.

11.10 Legal Documents

At the time of submission of the final plan, the applicant shall file with the Planning Board:

- 1) Protective covenants in form for recording
- 2) All required easement documents
- 3) Deeds for the proposed roadways and rights of way
- 4) Other conveyances, certificates, affidavits, endorsements, or deductions as may be required by the Planning Board in the enforcement of these regulations

11.11 Development and Street Names

- 1) The name of the development shall not duplicate or approximate the name of any other development within the Town.
- 2) No street names shall be used which will duplicate or which could be confused with any other street name already in use.
- 3) Prior to approval of the final plan, the developer shall obtain approval of all street names from the Town Council.

11.12 Street System

Note: Applicant is referred to Section OO-13 of the most recent edition of the Town of Hooksett, NH “Other Ordinances.”

Note: It is required that all new public roadways meet Town specifications for public roadways.

1) Roadway Requirements

- The arrangement, character, extent, width, grade, and location of all streets shall be considered in their relation to existing or planned streets, to topographical conditions, to the public convenience and safety, and their appropriate relation to the proposed use of the land to be served by such street.
- Proposed streets shall conform, as far as practicable, to such Master or Study Plan as may have been adopted by the Planning Board.

- All roadways shall be designed and constructed in support of future possible connections to abutting properties.
- In the event that Planning Board approval is required, the Applicant may grant an easement, or a Fee Simple Deed, to the Town for the use of land adjacent to the existing right-of-way (ROW). Said easement or deed may grant use of land for transportation purposes and be proportional to the impact of action required on the use of the roadway. This would customarily apply to all land lying within the ROW as specified in the Table of Geometric Standards, Right-of-Way Width.
- Proposed streets in a development shall provide for the continuation of the principal streets in adjoining areas or to their proper projection when adjoining land shall have been subdivided.
- Streets in the developments shall be so designated that, in the opinion of the Planning Board, they will provide safe vehicular travel while discouraging movement of through traffic.
- Where a development abuts or contains an existing or planned Arterial Street, the Planning Board may require marginal access streets, reverse frontage with screen planting contained in a non-access reservation along the rear property line, deep lots with rear service streets, or other such treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.
- Where a development borders on or contains a railroad right-of-way, the Planning Board may require a street approximately parallel to and one each side of such right-of-way, at a distance suitable for the appropriate use of intervening land, as for park purposes in residential districts, or for commercial or industrial purposes in appropriate districts. Such distances shall also be determined with due regard for approach grades and future grade separations.
- Reserve strips controlling access to streets shall be prohibited except where their control is definitely placed in the Town under the conditions approved by the Planning Board.
- Street jogs with centerline offsets of less than 125 feet shall not be permitted.
- Streets shall be designed to intersect as nearly as possible at right angles and no street shall intersect any other street at less than 60 degrees. The centerlines of no more than two (2) accepted rights-of-way shall intersect at any one point.
- In areas not served by public water supply with adequate fire flow for the proposed development as determined by current ISO criteria, buildings shall be served with sprinklers in accordance with N.F.P.A. standards. In addition,

cisterns with approved hydrants conforming to N.F.P.A. standards shall be provided or available within one thousand (1,000) feet of the building envelope on proposed roads.

- Street grades shall conform to those specified in the Table of Geometric Standards of the most recent edition of the Blue Book.
- Street Trees - When required by the Planning Board, street trees shall be planted in the esplanade areas of all new streets. Tree pits shall be at least three (3) feet in diameter by two (2) feet in depth and filled with good loam free of stones over two (2) inches in diameter, sods, and clay.
- Structural Design Requirements: All structural design for headwalls, retaining walls, box culverts, bridges, or other structures shall meet or exceed HS 25-44.

2) **Cul-de-Sacs**

In the interest of protecting the safety of the public from fire, consideration of public health, the operation of public utilities (sewer and water) and to ensure coordination of the street network within the Town, dead-end or cul-de-sacs streets shall not be longer than twelve hundred (1,200) feet measured from the nearest through road, measured from the centerline of the through street to the center of the bulb of the cul-de-sac.

However, longer cul-de-sacs may be approved if there is reasonable potential for connection through another street through adjoining land based on traffic circulation, development patterns and topography. The Planning Board shall determine if a cul-de-sac is to be permanent, i.e., not connecting, or temporary, i.e., providing a connection to adjacent property. No more than 40 lots, or less than five lots, shall be permitted on a cul-de-sac roadway.

Cul-de-sacs shall not be less than 500 feet. Cul-de-sac lengths will be measured from the centerline of the **THROUGH** street to which the cul-de-sac connects to the radius point of the bulb at the turn around. The distance will be measured along the centerline of the proposed cul-de-sac.

In no circumstance may a cul-de-sac be proposed, designed, or constructed, off another cul-de-sac. All cul-de-sacs **MUST** be directly connected to a **THROUGH** street (please see definition of a through street).

Hammer head turn-arounds are permitted on a temporary basis only. This style turn-around would be applicable between approved subdivision phases.

3) Sidewalks

Sidewalks shall be in conformance with the Table of Geometric Standards of the most recent edition of the Blue Book.

- **Sidewalks by Zone** – Sidewalks are required in industrial, commercial and high-density residential districts.

The Planning Board shall determine whether sidewalks are required on one or two sides of proposed roads based upon proposed intensity of the development, traffic characteristics, potential pedestrian destinations and other factors.

In medium-density residential districts, sidewalks shall be required on collector and arterial roads.

- **With or Without Curbing** – In low-density districts, either sidewalks or widened paved shoulders shall be required on both sides of arterial and on one side of collector roads.

Pedestrian traffic on local roads in medium- and low-density districts shall be accommodated by a paved, widened shoulder or a sidewalk on one side only.

4) Sight Distance

Sight distances at intersections and/or grade changes shall be in accordance with the most recent edition of AASHTO standards. Sight distance calculations shall be required and shown on the project roadway and/or driveway plans.

5) Highway Classifications

Arterial Highways:

Route 3 & 28, Hooksett Road

Bypass 28, Londonderry Turnpike

Route 28A, Mammoth Road

Route 3A, West River Road

Route 27, Whitehall Road

Collector Roadways:

Alice Avenue	Merrimack Street
Auburn Road	North River Road
Bicentennial Drive	Pleasant Street
Farmer Road.....p/o	*Shannon Road.....p/o
Granite Street	Smyth Road
Hackett Hill Road	South Bow Road
Industrial Park Drive.....p/o	*Thames Road.....p/o
Legends Drive.....p/o	West Alice Avenue
Lindsay Road.....p/o	Zapora Drive
Main Street	
Martins Ferry Road	

* Private Roadway
p/o - Part Of

Local Roads:

All Other Public Roadways

11.13 Drainage Design Criteria

1) Definitions

Acre-foot – A volume equal to an area of one acre times a depth of one foot.

Anti-Seep Collar – A device installed around a culvert, pipe or conduit through an embankment, which lengthens the path of seepage along the exterior of the conduit. The minimum required extension to all sides is twice the exterior diameter of the conduit embedded in an impervious material.

Aquifer – An underground potential water-producing geologic formation.

Barrel – The concrete or corrugated metal pipe that passes runoff for the riser portion of an outlet structure, through the embankment, and finally discharges to outfall point.

Base Flow – The portion of stream flow that is not due to storm runoff, and is supported by interflow and groundwater outflow into a channel.

Bedrock – Solid rock located on or below the ground surface of the earth.

Best Management Practice (BMP) – In stormwater management, a structure or practice designed to prevent the discharge of one or more pollutants to the land surface and thus minimize their availability for wash-off by stormwater, or a structure or practice to temporarily store or treat urban stormwater runoff to reduce flooding, remove pollutants, and provide other amenities.

Channel Erosion – The widening, deepening, and headward cutting of small channels and waterways, due to erosion caused by moderate to larger floods.

Contributing Watershed Area – Geographic extent of land area contributing its runoff of the point of interest. (Also referred to as “catchment.”)

Crown – The highest point on the inside of a culvert or pipe.

Curve Number – See “Runoff Curve Number”

Design Storm – A selection rainfall event of specified amount, intensity, duration, and frequency used as the basis of design. Type III storm event is typical for the Hooksett area.

Detention – The temporary storage of runoff in a structure or waterbody.

Detention Time – The average amount of time a volume of water is detained in a BMP. This time may differ from the amount of time it takes to completely drain a particular BMP (see Dewatering Time).

Discharge Structure – The outlet structure of a structural BMP, such as a pond, designed to release water at a design flow rate (or multiple flow rates, depending on depth of storage).

Drainage Area – The numerical measure of the area of a watershed, usually in square feet, acres, or square miles.

Emergency Spillway – The channel of a pond-type BMP, designed to pass a storm event exceeding the design capacity of the primary discharge structure.

Erosion – The wearing of the land surface by water or wind, and the subsequent detachment and transportation of soil particles.

Evaporation – The process whereby water returns to the atmosphere as water vapor, from the surfaces of the land and water bodies.

Exfiltration – The downward movement of runoff through the bottom of a detention basin into the soil layer.

Long Term Exfiltration Rates for Various Soil Textures

<u>Texture Class</u>	<u>NRCS Hydrologic Soil Group</u>	<u>Design Infiltration Rate (inches per hour)</u>
Sand	A	8.20
Loamy Sand	A	2.40
Sandy Loam	B	1.00
Loam	B	0.50
Silt Loam	C	0.25
Sandy Clay Loam	C	0.15
Clay Loam	D	0.08
Silty Clay Loam	D	0.05
Sandy Clay	D	0.04
Silty Clay	D	0.03
Clay	D	0.02
Muck	D	0.01
Ledge	Rock	Impervious
Pavement	N/A	Impervious

Extended Detention – A stormwater management BMP that provides for the gradual release of a volume of water over a time interval designed to increase settling of urban pollutants, and protect downstream channels from frequent flooding. See Retention.

Floodplain – The low land adjacent to a waterbody subject to flooding.

Forebay – An extra storage area provided near an inlet of a pond BMP to trap incoming sediment before it accumulates in a pond BMP. Design volume is 400 cubic feet per contributing acre.

Freeboard – The space from the top of an embankment to the highest water elevation expected within embankment impoundment for the largest design storm stored. The space is required as a safety margin in a pond or basin.

Head – In hydraulics, the height of water above a reference plane.

Head Loss – Energy loss in hydraulic flow due to friction, turbulence, velocity change or flow direction.

Head Water, Head Water Depth – In hydraulics, the difference in elevation between the water elevation at the inlet of a pipe, and the invert of the pipe.

Hydrology – The study of the movement of water between the earth’s atmosphere, surface, and subsurface. In particular, the Town of Hooksett permits several methods of runoff calculations; but the SCS method (up to 1000 acres) is preferred due to versatility and basin design parameters. Other methods should be discussed with the Planning Board prior to use. Storms modeled should include the 2-year, 10-year, 25-year, and 100-year events.

Hydrologic Soil Group – For the SCS Runoff Curve Number method, the classification of a soil relative to its runoff potential, based on infiltration rate of the soil, permeability of restrictive layers, and moisture-holding capacity of the soil profile.

Hydrograph – A plot of runoff rate versus time for a particular storm event. The hydrograph must model the flows for the entire event.

Impervious Surface – A hard surface area which either prevents or retards the entry of water into the soil. Common impervious areas include, but are of limited to, rooftops, walkways, patios, driveways, parking lots. These surfaces are commonly concrete, or asphalt.

Impoundment – The body of water retained by a berm, dam, or dike.

Infiltration – The downward movement of water through the land surface at ground level into the underlying subsoil. See Exfiltration.

Infiltration Rate – A soil characteristic which describes the maximum rate at which water enters the soil.

Inlet Control – In culvert design, the condition where inlet shape and material controls the rate of flow in the culvert.

Invert – The lowest point on the inside of a culvert or pipe.

Level Spreader – A device used to spread out stormwater runoff uniformly over the ground surface as sheet flow (i.e., not through channels). The purpose of level spreaders is to prevent concentrated, erosive flows from occurring, and to enhance infiltration. This BMP shall be sized for the 10-Year Storm Event (4.3”)

Mean depth – The average depth described as the cross-sectional area of an inundated channel divided by its surface width. For a water body or storage basin, mean depth is the volume of the basin divided by its surface area.

NRCS – United States Department of Agriculture, Natural Resource Conservation Service. Formerly known as Soil Conservation Service (SCS).

Outfall – The point or structure of a conduit discharging to a water body.

Outlet Control – In culvert design, the condition where flow in the culvert is not governed solely by inlet conditions, but may also be affected by friction losses in the culvert barrel and/or downstream water elevations.

Outlet Protection Apron – An apron of appropriately sized angular fractured rock placed at the outlet of all culverts. This BMP shall be sized per the requirements found in the “Green Book” produced by the Rockingham County Conservation District.

Peak Discharge Rate – The maximum flow for a given hydrologic event at specified location and time span.

Pervious Surface – Ground cover which allows the passage of water, such as grass, woods, gravel, etc.

Point Source – A distinct, identifiable source of pollutants.

Rainfall Intensity – The rate at which precipitation occurs at a given instant. Rainfall intensities (24 hour) for Hooksett shall be as follows:

2 year event	2.9 inches
5 year event	3.8 inches
10 year event	4.3 inches
25 year event	5.1 inches
50 year event	5.7 inches
100 year event	6.3 inches

Rational Method – A method for estimating peak rates of runoff from small watersheds (drainage areas less than 20 acres). The method is typically used for the sizing of storm drainage pipes, culverts, and channels. The method relates peak discharge to rainfall intensity/duration/frequency, time of concentration, and land-use cover. Not recommended for analysis or sizing of basins and ponds.

Reach – The smallest portion of a drainage system consisting of uniform cross-section, shape, and slope. Often used in conjunction with pipes and channels.

Recharge – Of water that infiltrates into the ground, the portion that moves deeper into the ground and moves through the ground as interflow (unsaturated flow) and groundwater flow (saturated flow). Recharge results in the replenishment of groundwater.

Retention – The holding of runoff in a basin without release except by means of evaporation, infiltration, or emergency bypass

Riser – The vertical portion of an inlet to a conduit, extending from the barrel to the water surface.

Routing – The mathematical process of determining how hydrographs respond to storage and hydraulic control in reservoirs (including ponds, lakes, and detention basins) and watercourses (rivers and streams).

Runoff Curve Number Method – A method developed by the SCS (now known as the NRCS) for estimating runoff, accounting for soils characteristics and land-use cover. In this method, the *Curve Number* relates the volume of runoff to interception, depression storage, soil storage, and rainfall depth.

Runoff Rate – Also referred to as discharge rate. The measure of the volume of runoff per unit of time, reaching a particular point of interest on the earth's surface.

Runoff Volume – The total volume of water that occurs as “Direct Runoff” during a particular storm event. This volume is usually measured in inches of depth over the extent of the contributing watershed.

SCS – United States Department of Agriculture – Soil Conservation Service. Now known as the Natural Resource Conservation Service (NRCS).

Sediment – Mineral and organic soil material that is transported in suspension by wind, gravity, or flowing water, from its origin to another location.

Sheet Flow – Runoff which flows over the ground surface as a thin, even layer, not concentrated in a channel.

TR-55 – *Technical Release No. 55, Urban Hydrology for Small Watersheds*. This publication describes a methodology developed by the SCS (now NRCS) for estimating runoff volumes and peak discharge rates. The method uses the Runoff Curve Number Method for relating runoff depth to rainfall depth, and graphical or tabular methods for relating peak discharge to the runoff depth.

TR-20 – *Technical Release No. 20, Project Formulation – Hydrology*. This publication comprises the watershed computer model developed by the SCS (now NRCS) for hydrologic analysis. The method uses runoff hydrographs and hydrograph

routing to estimate runoff volumes, runoff rates, and storage structure performance for any specified precipitation event.

Tailwater – In hydraulics, the difference between the theoretical or actual elevation of the water surface at the outlet end of a pipe, and the invert of the pipe.

Time of Concentration – The time required for water to travel from the hydraulically most distance point to the outlet of a watershed, or the total of all travel times in a watershed.

Water Table – The upper surface of groundwater in a saturated zone of soil or bedrock.

Watershed – The region contributing runoff to designated point of interest on the earth's surface. Sometimes referred to as "catchment" or "subcatchment."

2) Drainage Design Requirements:

1. All runoff, erosion, and sediment control measures and the design of all drainage structures and systems shall meet the design standards and specifications set forth in these regulations or in the current "Manual on Drainage Design for Highways" published by the New Hampshire Department of Transportation.
2. All drainage computations and related submissions shall be certified by a Professional Engineer
3. The drainage design shall model the pre- and post-development 2-year, 10-year, 25-year, and 100-year storm events for the site using the rainfall intensities shown in the definitions. The design shall demonstrate no increase of runoff at any point along the border of the site for any of the modeled events. The entire event shall be modeled and the hydrograph for each structure shall be shown.
4. The drainage system shall be sized as follows:

Closed Drainage System = 10-Year (storm event) and checked at the 25-Year

Open Drainage System = 25-Year and checked at the 50-Year

Cross-Culverts Connecting Wetlands or outletting a Wetland = 100 Year

Detention Ponds = 50-Year with 1' freeboard and checked at 100-Year

Bridges = 100-Year

5. Pipes and culverts shall not be surcharged. Outlet control structures (relating to detention ponds only) may be surcharged.
6. Minimum cover for closed drainage systems, measured between the pipe crown and finished grade, shall be as follows:

- 6.1. Under paved roads: 3' for all culvert material
- 6.2. Under driveways: 1' for all culvert material
- 6.3. Under grass areas: 2' for all culvert material
7. Acceptable pipe materials for roadway closed drainage is reinforced concrete pipe (RCP) or smooth interior polyethylene pipe (SPE). Driveway culverts can include RCP, SPE, and ductile iron.
8. Water shall not be impounded adjacent to roadways. Pond rims shall be designed to be a minimum of 15 feet from the edge of the right of way or otherwise a minimum of 25 feet from the edge of pavement.
9. BMP's shall be used to provide 80 percent removal of total suspended solids from paved surfaces or other areas. The design engineer shall provide calculations showing removal rates.
10. Maximum flow velocity in any pipe during the 25-year storm event is 10 fps.
11. Maximum flow velocity in a vegetated channel is 3.5 fps during the 25-year storm event. Maximum flow velocity in a rock lined channel is 6 fps during the 25-year storm event. These swales should be analyzed for stability during this storm event.
12. When the computed outlet pipe velocity is in excess of 10 fps, additional outlet protection shall be employed.
13. Culverts with a span of 10 feet or more will be considered as bridges.
14. Culverts shall be placed to fit natural drainage courses.
15. All culverts, including driveway culverts, shall be constructed with end sections (flared end section, headwalls, etc.).
16. Collars shall be designed for culverts with slopes grades exceeding 20 percent.
17. A ditch or swale shall have a minimum grade of 1.0 percent, except for "Site Specific Swales" as required by RSA 149:8a.
18. A ditch or swale shall have a maximum length of 400 feet prior to entering a catch basin or drop inlet. Local conditions may require variations. Any variations must be approved by the Board or the Town's Consulting Engineer.
19. Minimum flow velocity in a pipe or culvert during a 2-year storm event is 2 fps.

20. Minimum pipe diameter in a closed drainage system is 12 inches. Minimum pipe diameter in an open drainage system or culvert is 15 inches.
21. Standard roadway catchbasin grates shall be limited to a design inlet flow of 2 CFS unless manufacturers data (based on transverse and longitudinal slopes) indicates greater capacity at a gutter line depth of 2 inches.
22. Bar grates shall not be used in traffic or pedestrian areas.
23. The pipes entering or exiting a catchbasin or drain manhole shall be placed to provide a minimum of 12 inches horizontally between pipe walls.
24. A minimum drop of 0.10 feet from the lowest inlet invert and highest outlet invert shall be provided in each structure. When two different diameter culverts enter one basin, the crown inverts shall be matched.
25. At least one catch basin will be located at the bottom of a sag. Depending on roadway classification and design considerations, an additional catch basin on either side could be necessary.
26. The spacing between proposed catch basins shall prevent spreading over more than 30% of any travel lane.
27. In general, the use of catch basins rather than drop inlets is recommended. Drop inlets shall be used only where no pipe inlet occurs and where soils and other debris are not likely to enter, on slope drainage, in embankments, and in culverts.
28. Manholes shall be placed where a change in grade of alignment of a storm drain occurs storm drains shall not have a manhole, catch basin or drop inlet more than 300 feet apart.
29. The compatibility of grate capacity, pipe capacity and design flow must be considered in closed drainage system design.
30. The type of grate chosen will be based on the following usage restrictions:

<u>NHDOT Standards for Catch Basin Grates</u>	<u>Where Utilized</u>
A.	In roadways, ditches, medians where bicycle traffic is not anticipated.
B & B-Alt.	In roadways, paved ditches, paved medians where bicycle and pedestrian traffic is anticipated.
C.	In unpaved ditches and sumps off the roadway where vehicles cannot make contact with the structure.
D.	Where high grate capacity is required and bicycle or pedestrian traffic is not anticipated.

31. Neither the introduction of large volumes of runoff nor the depletion of water resources entering an existing Prime Wetland is beneficial. A maximum variation in the rate of runoff for the 25-year storm event (comparing the pre-development storm event to the post-development storm event) is limited to 10 percent with a preferred net change of zero.
32. Plans shall reference the 100-year flood plain. Map panel number and map date shall be referenced from the FIRM. If parcel is located within a flood plain, the 100-year flood plain elevation by location (if available) shall also be noted. If parcel is not within the 100-year flood plain, the FIRM shall be referenced with the note "Site is not within the 100-year flood plain." Flood plain shall be drawn to scale on the site plans. If an area within the 100-year flood plain is altered or filled, equal or greater incremental (1-foot elevations), compensatory volume shall be provided with calculations to balance the loss at each 1-foot increment.
33. Both retention and detention ponds shall provide a minimum of 1 foot of freeboard at peak elevation during the 100-year storm event.
34. Ponds shall be provided with an emergency overflow with an invert above the peak elevation of the 100-year storm event preferably provided as part of the outlet control structure. Overflow weirs are permitted if designed to fully prevent erosion for the full distance to the receiving waters.
35. Pond side slopes shall have a maximum grade of 4:1.
36. Slopes shall have 4 inches of loam and be fully grassed. Permanent fencing (4-foot minimum) and locked gating (minimum 8-foot width) shall be required if the pond retains more than 12 inches of water or the peak depth (measured from the invert of lowest outlet to the invert of the emergency overflow) is greater than 6 feet.
37. Pre-treatment of water entering a pond is required unless approved otherwise by the Town's Consulting Engineer, and can be provided by a water quality inlet BMP, such as a treatment swale, forebay, etc.
38. All drainage structures shall be protected by a fully dimensioned easement. Said easement shall include associated piping and drainage outside of the right of way along with a 12-foot-wide gravel access driveway with a cross slope no greater than 2 percent.
39. Underground detention facilities (UDF) may be permitted within private site plans. Full detailing of the UDF on the plans is required. These will be designed to provide for adequate maintenance by the owner.
40. Slopes and contouring are critical to a drainage system. Maximum slope shall be limited to 3:1 unless the design engineer provides a geotechnical evaluation

showing that steeper slopes are stable and sustainable in a saturated and surcharged condition. The evaluation shall examine all failure modes and provide calculations with supporting documentation based on individual soil types, compaction requirements, surcharge loads, and moisture content. Other methods providing additional structural support and stability to a proposed slope may be approved by the Board on a case-by-case basis.

41. Subsurface drainage systems (underdrain pipe) shall be provided where the seasonal high groundwater table is within four feet of the finished roadway grade.
42. Test pits or borings in roadway cut sections shall be taken, as required or ordered by the Board's Consulting Engineer, to locate the Seasonal High Water Table (SHWT) and determine the need for underdrain pipe. This pipe shall be perforated PVC or HDPE with a minimum diameter of 6 inches, placed one foot outside the edge of pavement at a centerline depth of four feet.
43. The applicant shall provide the following information in the drainage report/analysis with adequate description of the drainage system features. Submission shall include pre- and post-drainage plans with catchments (area, slope, length and flow path) and other drainage system components clearly identified.
 - 43.1. Ponds: Elevations, incremental storage capacity, stage-discharge relationship, areas, critical depth, flood elevation, inflows, outflows, outlet information.
 - 43.2. Pipes and Culverts: Inlet and outlet inverts, base flows, material, slope, length, dimensions, roughness, restrictions, and special conditions.
 - 43.3. Channels: Inlet and outlet inverts, base flows, construction and lining, slope, length, dimensions, roughness, restrictions, and special conditions.
 - 43.4. Catchments: Also known as "subcatchments." Slope, average length, changes in flow modes, soils, CN, condition, time of concentration, area, rainfall information, description of specific location.
 - 43.5. Modeling should include the entire storm event with a minimum time of 24 hours.

3) Aquifer Recharge and Site Storm Water Retention

1. A minimum 10% of the differential between the volume of the pre-development and post-development must be held or infiltrated on site for the duration of the 10-year storm event. If infiltration is used, the applicant shall identify the soil type and apply the rates shown in the definition. The applicant shall fully demonstrate with a drainage model that the volume reduction is obtained. Infiltration may also

be used to reduce rates of off-site flow. Infiltration systems shall not be placed within fifty (50) feet of either a well or a septic system and must be a minimum of four (4) vertical feet above the Estimated Seasonal High Water Table.

4) Off-Site Drainage Considerations

1. The applicant's engineer shall determine the effect of a development on the existing drainage facilities outside of the area of the development (off-site) based on the 100-year storm event and report the conclusions to the Board. If requested by the Board, the applicant will provide calculations and other necessary information to support their findings.
2. Where the Board anticipates that additional run-off incidental to development of the site will increase flow in an existing downstream drainage facility or there will be damage to private property or an increase in the expenditure of public funds, the Board may not approve the development until adequate provision is made, at the applicant's expense, to remedy the downstream drainage.
3. The Board may accept a drainage easement obtained by the applicant from downhill property owners if an increased storm water flow is expected over their property and the applicant submits a written undertaking to hold the Town harmless for any claims for damage resulting therefrom. However, the applicant must also expand the drainage model to demonstrate that there is no increase in flows for all storm events to properties beyond the drainage easement.
4. The Board reserves the right to require that the storm drain systems be designed for less frequent, more intense rainfalls where conditions warrant.
5. The proposed drainage system shall replicate existing drainage/hydrology patterns.
6. The design shall not direct concentrated flows across property lines where the flows were not concentrated in the existing conditions.

5) Engineering Method

1. The applicant shall control runoff during and after construction through any method approved by the Planning Board and/or Town's Consulting Engineer. In each instance, the measure or measures taken shall be suitable to the site and subject to approval by the Planning Board and/or Town Consulting Engineer.
2. Hydrology – Runoff Calculation Methods: The calculation of runoff is of prime importance to the overall scheme of drainage design. The Town of Hooksett approves four methods to compute runoff.

- 2.1. The Rational Method – This method is usually used when the drainage area is small. It is also used extensively for on-site design.
 - 2.2. The NEHL-AWM Method – This method is usually used when the drainage area is greater than one square mile.
 - 2.3. The Potter Method – This method is usually used when the drainage area is between 200 and 1,000 acres. This method provides a check on either of the preceding methods.
 - 2.4. The Soil Conservation Service (SCS) Method – This method is the preferred method and is used when the drainage area is less than 1,000 acres. The design storms shall be a 24-hour rainfall of a storm distribution Type III.
3. The methodology used in computing the runoff for the Rational Method, NEHL-AWM Method and Potter Methods are found in the latest NHDOT Drainage Manual as well as many popular engineering texts.
 4. The following four SCS publications, which provide the details on the hydrologic analyses using the SCS methods, are widely distributed and used:
 - 4.1. NEH-4: Hydrology, Section 4, National Engineering Handbook
 - 4.2. TP-149: A Method for Estimating Volume and Rate of Runoff in Small Watersheds
 - 4.3. TR-20: Computer Program for Project Formulation, Hydrology, Technical Release No. 20.
 - 4.4. TR-55: Urban Hydrology for Small Watershed, Technical Release No. 55.
 5. Drainage Design Manual: All runoff, erosion, and sediment control measures and the design of all drainage structures and systems shall meet the design standards and specifications set forth in these regulations, the Town of Hooksett Construction Standards, and in the current “Manual on Drainage Design for Highways” published by the New Hampshire Department of Transportation. In the case of an inconsistency or contradiction, the Board or the Town’s Consulting Engineer shall determine the optimum standard for a particular application.

Note: The Board reserves the right to require that the storm drain systems be designed for less frequent, more intense rainfalls where conditions warrant.

6) Sediment and Erosion Control Considerations

Additional reference is made to Section 14 of these Regulations and to all applicable requirements of Section 14. Virtually all sites with slopes are susceptible to erosion due to wind and water. However, long slopes in excess of 200 feet or slopes with grades steeper than 10:1 require identification and special attention. Accordingly, the engineer must address these issues in terms of drainage design considerations, an

erosion control plan, and an integrated construction sequence plan. Accordingly, three prime concerns must be fully addressed both during and after construction:

- Control of surface runoff
- Protection of soil surfaces
- Capture of sediment on-site

The erosion control plan must include:

- A runoff erosion analysis
- Site landscaping, temporary and permanent
- Runoff yield
- Sediment yield
- Sediment controls
- Sediment basins and traps
- Sediment barriers
- Protection of disturbed areas
- Identification of critical cut/fill areas
- Specification of surface covers, temporary and permanent
- Limitation of construction traffic routes
- Mapped location and description of borrow, fill, disposal, and stockpile areas
- Location of critical protection areas
- Specification of dust control measures
- Design of anti-tracking pad at all site entrances and exits
- Identification and marking of existing vegetation to be preserved
- Identification and maintenance of buffer zones
- Identification of needed stream crossings, and design of temporary and permanent methods of crossing
- Identification of entity responsible along with contact information
- Schedule for inspection and maintenance of the erosion control system
- Maintenance of log for sites with disturbance of more than 5 acres

7) Typical Erosion Control Methods:

Whereas a number of systems exist, as well as several new technologies, care must be taken to use the correct application in a particular situation. With increasing environmental concerns, a number of handbooks outlining the use of various measures are available. Some of the measures that the engineer may want to consider are:

<ul style="list-style-type: none"> • Inlet protection • Runoff diversion • Slope drainage • Energy dissipaters • Retaining walls, terracing, gabions • Temporary soil roughening • Harrowing • Fast growing plantings • Sediment traps 	<ul style="list-style-type: none"> • Grassed waterways • Rock lined waterways • Lined channels • Level spreaders • Erosion control matting and netting • Plantings (hydroseed or sod) • Mulching • Staked haybales • Siltation fencing
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11.14 Water Systems

- 1) **Connection with Public Water System** – The applicant may, at his own expense, connect to the public water system in accordance with requirements of the Water Department or Precinct. All water mains, gates, and valves must be located outside town paved roadways. In addition, every effort shall be employed to minimize roadway crossings with mains.

- 2) **Private Water System** – Private water systems may be permitted where a public supply is not available provided such systems are installed in accordance with the requirements of the New Hampshire Water Supply and Pollution Control Commission and the Water Department in whose area such system is proposed. The water distribution system must also comply with 11.14.1. Compliance with Water Department regulations shall not pertain to systems supplying two families or less, or in those areas in which the Planning Board determines that public water will not be supplied within a reasonable period of time.

11.15 Sanitary Sewerage System

The applicant shall, at his own expense, connect to available *public* sanitary sewers in accordance with the requirements of the Hooksett Sewer Commission. All sewer manholes, valves and collector force mains shall be located outside of all paved town roadway travel ways unless approved by the Hooksett Highway Manager. In addition, every effort shall be employed to minimize crossings with mains.

On-site sewage disposal systems may be permitted in developments located beyond the reach of the public sewerage system. The design, construction and installation of an on-site sanitary sewerage system shall be in compliance with the requirements of the New Hampshire Water Supply and Pollution Control Commission and the Town of Hooksett.

11.16 Electric Power, Telephone, Cable Systems, and Street Lighting

- 1) All electric, telephone, and cable systems shall be installed below ground to the satisfaction of the specific utility. On proposed town roads, the utilities shall be located in a 15-foot-wide utility easement adjacent to the 50-foot right-of-way. The maximum cross slope within the easement shall be 8 percent.
- 2) All utility locations must be shown on the proposed plans.

11.17 Signs

All signage must comply with the Hooksett Zoning Ordinance.

(end of Section 11)

12. Construction and Inspection Procedures

12.01 Construction Requirements

- 1) All roads and drainage construction shall be performed in accordance with the plans and profiles and typical details approved by the Board.
- 2) Changes or revisions to the approved plans and profiles or development plans caused by unanticipated conditions encountered during construction shall be designed by the developer's engineer and shall be subject to the approval of the Town's Consulting Engineer.
- 3) All roadway, drainage and utility construction shall be performed in accordance with the latest edition of the most latest edition of the "Hooksett Blue Book."
- 4) Any item of work for which there are no specifications contained herein, shall conform to the most current "Standard Specifications for Road and Bridge Construction of the State of New Hampshire Department of Transportation."

12.02 Inspection and Acceptance

- 1) **General Requirements for Construction Phase Inspections** – General Requirements for Construction Phase Inspections are outlined in the most latest edition of the Town's Blue Book.

It is required that the Roadway General Contractor of the development contact the Town's Consulting Engineer or Highway Manager before construction to schedule a pre-construction meeting to discuss inspection procedures, construction specifications, material testing program and any other details relating to the construction and inspection of the development roads and related infrastructure.

- 2) **Detail of Required Inspections** – Visual Inspections: Inspections shall be made by the Town’s Consulting Engineer as determined and as required in the most latest edition of the Town’s Blue Book.
- 3) **Materials Testing** – Materials testing shall be conducted to verify that the specified roadway materials have been furnished and constructed according to the most latest edition of the Town’s Blue Book as determined by the Town’s Consulting Engineer.
- 4) **Cleanup** – Before acceptance, a street shall be cleaned up, by hand if necessary, to make sure that it shall be left in a neat and presentable condition. Inspections shall be made by the Town’s Consulting Engineer as required in the most latest edition of the most latest edition of the Town’s Blue Book.
- 5) **Acceptance** – Prior to the Town Council accepting the street, the bond will be released only after the completion of all required improvements, final inspection, final approval, the submission by the applicant of all required as-built drawings and the delivery to the Town of a fully executed warranty deed for all right-of-way, all improvements within the rights-of-way in fees simple, free of all encumbrances. Reviews shall be made by the Town’s Consulting Engineer as required in the latest edition of the Town’s Blue Book.
- 6) **Municipal Services Prior to Acceptance** – For developments under construction (except condominium projects) and whose roadways have not yet been accepted by the Town, but will be accepted by the Town upon completion of the roadway construction, the Town of Hooksett shall provide the following municipal services to the affected residents:
 1. **Residential Trash and Garbage Pick Up** – This residential trash does not include leaves, brush, construction material, old furniture, etc. Also, the trash must be placed along the roadway, but outside the pavement.
 2. **Winter Roadway Maintenance** – This roadway maintenance shall include snow plowing, roadway sanding, and salting. The developer shall pay a fee to the Town for this service, calculated at the rate of \$4,000.00 (four thousands dollars) per mile of roadway each winter season, with a minimum charge of \$2,000.00 (two thousand dollars). This fee is to be paid to the Town by September 1 of each year. This fee will escalate at a rate of four (4) percent per year, starting in 2007.
- 7) **Site Improvements Prior to CO** – In addition to the Building Code Requirements, the site improvements, conditions, and commitments from the developer shall be in effect prior to the issuance of Certificates of Occupancy.
 1. **Pavement** – The base course of pavement, as required by the Town Development Regulations, shall be constructed in accordance with Blue Book specifications.

2. **Drainage** – The site drainage systems shall be constructed and functioning as designed. Where curbing is required, the use of temporary curbing or other method approved by the Town’s Consulting Engineer may be substituted for permanent curbing to assure that this condition is satisfied. All temporary or interim measures must be removed by September 1.
3. **Erosion Control** – Temporary and permanent erosion control measures for the affected area of the site must be constructed as specified on the approved construction plans or as ordered by the Town’s Consulting Engineer.
4. **Curbing** – It is the intent of the Town to have the development roadway constructed with permanent curbing (where required) and base course prior to the winter maintenance system. The required length of curbing to be constructed shall be the distance of the affected development road requiring curbing (including both sides of the road) to the furthest lot for which a Certificate of Occupancy is requested. Prior to the issuance of any Certificates of Occupancy, the Developer shall construct the permanent curbing (where required) and full width of base course hot bituminous pavement or make a cash “curbing” deposit to the Town equal to \$50.00 (fifty dollars) per linear foot of development roadway requiring curbing (as described above).

At the time the permanent curbing shall be constructed and approved by the Town’s Consulting Engineer, the equivalent value of “curbing” deposit monies shall be refunded. In the event that the required permanent curbing is not constructed by September 1, the Town shall use the “curbing” funds to construct the required permanent or temporary curbing.

NOTE: No gaps in curbing, except for drives shall be permitted.

5. **Turn-arounds** - The developer must provide a paved temporary turn-around for snowplows trucks. The turn-around design and location must be approved by the Town’s Consulting Engineer.
6. **Right-of-Way** - The right-of-way of the affected development roadway shall be clear of construction materials, debris, contractor’s equipment, and storage trailers. Catch basin grates and public or private utility frames/grates shall be constructed so as not to extend above the base course pavement. The required regulatory and warning signs shall be constructed by the developer.
7. **As-Built Plans** - The applicant shall cause to have prepared by a competent engineer or surveyor, as built plans showing the location, invert, and top grade of all drainage structures and other underground public utilities, the centerline street grades on 50-foot stations, to the nearest 0.1 foot. This information shall be prepared and submitted in accordance with the Hooksett Blue Book,

dated August 2001. These plans shall show all street centerline and ditch grades to the nearest 0.01 foot on 50-foot stations.

The most latest edition of the Hooksett Blue Book outlines the criteria that must be met prior to issuance of a CO.

(end of Section 12)

13. Special Flood Hazard Areas

Note: Applicant is referred to section OO-7 Floodplain Development of the most recent edition of the Town of Hooksett, NH “Other Ordinances”

13.01 Requirements

All project development proposals governed by these Regulations having lands identified as Special Flood Hazard Areas in the “Flood Insurance Study for the Town of Hooksett, NH” together with the associated “Flood Insurance Rate Maps and Flood Boundary and Floodway Maps” of the Town of Hooksett revised as of March 12, 1982 shall meet the following requirements:

- 1) **State and Federal Permits:** 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.
- 2) **Base Flood Elevation Data:** The Planning Board shall require that all subdivision proposals and other proposed new developments greater than fifty (50) lots or five (5) acres, whichever is the lesser, include within such proposals base flood elevation data.
- 3) **Minimize Flood Damage:** Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow a determination that:
 - All such proposals are consistent with the need to minimize flood damage;
 - All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize flood damage; and
 - Adequate drainage is provided so as to reduce exposure to flood hazards.

(end of Section 13)

14. EROSION PREVENTION PLAN (EPP)

14.01 Overview

Erosion and sediment control is much more than silt fence and hay bales. Prior to developing an Erosion Prevention Plan, it is important to have planned construction to minimize the areas of disturbed soils and the duration of exposure. It is also imperative to control water at up-slope site perimeters, control water on-site, control sediment on-site, and control sediment at the downslope site perimeters.

An Erosion Prevention Plan is an essential element in site plan or subdivision approval in the Town of Hooksett and must be submitted for any site involving two (2) or more acres of impact. The EPP ensures that sediment transport is addressed in one of the most crucial stages of the project: the planning stage. A good erosion prevention and sediment control plan first minimizes the extent of disturbance by focusing on erosion control (minimizing disturbed areas, seeding, mulching, matting) by controlling the amount of soil that can run off and by stabilizing exposed soil. Sediment control measures (i.e. stabilized construction entrances) then focus on any sediment that has escaped your erosion control measures. Erosion prevention measures are far more effective than sediment control measures (such as silt fence) and should be the primary focus of any EPP.

1) **Component Description** - An EPP has five primary components:

- Location map (USGS and other)
- Existing conditions site plan
- Grading plan and construction timetable
- Erosion prevention and sediment control site plan and timetable
- Narrative briefly describing the four plans

1. **Location Map** - The location map shows the proximity of the site to any surface water bodies, roads, etc. and should include a USGS map, as well as a map of greater detail.
2. **Existing Conditions Site Plan** - The existing conditions site plan shows the grading and features as they exist. It should also include a soils map for the existing conditions.
3. **Grading Plan and Construction Timetable** - The grading plan and construction timetable shows the proposed finished contours and addresses sequencing of the project, a key component of erosion control. The timetable does not have to contain specific dates, but should show how each phase of the project relates to the others. This plan also shows that you have taken steps to minimize the amount of exposed soil at any time.

4. **Erosion Prevention and Sediment Control Site Plan and Timetable** - The erosion prevention and sediment control site plan and timetable should be prepared using the grading plan as a base. The site plan depicts the location of all erosion and sediment control measures and the timetable charts the sequencing of control measures. It may be possible to combine the grading and erosion control plans.
5. **Narrative** - The narrative should briefly describe the four plans; highlight erosion control measures and why they will be effective, site characteristics, and erosion control done in the planning stages, such as phasing the project.

14.02 Requirement Checklist

1) Location Map (small scale, 7 1/2 minute U.S.G.S quadrangle)

- Property lines of the project
- Critical natural or man-made features within 3000 feet of the project, including streams,
- Ponds, wetlands, roads, buildings, and utilities
- Sufficient nearby features to allow reviewer to locate the site for an inspection

2) Existing Conditions Site Plan (scale 1" = 100' or larger)

- Existing topographic contours (5 feet or smaller interval)
- Drainageway, water features
- General vegetative cover types within 200 feet of water features (e.g. Field, hardwood forest, grass etc.)
- Vegetative cover types in all proposed disturbance areas and areas receiving and treating runoff from the construction site
- Soil map and key
- Identified sensitive areas (e.g. Steep slopes, erodible soils, wet areas)
- Structures, roads, utilities
- North arrow, scale, date, elevation datum
- Property lines

3) Grading Plan and Construction Timetable (scale 1" = 100' or larger)

- Existing and proposed topographic contours
- Limits of soil disturbance and method to be used for demarcation of these limits on site
- Areas of various construction phases, including sequential and concurrent activities
- Proposed structures, roads, utilities
- Location of topsoil stockpiles, staging areas, equipment storage, and refueling/maintenance areas and stump disposal areas
- Location of disposal areas for excess soil (include map if off-site)
- Boundaries for undisturbed riparian buffers
- North arrow, scale, date, elevation datum
- Property lines

4) Erosion Prevention and Sediment Control Plan (scale 1" = 100' or larger)

- Limits of soil disturbance
- Riparian conservation buffer limits and method to be used for demarcation
- Location of all structural erosion and sediment control measures and details
- Location of areas to be seeded and mulched
- Stormwater pathways
- Erosion control matting on slopes greater than 3:1
- No hay bales or silt fence running across contours or in areas of concentrated flow
- Chart of inspection and maintenance schedule of all control measures
- Name and phone number of on-site coordinator
- Storm sewer inlets adequately protected (detail required)
- Stabilized construction entrance shown (detail required)

- North arrow, scale, date, elevation datum
- Note: If necessary to convey the sequential nature of construction activities and associated erosion and control implementation, several plans sheets showing successive site conditions are recommended.

5) Narrative

- General description of project

a) Site Inventory and Analysis

- Site drainage characteristics (up and down-gradient)
- Drainage, waterways, bodies of water
- Topography, existing roads, buildings, utilities
- Vegetation
- Soils
- Proximity to natural or man-made water features

b) Grading Plan and Timetable

- Description of proposed grading, seasonal limitations
- Timetable of all major construction and earth change activities, including stabilization methods for winter

c) Erosion Prevention and Sediment Control Plan and Timetable

- Description of the strategies of the control plan and why it will be effective in protecting water resources
- Description of seeding and mulching plan including:
 - Location of areas to be seeded
 - Lime and fertilizer application rates
 - Seed mixes (appropriate for soil type)

- Types of mulch/matting materials and discussion of appropriateness of each measure for soil type, topography, etc.
 - Mulch/matting application rates
 - Mulch/matting anchoring methods (including discussion of windthrow and winter conditions)
 - Mulching/matting dates
- Description of all structural erosion and sediment control measures
 - Design calculations for all temporary and permanent structural control measures
 - Description of the inspection, maintenance, and records program for all control measures identification, basic qualifications, and contact number for on-site coordinator

(end of Section 14)

15. Parking Standards

15.01 Parking

Off-street parking shall be provided, as follows, for any new construction, enlargement, extension, increase in density, or increase in intensity of use:

1. Lodging house, hotel, motel or similar building, one (1) space for each lodging, sleeping or dormitory unit. A place of public accommodation, such as restaurant, hall or similar facility if provided at a hotel or motel shall, in addition, meet the requirements specified in Part 2.
2. For Places of Assembly for which the proposed number of seats can be determined, one (1) parking space shall be provided for each three seats. Each two (2) linear feet of bench space shall be considered as one (1) seat. For other community center, commercial recreation entertainment facilities, private club or lodge, restaurant, café or night club for which the proposed number of seats cannot be determined, one (1) parking space shall be provided for each sixty (60) square feet of gross floor area. For theaters, one (1) space shall be provided for each four (4) seats. The site plan shall show additional area for parking to be provided.
3. Public or private school, library, day nursery, kindergarten, day care center, trade or professional school, one (1) space for every six hundred (600) square feet of gross floor area.

4. Convalescent homes, Assisted Living Facilities, or nursing homes providing long term custodial care for the aged or infirm shall meet the following standards:
 - a) One (1) space for each staff doctor, plus (2) extra spaces for visiting doctors
 - b) One (1) space for each member of the staff on day duty
 - c) One (1) space for each five (5) beds
 - d) Two (2) spaces for service vehicles
5. Office, retail establishments, and service businesses shall provide one (1) space for each two hundred (200) square feet of gross floor area on the first floor of a building and one (1) space for each four hundred (400) square feet of gross floor area thereafter for all floors used for office, retail, or service business.
6. Covered Malls and similar uses shall provide one (1) parking space for each two hundred (200) square feet of gross leasable floor area of the entire group of buildings. Exception: when the “common areas” of the Malls are specifically restricted to no use for sales, displays, kiosks, presentations, etc., the square footage of the “common area” shall not be included in the calculations. Restrooms, storage areas, and mechanical rooms shall not be considered “common areas.”
7. Wholesale establishment shall provide (1) space for each two hundred (200) square feet of gross floor area for mercantile areas and one (1) space for every six hundred (600) square feet gross floor area used for storage space or other uses. For warehousing only establishments, one (1) parking space per employee plus five (5) additional spaces.
8. Automotive motor fuel dispensing stations shall provide a minimum of five (5) parking spaces, but at least one (1) space per motor fuel dispensing pump plus two spaces per service bay exclusive of spaces provided in service areas. Self service stations having no service bay(s) shall only be required to have sufficient spaces for their employees, plus two (2) additional spaces. (*Amended 5/14/02*)
9. Drive-up fast food restaurants or other similar establishments which provide goods primarily to be consumed in private vehicles on the premises shall provide a minimum of twenty-five (25) spaces. Additional spaces must be provided for employees. In the case of facilities having drive through window(s) only parking spaces shall be provided for each employee plus three (3) additional spaces per window.
10. Hospitals shall have the following parking requirements:
 - a) One (1) space for each staff doctor. For the purposes of this section, “staff doctor” shall mean any physician listed in an annual report or State certification documents, whether or not they are “full time.”

- b) Five (5) additional spaces for visiting doctors
 - c) One (1) space for each day shift employee
 - d) One (1) space for each bed, based on designed capacity
11. When a principal use of a lot is not enclosed in a building, the portion so used shall be considered as the gross floor area for calculating parking requirements. Where the area outside of a building is not clearly determinable, the Planning Board shall determine the area equivalent to gross floor area.
 12. For uses not listed, parking requirements shall be for the closest similar use as determined by the Planning Board.
 13. When units or measurements determining the number of required parking spaces result in a requirement of fractional space, any fraction over one-half shall require one (1) parking space.
 14. The parking spaces required for uses shall be on the same lot as the use they are intended to serve or, when practical difficulties as determined by the Planning Board prevent their establishment on the same lot, they may be established, with the approval of the Planning Board, no further than three hundred (300) feet from the premises to which they are appurtenant.
 15. Where required parking spaces are provided away from the lot on which the use, or the structure or lot they are intended to serve is located, such spaces shall be in the same possession, either by deed or long term lease, as the property occupied by the use, structure or lot to which the parking spaces are accessory. In which case, the owner of said lot shall be bound by a notarized letter of record in the office of the Town Council and recorded in the Merrimack County Registry of Deeds requiring the owner, his heirs, and assigns to maintain the required number of parking spaces.
 16. In the case of a mixed or joint use, the total requirements for the number of parking spaces shall be the requirements of the various uses considered separately and the parking spaces for one use shall not be considered as providing the required parking spaces for any other use.
 17. Every parking space and access driveway thereto shall be surfaced with a durable and dustless material which shall meet the approval of the Planning Board and shall be graded and drained so as to dispose of all surface water accumulation in an approved manner.
 - a) The words “durable and dustless”, as used above are defined as bituminous asphalt (blacktop) paving or concrete paving.
 - b) The Planning Board may establish alternative surface materials on a case-by-case basis.

18. All parking areas within ten (10) feet of any property line may, at the discretion of the Planning Board, be required to have a curb or substantial bumper no less than four (4) feet from the lot lines for property protection.
19. Any fixture used to illuminate any parking area shall be so arranged as to direct the light away from the street and away from adjoining premises used for residential purposes.
20. Parking areas shall be so designed that backing or maneuvering can be safely and adequately accomplished on the premises.
21. Parking shall be constructed in accordance with a Site Plan and approved by the Planning Board.

22. Individual Parking Spaces:

- a. Grocery markets, building supply stores or warehouses and any other commercial application where the board may assume the use of carts or carriages to move goods to parked vehicles:
Dimensions shall be 10' wide by 22' long
- b. Professional park/office building or similar use where the board may assume that the majority of the vehicles are employees and the cycling parking rate is low:
Dimensions shall be 9' wide by 18' long
- c. Retail or similar use where the Board may assume a high cycling parking rate:
Dimensions shall be 10' wide by 20' long
- d. Within a retail use, employee parking that is physically separated and properly signed as "employee parking only" where the Board may assume a low cycling parking rate:
Dimensions shall be 9' wide by 18' long
- e. Residential site plans:
Dimensions shall be 10' wide by 20' long

23. Parking Isle Widths:

- a. For all applications, isle widths within parking lots shall be 24'.

24. Parking lot Pavement Grades:

- a. Minimum slopes for all applications shall be 1% (on a case-by-case basis, designs may be approved using 0.5% dependant upon the approval of the Town's Consulting Engineer).
- b. Maximum slopes for the following applications shall apply:

- i. On-Street parking (perpendicular, parallel, diagonal, etc) shall not exceed 6% in any direction.
- ii. Off-street parking lots, parking pods or clusters, etc. shall not exceed 4% slope in any direction.

25. Residential Site Plan Parking Capacity Requirements:

- a. A minimum of 2 parking spaces per unit shall be provided.
- b. Total minimum visitor parking spaces shall be equal to one-half (1/2) of the total number of units.
- c. Parking spaces for common meeting buildings shall be no less than 25% of the building's seating capacity.

(end of Section 15)

16. Outdoor Lighting Standards

16.01 Purpose

The purpose of these outdoor lighting standards is to provide guidelines for residential subdivisions and non-residential site plans within the Town of Hooksett to insure that each developed site plan will address concerns resulting from light trespass, excessive glare, and to protect the nighttime environment, while at the same time providing adequate safety, energy efficiency and security for nighttime business and industrial operations. The goal of this lighting ordinance is to recognize the benefits of outdoor lighting and provide clear guidelines for its installation. Appropriately regulated and properly installed outdoor lighting will maintain the Town's character and contribute to the safety and welfare of the residents of the Town.

16.02 Applicability

The lighting requirements of this section shall apply to all outdoor lighting in all residential subdivisions and all non-residential developments requiring a site plan approval from the Planning Board, as well as new and replacement lighting in those properties.

16.03 Terms and Definitions

CRI: Color Rendering Index – A measurement of the amount of color shifts that objects undergo when lighted by a light source as compared with the color of those same objects when seen under a reference light source of comparable color temperature. (Range 0-100)

Direct Light: Light emitted directly from the lamp, off of the reflector, or the reflector diffuser, or through the refractor or diffuser lens, of a luminaire.

Fixture: The assembly that houses the lamp or lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

Flood or Spot Light: Any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output to a directed beam in a particular direction.

Full Cutoff Luminaire: A luminaire provided with shielding or constructed so that light rays emitted by the fixture are projected below the horizontal plane passing through the lowest point on the fixture from which light is emitted.

Foot-Candle: Measure of light falling on a given surface. One foot-candle is equal to the amount of light generated by one candle shining on a one square foot surface one foot away. Unless otherwise noted, in this regulation, foot candles are measured on a horizontal surface at ground level.

Glare: Light emitting from a luminaire with an intensity great enough to reduce a viewer's ability to see, and in extreme cases causing momentary blindness.

Height of Luminaire: The height of a luminaire shall be the vertical distance from the ground directly below the center line of the luminaire to the lowest direct-light emitting part of the luminaire.

IESNA: Illuminating Engineering Society of North America.

Indirect Light: Direct light that has been reflected or has scattered off other surfaces.

Lamp: The component of a luminaire that produces the actual light.

Light Trespass: The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

Lumen: (A unit of luminous flux) One foot-candle is one lumen per square foot. For the purposes of this Regulation the lumen output values shall be the INITIAL lumen output ratings of a lamp.

Luminaire: This is a complete lighting system. A lamp or lamps and a fixture.

Luminance: The amount of light falling on a surface, measured in lux (lx) or foot candles (fc).

Outdoor Lighting: The nighttime illumination of an outside area or object by any man made device located outdoors that produces light by any means.

Security Lighting: Lighting primarily for safety of persons and property which is part of an overall security plan for a site which includes at least illumination, surveillance, and response.

Temporary Outdoor Lighting: The specific illumination of an outside area or object by any man made device located outdoors that produces light by any means for a period of less than 30 days, with at least 180 days passing before being used again.

Uniformity Ratio: The ratio of average to minimum luminance.

16.04 Residential Subdivisions and Non-Residential Site Plans – General Requirements

The intent of this ordinance is to reduce the problems created by improperly designed and installed outdoor lighting, by establishing regulations which limit the areas that certain outdoor lighting luminaires can illuminate, and by limiting the total allowable illumination of commercial and industrial developments located in the Town of Hooksett.

1. Prohibited Lighting

Specifically prohibited by this regulation are all types of flashing, blinking moving or apparently moving light sources intended to attract attention to a business location. Searchlights and laser beam lights for attracting attention are also prohibited

2. Lighting Plans

All plans submitted to the Planning Board shall include a lighting plan, prepared by a professional with expertise in lighting design, which shows all the exterior lighting to be installed as part of the plan development.

All site lighting designs shall conform to the applicable requirements of the NH Energy Code (New Hampshire Code of Administrative Rules, Chapter Puc 1800, New Hampshire Code for Energy Conservation in New Buildings), The National Electrical Code (NEC), latest edition, and The International Building Code (IBC).

The lighting plan should contain:

- a. Details of the lighting fixtures proposed to illuminate all buildings, signs, roadways, service areas, landscaping, parking and pedestrian areas, including the location, height, make, model, lamp type, and wattage of each outdoor fixture.
- b. Specifications and illustrations of all proposed lighting fixtures including pole heights, height of luminaire, photometric data, Color Rendering Index (CRI) of all lamps, and other descriptive information.
- c. A narrative that describes the hierarchy of site lighting, how lighting will be used to provide safety and security and esthetic effects.
- d. For plans with more than 20 parking spaces or high traffic volumes (over 10 vph after darkness) the Lighting Plan shall include the following additional information:

- 1) A photometric diagram that shows horizontal illumination levels at ground level on the site from all externally visible lighting sources, including existing sources, to show the amount of illumination that will be provided and that the standards for light maximum and uniformity set by the Illuminating Engineering Society of North America (IESNA) in Reference 7 will not be exceeded.
- 2) Illumination levels should not exceed the levels to provide safe conditions as currently defined in Reference 7.
- 3) As a guide, poles and fixtures should be proportionate to the buildings and spaces they are illuminating, and designed with good engineering practices.
- 4) The plan should consider the ultimate size of the trees that could obscure the lighting or create dark spots.
- 5) Lighting shall not “trespass” onto adjacent properties or create dangerous conditions due to glare on adjacent roadways. No upward lighting or bare bulbs should be used in the exterior Lighting Plan.
- 6) Buffers, screen walls, fencing, and other landscape elements should be coordinated with the lighting plan to shield neighboring properties from light trespass.
- 7) Wherever practicable lighting design should include the installation of timers, photo sensors, and other energy saving devices to reduce the overall energy required for the development and to eliminate unnecessary lighting.
- 8) Electrical service to outdoor lighting fixtures shall be underground except for fixtures mounted directly to utility poles.
- 9) Where commercial or industrial uses abut residential uses, lighting in parking lots should be reduced to the lighting levels required for security lighting as described in section 11.08 of this regulation within one hour after closing.
- 10) Where commercial or industrial zones abut residential uses, the light levels at the edge of the commercial or industrial property abutting the residential property shall be reduced to a maximum of 0.1 horizontal foot candles (fc) and 0.1 vertical foot candles 5 feet above the ground on a plane parallel to the property line, attributable to the commercial development. The 0.1 fc level shall be measured as an average level measured over any ten foot interval, and the maximum level at any point in this interval shall not exceed 1.0 fc.
- 11) Where commercial or industrial zones abut residential uses, lighting from the commercial or industrial site shall produce no glare or reflectance so as to cause a nuisance on the adjacent residential properties. Each site plan bordering residential uses shall have a note stating that “No lighting, glare or reflected

lighting from this site shall be allowed to shine or reflect onto neighboring residential properties.”

3. Luminaire Designs

- a. Any luminaire with a lamp or lamps rated at a total of more than 1800 lumens, and all flood or spot luminaries with a lamp or lamps rated at more than 900 lumens, shall be full cutoff fixtures in accordance with Reference 7.
- b. Lamp types shall be selected for optimum color rendering index (CRI) as listed by the manufacturer. Lamps with a CRI lower than 50 are not permitted except for security lighting (11.08).

4. General Exceptions

- a. Any single luminaire with a single lamp or set of lamps rated at a total of 1800 lumens or less, and all single flood or spot luminaries with a lamp or set of lamps rated at 900 lumens or less, may be used without restriction to light distribution or mounting height, except that if any [delete-spot or flood] luminaire of 900 lumens or less is aimed, directed, or focused so as to cause direct light from the luminaire to be directed toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light controlled as necessary to eliminate such conditions.
- b. All hazard warning luminaries required by federal agencies are exempt from the requirements of this article to the extent that federal requirements cannot otherwise be achieved.
- c. Outdoor light fixtures producing light directly by the combustion of fossil fuels (kerosene, gas, etc.) are exempt from the requirements of this regulation.

16.05 Parking Lot lighting

Parking lot lighting shall be designed to provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets.

1. All lighting fixtures serving parking lots shall be full cut-off fixtures (luminaries) as defined in Reference 7. Metal halide lamps are preferred for color rendition.
2. Light poles should be incorporated within planting areas or landscape islands to avoid damage from vehicles and plows.
3. Should the design for a particular site suggest the use of parking lot lighting fixtures of a particular “period” or architectural style, as either alternatives or supplements to the lighting described above, the alternative fixtures shall either be “cut off fixtures” as

defined in Reference 7, or the maximum lumens generated by each fixture shall not exceed 2000. (equivalent to a 150 watt incandescent bulb)

4. Parking lot lighting standards shall be as follows:
 - a. Minimum Illumination Level (at darkest spot in the parking area) - no less than 0.3 fc;
 - b. Uniformity ratio – 4:1
 - c. Minimum CRI - 50

16.06 Lighting of Gasoline Station/Convenience Store Aprons/Canopies

Lighting levels on gasoline station/convenience store aprons and under canopies shall be adequate to facilitate the activities taking place in such locations.

1. Areas on the apron away from the gasoline pump islands used for parking or vehicle storage shall be illuminated in accordance with the requirements for parking areas in section 11.04 of this regulation. If no gasoline pumps are provided the entire apron shall be treated as a parking area.
2. Areas around the pump islands and under canopies to 10 feet outside the canopy footprint shall be illuminated so that the maximum horizontal illuminance at grade level does not exceed 30 foot candles in the service area and is at least 1.0 foot-candles and no more than 8 foot-candles at the edge of the service area. The uniformity ratio shall be no more than 4:1.
3. Light fixtures mounted on canopies shall be recessed so that the lens cover is recessed or flush with the bottom surface (ceiling) of the canopy so that light is restrained to no more than 85 degrees from vertical. (5 degrees below horizontal)
4. Lights shall not be mounted on the top or sides (fascias) of the canopy and the sides of the canopy shall not be illuminated.

16.07 Lighting of Exterior Sales/Display Areas

The applicant shall designate on the plan areas to be considered display/sales areas and areas to be used as parking or passive vehicle storage areas.

1. Areas designated as parking or passive vehicle storage areas shall be illuminated in accordance with the requirements for parking areas in section 11.04.
2. Areas designated as exterior display/sales areas may be illuminated so that the average horizontal illuminance is no more than 20 footcandles. The uniformity ratio shall be no greater than 5:1 adjacent to the roadway frontage, and 10:1 along other rows or display

areas. The average and minimum shall be computed only for that area designated as exterior display/sales area.

3. Light fixtures shall be full cut off luminaires and shall be located, mounted, aimed and shielded so that direct light is not cast onto adjacent properties.

16.08 Security Lighting

If security lighting is to be installed, the purpose and need for such lighting must be demonstrated as part of an overall security plan and which designates the area to be illuminated for security purposes. The use of sensor (i.e. motion, beam interrupt) activated lights in security systems and dual switching for security purposes is encouraged.

1. In addition to the application materials set forth in the general provisions of this regulation, applications for security lighting installations shall include a written description of the need and purposes for the security lighting. The site plan shall show the area to be secured and the location of all security lighting fixtures, specifications of all fixtures, the horizontal and vertical angles at which the lights will be directed, and adequate details to show how light will be directed only onto the areas to be secured.
2. All security lighting fixtures shall be shielded and aimed so that illumination is directed only to the designated area and not cast in other areas. In no case shall lighting be directed in a horizontal plane through the top of the lighting fixture and the fixture shall include shields that prevent the light source or lens from being visible from adjacent properties and roadways. The use of general floodlighting fixtures is discouraged.
3. Security lights intended to illuminate a perimeter (such as a fence line) may include motion sensors and be designed to be off unless triggered by an intruder.
4. Lighting standards in designated secure areas shall be as follows:
 - a. Average Horizontal Illumination Level on Ground - no more than 1.5 fc.
 - b. Average Illumination Level on Vertical Surface measured 5 feet above the ground- no more than 1.5 fc.
 - c. Minimum CRI - 20

16.09 Illumination of Building Facades and Landscaping

In general, the exterior lighting of building facades is discouraged. When buildings are to be illuminated, the design for the illumination shall be approved by the Planning Board and the following provisions shall be met.

1. The maximum illumination on any vertical surface or angular roof surface shall not exceed 5.0 foot-candles.

2. Lighting fixtures shall be carefully located, aimed, and shielded so that light is directed only on the building facade. Lighting fixtures shall not be directed toward adjacent streets, roads or properties.
3. Lighting fixtures mounted on the building and intended to “wash” the façade with light are prohibited.
4. Lighting fixtures shall be directed downward (i.e. below the horizontal) rather than upward.
5. When landscaping is to be illuminated, it shall be part of the landscaping plan approved by the Planning Board. The lighting plan shall show the location of all lighting fixtures and what landscaping features each is to illuminate, and demonstrate that the installation will not generate excessive light levels, cause glare, or direct light beyond the landscaping into the night sky.

16.10 Illuminated Signs

It is the intent of this section to allow illuminated signs but to ensure that they do not create glare or unduly illuminate the surrounding area. All signs in Hooksett shall meet the requirements of Article 20 of the Hooksett Zoning Ordinance. The applicant shall provide the Planning Board with sufficient technical and design information to demonstrate that the following provisions are met, which shall include the following:

1. The average level of illumination shining onto the vertical surface of the sign shall not exceed 10 foot-candles, and the uniformity ratio shall not exceed 5:1.
2. The lighting fixtures illuminating signs shall be carefully located, aimed, and shielded so that the light is directed only onto the sign façade. Lighting fixtures shall not be aimed toward adjacent streets, roads, or properties.
3. Light fixtures illuminating signs shall be of the type such that the light source (bulb) is not directly visible from adjacent roads, streets or properties.
4. To the extent practicable, fixtures used to illuminate signs shall be top mounted and directed downward. (i.e. below the horizontal).
5. Internally Illuminated, Free-Standing Signs:

In order to prevent internally illuminated signs from becoming light fixtures in their own right, it is the intent of this section that such signs consist of light lettering or symbols on a dark background.

- a. The lettering or symbols shall constitute no more than forty (40) percent of the surface area of the sign.

- b. The luminous transmittance for the lettering symbols shall not exceed thirty five (35) percent.
- c. The luminous transmittance for the background portion of the sign shall not exceed fifteen (15) percent.
- d. Light sources shall be fluorescent tubes, spaced at least twelve (12) inches on center, mounted at least 3.5 inches from the translucent source material.

16.11 Sports Lighting

Sports venue lighting is exempt from any lumens per square foot standards for the playing field only. Full-cutoff fixture design per paragraph 11.04 III is required and the light trespass requirements of paragraph 11.04 II, I, J, and K apply.

16.12 References

1. NHOSP Technical Bulletin 16, Outdoor Lighting, summer, 2001.
2. Outdoor Lighting Manual for Vermont Municipalities, Chittendon County Regional Planning Commission, May 1966.
3. Route 101A Community Guidebook, Draft 06/10/02.
4. NH Citizens for Responsible Lighting, New England Light pollution Advisory Group, International Dark Sky Association & Sample Lighting Ordinances distributed by NHOSP, April, 2002.
5. Lighting Improvement Ordinance Framework – The Indiana Council on Outdoor Lighting. - http://home.att.net/~icole/ord_framework.html
6. Model Site Plan Regulations, Nashua Regional Planning Commission, June, 2002.
7. The IESNA Lighting Handbook, Reference and Applications, 2000 Edition, Illumination Engineering Society of North America.

(End of Section 16)

17. Performance Guarantee

17.01 Purpose

Prior to the commencement of the street work, utility installations and other public or private improvements, and prior to the issuance of a building or associated permit by the Code

Enforcement Officer, the applicant shall submit a performance guarantee in an amount and in a form acceptable to the Planning Board.

17.02 Surety

Whenever a development shall involve the disturbing of any vegetation or topsoil, the changing of any grades, landscaping or the installation of drainage, driveways, entrances, exits, loading areas or parking spaces, the applicant shall post surety to guarantee completion of all landscaping, driveways, entrances, exits, loading areas and parking spaces in accordance with the site plan and this chapter.

The surety shall be in the form prescribed by the Board and shall contain such information and assurances, as the Board deems appropriate.

All sureties shall require a cash deposit in an amount sufficient to guarantee completion of all required site improvements. The Board, or the Town's Consulting Engineer, shall determine the amount of the cash deposit with reference to a nationally recognized construction cost guide. The amount shall be adjusted upwards for overhead, engineering, bid specifications, as-built plans, contingencies and inflation. The Board shall maintain the cash deposit in an interest bearing FDIC insured bank of its choosing.

The surety shall provide that no occupancy permit for the site or any structures thereon shall be issued and that neither the applicant nor anyone else shall occupy the site or any structures thereon until all of the improvements shown on the applicant's site plan and/or required by this chapter have been completed to the Board's satisfaction.

17.03 Acceptable Forms of Bonding

The following shall be considered acceptable forms of performance guarantees:

1. **Self-Calling, Irrevocable, Non-Lapsing, Letter of Credit** - substantially in the form contained in the application package at the Finance Department and submitted on the Town's standard form.
2. **Non-lapsing surety bond** of companies with a Best rating of A- or better and listed in the Department of Treasury Circular 570, Companies Holding Certificates of Authority as Acceptable Sureties on Federal bonds, substantially in the form contained in the application Package at the Community Development Department.
3. **Cash Escrow**
4. **Passbook Savings Account** made out solely to "The Town of Hooksett."

17.04 Surety Amount

The performance guarantee shall be in the full amount sufficient to cover the total anticipated cost of street work, utility construction, public infrastructure improvements, all required professional construction monitoring of the project, sediment and erosion control measures, and restoration of the property. The surety requirements shall be as follows for the following types of projects:

1. Site Plan Improvements With One Building Requiring A Certificate Of Occupancy:
 - a. On-site Improvements - A Guarantee Worksheet estimated and completed by the Town's engineer. The estimate shall include a ten (10) percent cost escalator and ten (10) percent contingency. An acceptable form of bond shall be submitted at the preconstruction meeting for site restoration. The amount shall be thirty (30) percent of the above-noted estimated amount.
 - b. Off-site Improvements of Public Infrastructure – A Guarantee Worksheet estimated and completed by the Town's Consulting Engineer. The estimate shall include a ten (10) percent cost escalator and ten (10) percent contingency. An acceptable form of bonding shall be posted for the full amount of the estimate.
2. Site Plan Improvements With Multiple Buildings Requiring Phased Completion Or Separate Certificates Of Occupancy:
 - a. On-site Improvements – A Guarantee Worksheet estimated and completed by the Town's Consulting Engineer. The estimate shall include a 10% escalator and 10% contingency. An acceptable form of bonding shall be submitted at the preconstruction meeting for a percentage of no less than fifty (50) percent of the above-noted estimated amount, depending on the project phasing approach provided by the Developer.
 - b. Off-site Improvements of Public Infrastructure – A Guarantee Worksheet estimated and completed by the Town's Consulting Engineer. The estimate shall include a ten (10) percent escalator and ten (10) percent contingency. An acceptable form of bonding shall be submitted at the preconstruction meeting and prior to any work on the approved site plan site and/or off-site.
3. Subdivisions with Public Roadways:
 - a. On-site Improvements for Public Infrastructure – A Guarantee Worksheet estimated and completed by the Town's Consulting Engineer. The estimate shall include a ten (10) percent escalator and ten (10) percent contingency. An acceptable form of bonding for the full amount of the estimate shall be submitted at the preconstruction meeting and prior to the start of any work on the project.

- b. Off-site Improvements for Public Infrastructure - A Guarantee Worksheet estimated and completed by the Town's Consulting Engineer. The estimate shall include a ten (10) percent escalator and ten (10) percent contingency. An acceptable form of bonding for the full amount of the estimate shall be submitted at the preconstruction meeting and prior to the start of any work on the project.

17.05 Contingency

An adequate contingency sum to cover those additional costs which might arise or be incurred in the event the Town were required to complete the improvements must be part of the Performance Guarantee.

17.06 Time Frame

The work guaranteed by the performance guarantee shall be completed within two years from the date of acceptance of the performance guarantee and said time period shall be incorporated within the guarantee. Failure to complete the work within the time frame provided in the guarantee shall result in collection on the guarantee by the Town.

17.07 Surety Release Process

The performance guarantee shall not be released until all improvements have been completed in accordance with the approved plan, street and utility construction list prepared by the Highway Department of the Town of Hooksett, representations of the applicant before the Planning Board and the Development Regulations and until completion has been verified by the Planning Board or its Consulting Engineer.

1. Release of Guarantee Check or Surety - The performance guarantee shall not be released until:
 - a. All improvements have been completed in accordance with the approved plan.
 - b. The remaining unacceptable and/or incomplete construction work list (i.e. punch list) prepared by the Town of Hooksett, or the Town's Consulting Engineer, has been completed.
 - c. All representations of the applicant before the Planning Board have been accomplished.
 - d. The requirements of the Development Regulations have been met.
 - e. Completion has been verified by the Planning Board or its Consulting Engineer.

However, in no event can the security be released to a value which is less than the Posted Construction Guarantee as detailed below.

- a. Site Plan Improvements With One Building Requiring A Certificate Of Occupancy:
 - i. On-site Improvements – There shall be no reductions in surety until the certification of occupancy for the building is issued. After issuance of the certificate of occupancy, the surety amount can be reduced to the full amount of all remaining site work plus the contingency and escalator.
 - ii. Off-site Improvements – There shall be no reduction in surety until the work associated with the off-site improvements is substantially complete and functioning as intended as determined by the Town’s Consulting Engineer.
 - b. Site Plan Improvements With Multiple Buildings Requiring Phased Completion Or Separate Certificates Of Occupancy:
 - i. On-site Improvements – After the first building certificate of occupancy is issued, the surety amount maintained on the project shall be for the full amount of the remaining site work on the project, plus a ten (10) percent escalator and ten (10) percent contingency.
 - ii. Off-site Improvements – There shall be no reduction in surety until the work associated with the off-site improvements is substantially complete and functioning as intended as determined by the Town’s Consulting Engineer.
2. Subdivisions With Public Roadways –

- i. On-site Improvements – Reductions in surety shall be as follows:
 - At the completion of cuts and fills erosion controls in place, drainage systems complete and the site stabilized
 - After completion of binder paving
 - After completion of all work

With all reductions in surety, there shall be a ten (10) percent escalator and ten (10) percent contingency.

- ii. Off-site Improvements – There shall be no reduction in surety until the work associated with the off-site improvements is substantially complete and functioning as intended as determined by the Town’s Consulting Engineer.

It should be noted that actual remaining work is not limited to the items on the punch list. The applicant is responsible to complete ALL remaining work.

1. Criteria for Partial Release – Before voting to release the applicant’s check or performance surety, the Town Council shall determine to its satisfaction that there have been submitted by the applicant or his agents, written statements as follows:
 - a. That all permanent bounds and monuments on the street liens and on lot lines have been installed by a Registered Land Surveyor and are accurately in the locations designated on the Final Plan.
 - b. By the officers of the appropriate Water Department stating that the water mains and hydrants have been installed in a properly operating condition and are in accordance with the final plan diagram and all applicable standards and requirements.
 - c. By the Hooksett Highway Manager stating that the streets and storm drainage have been constructed and completed in conformance with the final plan diagram and requirements.
 - d. By the officers of the Sewer Commission stating that sanitary sewers have been constructed and are in place in conformance with the final plan diagram and all applicable standards and requirements.

17.08 Post-Construction Bonding

A Post-Construction Performance Guarantee will be provided to the Town by the developer.

1. **Purpose and Procedure** - The purpose of this Guarantee is to provide funds to repair or reconstruct development roads, sewer facilities, and water facilities, which have become damaged due to latent defects or other unexpected events.

The Developer shall submit to the Town a Post-Construction Performance Guarantee, which can be a performance bond, a cash bond, or an irrevocable letter of credit. The beginning date of the two-year period shall be the date of the Town Council vote to accept the Post-Construction Performance Guarantee value amount and specifically begin the time period. The calculated Guarantee dollar amount shall remain unchanged for the entire two-year period.

The Town’s Consulting Engineer shall determine if a repair or reconstruction procedure is required.

To protect against latent defects, ten (10) percent of the original value of the performance guarantee shall be retained for a period of two years following completion of the work as phases or portions of the secured improvements or installations are completed and approved by the Planning Board or its designee.

2. **Basis for Calculation** - The basis for calculating the Post-Construction Performance Guarantee shall be \$20 (twenty dollars) per linear foot of bonded roadway and an amount to be determined by the Sewer and Water Departments.
3. **Guarantee Release** - The Town Council shall release the Guarantee after a favorable review of a written report/recommendation from the Town's Consulting Engineer.

The Planning Board may require a bond or other security in an amount and with surety conditions satisfactory to the Board, providing for the actual construction and installation of erosion and sediment control measures within a period specified by the Planning Board and expressed in the bond of surety.

(End of Section 17)

18. Enforcement

18.01 Purpose

The purpose of this part is to enact locally, the administrative and enforcement procedures set forth in RSA 676 of the existing planning and land use statutes.

18.02 Penalties and Remedies for Enforcement

Any violation of the requirements of this Regulation, or of plans approved hereunder, shall be subject to the enforcement procedures detailed in RSA 676. RSA 676 authorizes the following penalties and remedies for enforcement of the provisions of this Regulation:

- Injunctive relief in accordance with RSA 676:15;
- Fines and penalties in accordance with RSA 676:17;
- Issuance of a cease and desist order in accordance with RSA 676:17-a; and
- Pleas by mail for local land use citations in accordance with RSA 676:17-b.

18.03 Responsible Officer

Unless otherwise noted, the Code Enforcement Officer shall be responsible for the enforcement of the provisions of this Regulation.

18.04 Enforcement Procedures

1. **Written Notice of Violation** – A written notice of violation shall be issued to the property owner by registered mail from the Code Enforcement Officer, if the Planning Board's Consulting Engineer determines that conditions at the site are in

violation of any of the requirements of this Regulation or plans approved under this Regulation and that the violation is not an immediate threat to public health or safety.

This notice of violation shall:

- Specify the actions or conditions, which violate the requirements of this Regulation or plans, approved under this Regulation.
 - Identify what needs to be done to correct the violation(s).
 - Specify a reasonable time frame within which the violation(s) will be corrected.
 - Be provided to the property owner with a copy to be kept in the official records of the Planning Board.
2. **Cease and Desist Order** – A cease and desist order may be issued to the property owner by the Code Enforcement officer, if the Planning Board’s Consulting Engineer determines that conditions at the site are in violation of any of the requirements of this Regulation and the violation is either ;
- An immediate threat to public health or safety; or
 - The property owner has failed to take corrective action(s) identified in a written notice of violation issued under Section 16.04.01 of this Regulation within the time frame specified therein.

(End of Section 18)

19. Administrative Provisions

19.01 Planning Board to Administer Development Regulations

The Planning Board of the Town of Hooksett herein referred to as the “Board” shall administer the provisions of these regulations.

19.02 Waivers for Special Conditions

Where, because of topography or other special considerations peculiar to the site in the opinion of the Planning Board, a departure from these regulations may be made without destroying the intent of these provisions, the Board may authorize a modification to the extent that said modification does not constitute a deviation from the minimum requirements of the Zoning Ordinance.

The applicant shall state how the proposed waiver meets or exceeds the intent of these regulations. The applicant shall have the burden of demonstrating to the Planning Board’s

satisfaction that special conditions on the site warrant a waiver from the strict adherence to these regulations.

1. **Recognized Special Conditions** – Special Conditions include: topography, shapes of lot, adjoining lots, location and condition of highways, drainage or other infrastructure and soil conditions.
2. **Request for Waiver** – Request for waivers from the requirements of these regulations for the previously approved developments shall be considered only after a noticed public hearing has been held for purposes of discussing the waiver request. Notices shall be given to owners of lots within the development, as well as abutters to the project in its entirety.
3. **Minor Field Changes** – Minor field changes relating to construction of roadways, drainage, utilities and similar features shall not require a hearing, and may be approved by the Town’s Consulting Engineer.

19.03 Off-site and Other Improvements

The developer shall be required to bear his share of the costs of off-site improvements necessitated by development as determined by the Planning Board. These off-site improvements do not offset the required impact fees. .

Likewise, because of peculiar conditions and circumstances relative to a particular development, the Board may require the installation of other improvements.

Any modification thus authorized or additional improvements thus required shall be stated in writing in the minutes of the Planning Board Meeting with the reasoning set forth on which the modification or addition was justified.

19.04 Sale or Transfer of Lots

In accord with RSA Chapter 36:27, as amended, whoever, being the owner or agent of the owner of any land within a development in the Town of Hooksett, who transfers or sells any land before a plan of said development has been approved by the Planning Board, and recorded or filed in the office of the Registry of Deeds of Merrimack County, shall forfeit and pay a penalty of five hundred dollars (\$500.00) for each lot or parcel so transferred or sold, and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties.

The Town of Hooksett, through its Counsel or other official designated by the Town Council, may enjoin such transfer or sale and may recover said penalty by civil action.

19.05 Building Permits

No building permit shall be issued and no building or other structure shall be erected on any lot within the Town of Hooksett unless the street giving access to said lot meets the requirements of the definition of “Publicly Approved Street” and/or “Public Right-of Way” as defined in Article 22 of the Hooksett Zoning Ordinance.

Any building erected in violation of these provisions is an unlawful structure and the Town Council, or appropriate agent of the governing authority, shall enjoin any erection or cause the building to be vacated and removed.

19.06 Acceptance of Streets

No public authority shall accept, improve, or maintain any street not shown on an approved and recorded final plan unless such street has received the legal status of a public street, with the exception of those roads under an interim service agreement.

19.07 Permanent Occupancy Permits

No permanent occupancy permit shall be issued until it has been determined that all required site improvements have been completed in accordance with this chapter and the approved site plans. No such determination shall be made by the Planning Board until the applicant's engineer or surveyor and the Town's Consulting Engineer or its designee certify in writing that all site improvements have been completed in accordance with this chapter and the approved site plans.

19.08 Greater Restrictions To Apply

Whenever the regulations made under the authority hereof differ from those prescribed by any other statute, ordinance or regulation that provision which imposes the greater restriction or the higher standard shall govern.

19.09 Amendments

This document may be amended or rescinded by the Planning Board, but only following a public hearing on the proposed change. All amendments shall be effective immediately upon their adoption.

19.10 Interpretation

In matters of judgment or of interpretation of this Regulation, the opinion of the Hooksett Planning Board shall prevail.

(End of Section 19)

20. Legal Provisions

20.01 Effective Date

These regulations shall become effective upon their official adoption by the Planning Board in accordance with the provisions of RSA 675.6 and shall apply thereafter to all developments within the Town of Hooksett.

20.02 Four-Year Vesting Period

Every plan approved by the Planning Board and properly recorded in Merrimack County Registry of Deeds shall be exempt from all subsequent changes in these Regulations and the Hooksett Zoning Ordinance, except those regulations and ordinances which expressly protect public health standards such as water quality and sewage treatment requirements, for a period of four (4) years after the date of recording, provided however, that once substantial completion of the improvements as shown on the plan have occurred in compliance with the approved plan, or terms of said approval, the rights of the owner or his successor in interest shall vest and no subsequent changes in these Regulations or the Zoning Ordinance shall operate to affect such improvements and further, provided that:

Active and substantial development* or building shall have commenced on the site by the owner or his successor in interest in accordance with the plan within 12 months after the date of approval, or;

* Please see the definition for "Active and Substantial Development in Section One.

In accordance with the terms of said approval, and where a surety to cover the costs of roads, drains, or sewers is required in connection with such approval, such bond is posted with the Town at the time of commencement of such development; and

Development remains in full compliance with the public health regulations and ordinances specified herein; and

At the time of approval and recording, the plan conforms to these Development Regulations and the Zoning Ordinance then in effect at the site of such plan.

20.03 Repeal of Conflicting Ordinances

All Ordinances or Parts of Ordinances inconsistent with or contrary to the provisions of these Regulations are hereby repealed to the extent necessary to give these Regulations full force and effectiveness.

20.04 Severability

If any term, part, provision, section, subdivision or paragraph of this chapter shall be held unconstitutional, invalid or ineffective, in whole or in part, by any court of competent

jurisdiction, such determination shall be deemed to invalidate only the Article, section, provision, subdivision, paragraph or part thereof affected, and it shall be presumed that this chapter would have been passed without such invalid portion and that every other article, section, paragraph, provision or part of this chapter shall be deemed valid and shall continue in full force and effect.

(End of Section 20)

(End of Part I)

PART II – SUBDIVISION REGULATIONS

1. General Provisions

All requirements of the Hooksett, NH Standard Specifications for Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure, otherwise called “Blue Book.”

1.01 Approval by Planning Board

No plan of a subdivision of land within the municipal boundaries which would constitute a subdivision as herein defined shall hereafter be filed or recorded in the Registry of Deeds until a final plan thereof shall have been approved by the Planning Board in accordance with the requirements, design standards, and construction specifications set forth elsewhere in these regulations, nor until such approval shall have been entered on each final plan by the Planning Board.

1.02 Application Submittal

As to any subdivision of land within the municipal boundaries, which would constitute a subdivision as above defined, there shall be submitted to the Board, by the applicant, a completed application for plan approval, to be made on a form provided by the Board, accompanied by all appropriate exhibits and information as required by the Board and these Subdivision Regulations.

(End of Section 1)

2. Completeness Criteria

The plan must contain the following information for the submission to be accepted as complete. ALSO SEE APPENDIX II FOR THE CHECKLIST FOR SUBDIVISION REVIEW COMPLETENESS REQUIREMENTS.

2.01 Application Requirements for Subdivision Plans

The plan shall contain the following information:

- 1) Name and title of the development and the acreage to be subdivided.
- 2) Name and address of the owner of the property.
- 3) Names and address of the owners of the abutting properties as shown in Town records not more than five (5) days before the day of the filing of the application.

- 4) Name and seal of registered land surveyor certifying to the accuracy of the survey and the plan and the name and seal of a registered professional engineer to certify the accuracy of road design features, structural, and drainage calculations. Whenever wetlands are present, plans shall be signed and sealed by a certified soils scientist.
- 5) Date, graphic scale, revision block, and north arrow.
- 6) Boundaries of the tract with their true bearings and distances, and references to Town Tax Parcel Maps by map and lot numbers.
- 7) Zoning classifications on and adjacent to the tract, and notation of required setbacks.
- 8) Streets, existing and proposed, showing:
 1. Name (to be approved by Town Council) and dimensions
 2. Location
 3. Widths of right-of-way and pavement
 4. Profiles of centerline and sidelines, all elevations based on a permanent benchmark established by the design engineer referenced to the United States Geodetic Survey. Such profiles and cross-sections shall be prepared in accordance with the Construction Plans Section of these Regulations.
 5. Radii and tangent length of all curves.
 6. Landscaping with details (see Section 11.11 Street System, Street Trees.)
 7. Applications for State permits must be made to qualify for completeness; these applications must be in-hand for final approval.
- 9) Purpose, location, width, and distances of existing and proposed easements.
- 10) Lots, lines, dimensions, easements and areas with appropriate Map and Lot numbers which shall conform to the system of numbering used on Town Tax Parcel Maps.
- 11) Topographic map of the tract, based on a permanent benchmark established by the design engineer referenced to the United States Geodetic Survey. For land that slopes less than approximately two (2) percent show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than approximately two (2) percent *either* show contours with an interval of not more than five (5) feet if necessary because of irregular land, *or* demonstrate the need for more detailed data for preparing plans and construction drawings. The proposed street plan and proposed contours shall be shown by solid lines, existing streets and contours by broken lines.
- 12) Drainage, existing and proposed:
 1. Kind
 2. Location

3. Profile, cross-sections and invert elevations
- 13) Sanitation, existing and proposed:
 1. For municipal sanitary sewers, show data per requirements of the Hooksett Sewer Commission;
 2. Provide description, plan, location, and dimensions of other means of sewage disposal, with evidence of soil suitability, including percolation tests, test pits, and classification of soil types suitable for on-site sewerage disposal. (Driveway, well, septic field or sewer finish flow, etc.)
 - 14) Existing water and sewer lines on and adjacent to the tract showing location, type, and size. If water mains and sewers are not on or adjacent to the tract, the direction and distance to the nearest lines with their sizes and invert elevations shall be shown.
 - 15) All existing and proposed utilities, buried or overhead.
 - 16) Existing wells and septic areas within 100 feet of the proposed development.
 - 17) Location of special feature, natural and man made, affecting the development or giving it character, such as bodies of water, streams and water courses, swamps and marshes, wooded areas, specimen preservable trees one (1) foot or more in diameter, houses, barns, shacks, rock outcrops, and other significant features.
 - 18) Subsurface conditions of the tract, location and results of tests made to ascertain subsurface soil, rock and groundwater conditions and results of soil percolation tests for the purpose of designing individual sewerage disposal systems and determining the need for roadway under drains.
 - 19) Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses.
 - 20) Sites, if any, for multifamily dwellings, shopping centers, churches, industry, or other non-public uses exclusive of single-family dwellings.
 - 21) Proposed public improvements, highway or other major public improvements planned by public authorities for future construction on or near the site.
 - 22) Minimum building setback lines.
 - 23) Photographs, if required by the Planning Board, camera locations, and directions of view and key numbers.
 - 24) Locus plan showing locations of the tract relative to natural and man-made features sufficient to easily locate the site.

- 25) Location of all property monuments properly identified as to whether existing or proposed.
- 26) One print of the development plan shall be submitted at the same scale as the Town of Hooksett Tax Map. This is for information only and not for signature.
- 27) Required on the plan shall be the following statement: “Approval of this plan shall expire three (3) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested pursuant to RSA 674:39.”
- 28) The signature block shall appear on the lower right hand corner of the plan under the title block. The plan will not be signed if the signature block is not provided, generally as shown below:

Approved: Town of Hooksett Planning Board

_____ **Chairman/Vice Chairman**

_____ **Date**

- 29) Location and design of driveways, including grading.
- 30) State and Federal Permits Required – Complete copies of other applications for permits and all supporting data as required for each permit filed with the Town, State, or Federal government shall be submitted with the application. Such agencies to include, but not be limited to:
 - NHDES Subsurface Bureau
 - NHDES Wetlands Bureau
 - NHDES Site Specific
 - NHDES Bureau of Water Supply
 - NHDES
 - US Army Corp of Engineers, Section 404 Permits
 - NH DOT Driveway and Trench Permit
- 31) Other Studies to be Made When Required
- 32) Landscaping – All subdivision entrances and public areas shall be landscaped to create a neat, clean, and attractive setting as seen from the street and to enhance the rural character of the Town of Hooksett.

When required by the Planning Board, Water Precinct and/or Sewer Commission, when such are involved, the final plan shall be accompanied by any other studies deemed necessary or desirable to protect and assure the health and safety of the citizens of

Hooksett, including the future occupants of such development, whether residential, commercial, or industrial in nature.

2.02 Minor Subdivision

A minor subdivision includes Lot Line Adjustments and/or subdivision of land into lots not requiring the construction of a roadway.

1) Minimum Requirements

The following minimum requirements apply to all projects, regardless of size, meeting the above criteria:

1. Site drawing of existing and proposed conditions:
 - Locus map showing property boundaries
 - North arrow, scale (1"=100' or greater), date
 - Property lines
 - Easements
 - Structures, utilities, roads, and other paved areas
 - Topographic contours (2-foot intervals)
 - Critical areas
 - Surface water, wetlands, drainage patterns, and watershed boundaries
 - Vegetation
 - Soils information for design purposes or for determining highly erosive soils shall be determined from a National Cooperative Soil Survey soil series map
 - Temporary and permanent erosion and sediment control Best Management Practices (BMP's)
 - Areas and timing of applicable soil disturbance
 - A schedule for the inspection and maintenance of all BMP's
 - Driveway locations for all subdivision lots, including grading, and maximum slope

2. A narrative section including discussion of each measure, its purpose, a construction sequence and installation timing as they apply to the site.

2.03 Major Subdivision

A major subdivision includes all subdivisions wherein the construction of a street is designated, and some or all subdivided lots have frontage on said street.

- 1) **Completed Application Requirements** - The Planning Board shall require each of the following in the final plan unless the project is deemed of sufficiently minimal impact to qualify for the minimum requirements specified in Section 2.02 of this Regulation.

1. Existing and Proposed Conditions:

- Locus map showing property boundaries;
- North arrow, scale (1"=100' or greater), date;
- Property lines;
- Easements;
- Structures, roads, utilities, earth stockpiles, equipment storage, and stump disposal;
- Topographic contours (2-foot intervals);
- Critical areas;
- Within the project area, and within 400 feet of the project boundary, surface waters, wetlands, drainage patterns, and watershed boundaries;
- Vegetation;
- Extent of the 100-year flood plain boundaries, if published or determined;
- Soils information for design purposes from a National Cooperative Soil Survey (NCSS) soil series map; highly erodible soils shall be determined by soil series;
- Easements;
- Areas of cut and fill;
- Areas of poorly, very poorly or somewhat poorly drained soils, including any portion to be disturbed or filled, shall be consistent with wetland setback requirements;
- Location of all structural, non-structural and vegetative erosion and sediment control BMPs;
- Identification of all permanent control BMPs
- Tabulated sequence of construction

2. Other Plan Requirements:

- Construction schedule;
- Earth movement schedule;
- Proposed schedule for the inspection and maintenance of all BMPs;
- Description of temporary and permanent vegetative BMPs, including seeding specifications;
- Description of all structural and non-structural BMPs with details drawings of each, as appropriate;
- Driveway locations for all subdivision lots, including grading, and maximum slope.

3. Report section, including:

- Design calculations for all temporary and permanent structural controls BMPs;
- A proposed schedule for the inspection and maintenance of all BMPs;
- Identification of all permanent control measures and responsibility for continued maintenance;

- A stormwater drainage report with calculations showing the volume, peaks discharge and velocity of present and future runoff;
- When retention or detention structures are planned to reduce future condition peak discharge, the soil cover complex method shall be used to compute runoff volume and peak discharge for designing the structure. The design will conform to the criteria outlines for those types of structures given in the “Storm Water Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire.”

(end of Section 2)

3. Subdivision General Requirements and Design Standards

The construction plans shall contain the following information:

3.01 Plans

- 1) Plans of all areas to be disturbed for construction of streets, drainage ways, and structures.
- 2) Sewer, water and electric lines.
- 3) Erosion and sediment control structures.
- 4) The other areas to be disturbed for the construction of improvements shall be made showing existing topography shown in dashed lines and proposed contours shown in solid lines at a contour level no greater than two (2) feet plus spot elevations.
- 5) Soil types and boundaries shown in dotted lines.
- 6) Existing tree lines and proposed trees and all other plantings.
- 7) The edge of all paved areas.
- 8) The location and size of all structures.
- 9) Piping and other materials.
- 10) Center line stationing of all adjacent lot lines with lot numbers of each lot taken from the final plan.
- 11) Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet, as approved by the Planning Board or the Town’s Consulting Engineer.

- 12) The required details may be shown on a single set of plans or separate sets each showing different features (i.e. construction detail plan; grading, drainage, and erosion control features; etc.)
- 13) Site cross-sections are required at a 1:1 scale. The number of cuts and locations shall be determined by the Planning Board and the Town's Consulting Engineer.

3.02 Profiles

- 1) Profiles of all proposed streets, showing existing and proposed elevations along centerlines of all proposed streets.
- 2) All structures, and piping and other materials.
- 3) Profiles of the proposed drainage pipe systems shall be required showing proposed pipe invert elevations, size of pipe, and pipe slope.
- 4) Profiles shall be drawn at the same horizontal scale as the plans and one (1) inch equals five (5) feet or ten (10) feet vertical scale.

3.03 Cross-Sections

- 1) Cross-sections of all proposed streets and site access drives at fifty (50) foot stations and at all catch basins or culverts showing the streets and all areas to be disturbed for the construction of all proposed streets.
- 2) Existing grades, proposed subgrades, proposed final grades, and all utilities and other structures.
- 3) The proposed side slopes of each cut or fill shall be noted on the cross section (i.e. 4:1, 2:1, etc.) as well as the proposed pavement cross slope rate, expressed in terms of a percent slope (i.e. 2%, 4%, etc.).
- 4) Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet; both the horizontal and vertical scales shall be the same.

Site cross-sections are required at a 1:1 scale. The number of cuts and locations shall be determined by the Planning Board and the Town's Consulting Engineer.

3.04 Details

Construction details of all streets, driveways, curbing, guardrail (including terminal treatment), sidewalks, drainage structures, landscaping, water, sewer, sediment and erosion control structures, and any other required improvements shall be shown at a

convenient scale. Reference to NHDOT Standard Plan details is acceptable for appropriate items.

3.05 Erosion Control Plan

Refer to Part 1, Section 14.

Plans and other information, including a stormwater management or drainage report, indicating how increased runoff, sedimentation, and erosion shall be controlled during and after construction of required improvements shall be addressed in accordance with the provisions of Part 1, Section 14.

3.06 State and Federal Permits Required

- 1) Complete copies of other applications for permits and all supporting data as required for each permit filed with the Town, State, or Federal government shall be submitted with the application. Such agencies to include, but not be limited to:
 - NHDES Subsurface Bureau
 - NHDES Wetlands Bureau
 - NHDES Site Specific
 - NHDES Bureau of Water Supply
 - NHDES
 - US Army Corp of Engineers, Section 404 Permits
 - NHDOT Driveway and Trench Permit
 - EPA SWPPP/NOI

3.07 Other Studies

When required by the Planning Board, Water Department, or Sewer Commission, when such are involved, the final plan shall be accompanied by any other studies deemed necessary or desirable to protect and assure the health and safety of the citizens of Hooksett, including the future occupants of such subdivision, whether residential, commercial, or industrial in nature.

(End of Section 3)

(End of Part II)

PART III – NON-RESIDENTIAL SITE PLAN REGULATIONS

1. Applicability

This section includes Part I and III plus the Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure, otherwise called “Blue Book.”

1.01 Site Activity

This chapter shall apply to the development of all or any part of any tract of land in Hooksett for non-residential uses. All site development, except for 1 or 2-family dwelling units not incidental to the development of a site for a one or two family dwelling, shall constitute non-residential site development.

All requirements of the Hooksett Blue Book, and Part I of this Regulation apply to this section.

Without limiting the general application of previous sections, this chapter shall apply to the following specific non-residential site development activities:

- 1) The construction, reconstruction, expansion, contraction, demolition requiring alteration of surrounding land, or relocations of any building or structure used or to be used for any one of the following types of occupancies: assembly, business, educational, high hazard, industrial, institutional, mercantile and storage. The definition of the foregoing occupancy types provided by the Hooksett building standards shall apply to this chapter.
- 2) The construction, reconstruction, expansion, contraction, demolition requiring alteration of surrounding land or relocation of a multifamily house, hotel or motel.
- 3) The construction, reconstruction, expansion, contraction, elimination, relocation or alteration of any site entrances, site exits, driveways, sidewalks, loading docks or parking areas located on a site used for non-residential purposes.
- 4) The installation, alteration, relocation or elimination of any exterior light used to illuminate any portion of a non-residential site, including entrances, exists, driveways, loading docks, sidewalks, parking areas, signs and buildings.
- 5) The construction, reconstruction, expansion, contraction, elimination, alteration or relocation of any drainage facility or structure used to service a non-residential site.
- 6) The construction, reconstruction, installation, expansion, contraction, elimination, alteration or relocation of any sign, other than a sign which merely states the name and address of the occupants of a one or two family dwelling.

- 7) The clearing, stumping, grubbing, leveling, excavating, stockpiling, grading, filling, dredging or draining of a site for present or future non-residential site development. The foregoing sentence shall not apply to the clearing, stumping or grubbing of land for the purpose of creating pasture land or land which will be used to grow crops, provided that the clearing, stumping or grubbing is not accompanied by the removal of sand, gravel, fill, loam or other similar material from the parcel of land that is being cleared, stumped or grubbed.
- 8) The construction, reconstruction, alteration, elimination, installation, relocation or repair of all or any portion of any on site sewage disposal system used for non-residential purposes.
- 9) The development of any parcel of land for use as a landfill and/or dump. This chapter shall apply to all new landfill/dumps and to any proposed expansion or permit renewal of any existing landfill/dump.
- 10) Whenever a site contains a one or two family home and is also used to carry out an income producing activity, all site development that relates to the income producing activity shall be within the scope of this chapter. The temporary or permanent storage or parking, including overnight storage or parking of trucks, tractors, trailers and other equipment or materials used in a trade or business other income producing activity constitutes a use, and the development of a site for such non-residential use shall not apply to the overnight parking of a single motor vehicle which has a gross vehicle weight of under ten thousand (10,000) pounds, provided that this vehicle is used by a permanent resident of the premises to commute back and forth to that place of employment.

(End of Section 1)

2. Completeness Criteria

The plan must contain the following information for the submission to be accepted as complete. SEE APPENDIX II FOR THE CHECKLIST FOR SITE PLAN REVIEW COMPLETENESS REQUIREMENTS.

2.01 Additional Information

The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

(End of Section 2)

3. Site Plan General Requirements and Design Standards

3.01 Drainage

See Part I.

3.02 Landscaping Requirements

All non-residential sites shall be landscaped so as to create neat, attractive businesses and industries that will be compatible with their surroundings and in keeping with the rural character of the Town of Hooksett.

- 1) **General Requirements** - All areas where the natural vegetation will be disturbed by the development process shall be loamed and seeded, paved, planted with approved ground cover or otherwise restored in accordance with approved by the Board.
- 2) **Loam Removal** - No fill, loam or other topsoil shall be removed from a site as part of the non-residential site development without the prior express written approval of the Board. The mere approval of the site plan by the Board shall not constitute approval by the Board for the removal of fill, loam or other topsoil from the site.
- 3) **Slopes** - All slopes shall be appropriately stabilized with loam and seed, ground cover, bark mulch or crushed rock as approved by the Board. All slopes steeper than 3:1 shall be protected with stabilization matting or rip rap, or other approved application.

3.03 Landscaping Design Criteria

- 1) Purpose:
 1. The following requirements are intended to enhance the appearance and natural beauty of the Town of Hooksett and to protect property values through preservation of existing vegetation and planting of new screening and landscaping materials. Particularly in retail design, these standards are intended to reduce excessive heat, glare and accumulation of dust, to provide privacy from noise and visual intrusion, and to prevent the erosion of the soil, run-off of drainage water, and the consequent depletion of the ground water table and the pollution of water bodies.
 2. These requirements are intended to encourage high quality building design which improves the aesthetic character of the community, to allow diversity of building design and architectural styles, to avoid monotonous and bland buildings typical of strip commercial development and to minimize conflicts between residential and commercial uses.

3. These requirements will enhance the quality of life in Hooksett and help people feel good about living and working here, thereby maintaining and or improving the viability and economic diversity of residential and commercial areas.

2) Definition of Terms

1. Landscaping shall mean the permanent installation of hardy lawns, trees, shrubs and other plantings. In so far as practical, existing mature trees shall be retained and incorporated into the overall landscape plan. Materials such as bark mulch, chipping, crushed or fragmented stone, etc. may be used for accent purposes. However, such materials shall not be used as ground cover for more than 10% of the original lot area.
2. Landscape materials shall mean any combination of living plant materials and non-binding materials such as mulch, pebbles, decorative walls, fountains and other decorative materials.
3. Shade tree shall mean a deciduous tree a minimum of 2 inch diameter at 4 feet above grade where the tree is planted and a minimum of 6 feet tall at planting.
4. Evergreen tree shall mean an evergreen tree a minimum of 6 feet high at planting.
5. Evergreen shrub shall be a minimum of 2 feet high unless species is a low growing variety.
6. Deciduous or flowering shrub shall be 3 feet high, unless species is a low growing variety.
7. Ground cover shall mean a low growing plant, other than turf or grass which forms a continuous cover over the ground surface.
8. Turf ground cover shall be composed of one or more species of perennial grass which is grown as a permanent lawn.

3) General Requirements

As a condition of final approval, the applicant must obtain the Planning Board's approval of the design and placement and materials of all landscaping features to be sure it complies with the goals of harmonious existence with the neighborhood and the environment as outlined in the paragraph on PURPOSE as stated at the beginning of the regulations.

4) Landscaping Requirements

1. General

- A landscaping plan shall be required upon application for site plan review. The final site plan shall be drawn to scale, including dimensions, and shall clearly show existing features, and the locations, size, description, and common name of all proposed trees and shrubs. Existing trees, shrubs and plant beds that are to be retained can be indicated and described generally.
- All significant features with the site including, but not limited to, large trees, watercourses, natural stone outcroppings, and other scenic features shall be shown on the plan. Planning board approval shall be obtained before removal of such features. Removal of any existing tree exceeding 6 inch caliper is strongly discouraged.
- Any portion of a developed lot or property which is to be disturbed but is not used for the location of buildings, structures, accessory uses, off-street parking and loading areas, sidewalks or similar purposes, shall be landscaped and maintained in such a manner as to minimize storm water runoff.
- Landscaping, trees, and plants required by these regulations shall be planted in a growing condition according to accepted horticultural practices and shall be maintained in a healthy growing condition. Any landscaping, trees, and plants which are in a condition that does not fulfill the intent of this regulation after the first winter or at any time during the second year after planting, shall be replaced by the developer during the next planting season for the particular plant material. All proposed plantings shall be appropriate for soils, weather conditions and environmental conditions of the specific site. Particular attention should be paid to potential road salt and other deicing chemicals. Plant materials should be of specimen quality conforming to the American Standard for Nursery Stock (ANSI Z60.1-1980 or later revision) and should be guaranteed for at least one and one half years.
- All landscaping approved under this ordinance shall be subject to the performance guarantee requirements as required by the Planning Board. These requirements shall be sufficient to cover the cost of replacement of all plantings. The term of the requirement shall be equal to two years from the time of planting. At the end of the two year period any unused portion of this security will be returned to the applicant along with accrued interest. This bond shall meet the required criteria set forth in Section 18.03.
- All landscaping, trees, and planting material adjacent to parking areas, loading areas, or driveways shall be properly protected by barriers, curbs, tree wells, or other means from damage by vehicles.
- Existing landscaping, trees and planting materials to be retained should be protected as necessary during construction to avoid damage. Tree wells over 6" deep or other landscape features that have the potential to present a falling hazard to the public shall have grates, fences or other protective measures

installed. All trees where required shall be welled and protected against change of grade. Existing healthy, mature trees, if properly located, shall be fully credited against the requirements of these Regulations.

- Plastic or other types of artificial plantings shall not be credited against the requirements of this ordinance.
- Trash containers, propane storage tanks, transformers and similar above ground utility features shall be screened with vegetation or other method approved by the Planning Board so that they are not visible from off the property.
- On lots or sites abutting State of New Hampshire maintained roads, State regulations for setbacks and sight distances shall take precedence for selection and placement of landscaping features.
- Existing and proposed overhead or underground utilities should be considered when selecting size, type and placement of proposed landscaping to avoid damage or potential future conflicts.

2. Front Landscaped Areas

- Front landscaping areas are intended to enhance the appearance of the use on the lot but not to screen the use from view. A front landscaped area shall be required. The required landscaped area shall be covered with grass or other ground cover and shall include trees and shrubs all of which shall be selected to withstand salt and other typical roadside pollution. At a minimum, one shade tree having a caliper of 2 inches and a height of 6 feet shall be planted for each 50 feet or fraction thereof of lot frontage.
- Where lot size and shape or existing structures make it feasible to comply with a front landscape area for landscaped parking area, the Planning Board may substitute planters, plant boxes for pots containing trees, shrubs and/or flowers to comply with the intent of this regulation.

o Commercial and Industrial Zones

In all commercial and industrial zones, the required front yard, except for the driveway, shall be landscaped a minimum of 10 feet back from the front lot line. View from public streets of large parking lots should be screened with low 2 ½ foot to 4 foot evergreen shrubs, densely twigged deciduous shrubs, evergreen trees, mounds, berms, walls, or a combination thereof, provided that adequate sight distance is maintained.

3. Buffer Areas

- Buffer areas shall contain sufficient existing vegetation as approved by the Planning Board or be planted with evergreen type plantings of such height, spacing and arrangement as, in the judgment of the Planning Board, will effectively screen the activity on the lot from the neighboring residential area. At a minimum the planting shall consist of trees 6 feet in height planted at intervals of 10 feet on center. Non-evergreen plantings may be included to supplement evergreen planting, but not to take its place.
- An earthen berm, wall or fence of location, height, design, and material approved by the Planning Board may be substituted for any portion of the required planting and/or buffer area requirements. All plants in the buffer area shall be permanently maintained by the owner\ occupants so as to maintain a dense screen year-round.
- A landscaped area shall be provided along the perimeter of any parking area except where the parking area is functionally integrated with adjoining parking areas on abutting lots. The landscaped area shall have a minimum dimension of 5 feet, shall be planted with grass or shrubs, and shall include at least one deciduous tree of not less than 2 inch caliper, at least 6 feet in height for every 50 feet along the perimeter of the parking area.
- When the proposed use on a site presents the potential for obtrusive sound or noise pollution to adjoining lots, appropriate sound buffering shall be incorporated into the site design. The use of walls, berms, fencing, dense plantings, or a combination thereof may be required.

4. Landscaped Parking Areas

- Landscape areas shall be provided within parking areas to provide visual and climatic relief from broad expanses of pavement. In addition to the front landscaped area and buffer area requirements, parking areas shall comply with the following minimum standards.
 - All uses providing 20 or more off-street parking spaces shall have at least 5% of landscaped open area within the paved portion of the parking area. This does not include perimeter planting.

5. Landscaping of Storm water Treatment Areas

- All storm water treatment areas such as, treatment swales, detention and retention areas, and mitigation areas created to treat Storm water runoff shall be planted with grasses, shrubs and/or other plantings sufficient to prevent soil erosion and to promote proper treatment of the proposed runoff.

- A wetland landscaping plan shall be prepared by a qualified wetland scientist who has been approved by the Conservation Commission. The wetland landscaping plan shall show all proposed Storm water treatment areas within the site and the proposed plantings therein. The wetland landscaping plan shall be at a scale of not less than 1"=50'.

6. Minimum Landscape Coverage

- In all applications, a minimum percentage of 15% of land being developed and reviewed shall remain in its natural state or be maintained as appropriately landscaped area. Undisturbed wooded areas may be included in this calculation.

3.04 Architectural Design Requirements

1) Existing Structures

Each existing structure building or man-made structure, including stone fences shall be reviewed with the Planning Board for historic significance and esthetic importance. To the extent possible, such features will be preserved.

2) Design Requirements

1. Avoid long unbroken expanses of walls. Use facade divisions, such as building jogs, architectural detailing, and changes in surface materials, colors, textures and roof lines. Uninterrupted facades should not exceed 50% of the building wall, and in no case should exceed 100 feet in length. Ground floor facades that face public streets should have arcades, display windows, entry areas, awnings, or other features along no less the 60% of their length. All facades of a building which are visible from public streets should feature characteristics similar to the front facade. The Board may waive or reduce this requirement if the proposed structure is not visible from the roadway or by abutting property owners.
2. Use architectural features and details such as porches, awnings, columns, towers, turrets, skylights and arches, to create interesting buildings.
3. Avoid long unbroken expanses of roofs though use of dormers, skylights, chimneys and changes in ridge line.
4. Make door and window openings proportional to facade length and height.
5. Create a sense of entry into the site and into major businesses within the site through landscaping, facade treatment and signage.

6. Screen rooftop and ground-level mechanical equipment from public view. Screen areas for outdoor storage, truck parking, trash collection, loading and other such uses from view of abutting properties and streets.
7. Harmonize the location, size, material and lighting of signs with the building design.

3.05 Lighting

- 1) The applicant shall submit sufficient information in the form of an overall exterior lighting plan to fulfill all requirements found in the zoning ordinance and to enable the Town, or its designee, to determine that the applicable provisions will be satisfied. The lighting plan shall include the following:
 - A site plan, drawn to a scale of one-inch equals twenty feet, showing buildings, landscaping, parking areas and all proposed exterior lighting fixtures;
 - Specifications for all proposed lighting fixtures including photometric data, designation as Illuminating Engineering Society of North America (IESNA) "cut-off" fixtures, Color Rendering Index (CRI) of all lamps (bulbs), and other descriptive information on the fixtures;
 - Proposed mounting height of all exterior lighting fixtures;
 - Analyses of illuminance level diagrams showing that the proposed installation conforms to the lighting level standards in this section; and
 - Drawings of all relevant building elevations showing the fixtures, the portions of the walls to be illuminated, the illuminance levels of the walls and any aiming points for any remote fixtures.
- 2) All lighting fixtures will be cut-off fixtures as defined by the Illuminating Engineering Society of North America (IESNA).
- 3) Whenever practicable, lighting installations shall include timers, dimmers, and/or sensors to reduce overall energy consumption and eliminate unneeded lighting.
- 4) When an outdoor lighting installation is being modified, extended, expanded or added to, the entire outdoor lighting installation shall be subject to the requirements of this section.
- 5) Expansions, additions, or replacements to outdoor lighting installations shall be designed to avoid harsh contrasts in color and/or lighting levels.
- 6) Electrical service to outdoor lighting fixtures shall be underground.

- 7) Lighting must be designed to minimize glare and cannot extend beyond the boundaries of the area being illuminated and onto adjacent properties.
- 8) Minimum light level for an illuminated parking lot should not fall below 0.2 foot-candles.
- 9) Maximum light level at the lot line shall not exceed 0.1 foot-candles.

3.06 Flood Protection

- 1) All non-residential site developments shall be designed and constructed in a manner that will permit their uninterrupted use during a one hundred-year flood.
- 2) Elevations – The basement floor of buildings with basements, the first floor elevation of all other buildings, all driveways, parking areas, storage areas, loading docks, all underground electrical utilities and the bottom of each leach bed and aeration chamber area shall be a least one (1) foot above the elevation of the one hundred year flood.
- 3) Floodways – No building, driveway, parking area, loading dock, utility, waste disposal system, storage area or other non residential site development activity, may be filled-in in order to accomplish the objectives of this subsection.
- 4) Filling of Flood Hazard Areas – Flood hazard areas shall not be counted when computing minimum lot sizes.

3.07 Wetlands

In order to protect groundwater supplies, preserve natural wildlife habitats and assure safe construction, no foundation, building, sewage disposal systems, wells (except artesian wells cased to bedrock) or other site improvements shall be located in or within twenty-five (25) feet of any wetland. No wetland shall be filled or drained as part of any non-residential site development, and no wetland area shall be counted when computing minimum lot sizes.

3.08 Fire Prevention and Protection

Note: Applicant is referred to section OO-29 *Fire Lane Ordinance* of the most recent edition of the Town of Hooksett, NH “Other Ordinances”

- 1) All non-residential site developments shall be designed and constructed so as to minimize hazards from fire and explosions.
- 2) Access – All buildings shall be accessible to fire trucks and other fire fighting equipment in accordance with Section 00-29 of the Hooksett, NH “Other Ordinances”.

- 3) Standpipes – Sprinkler system standpipes shall be located so as to provide easy access to fire trucks with a minimum of danger to fire trucks and men. Required parking spaces may not hinder access to standpipes.
- 4) Water Supplies – In appropriate cases, the Board may require the installation of fire ponds, cisterns, fire pumps and/or dry hydrants. The applicant must supply documentation from the Town Department that the water system can support the addition of proposed fire protection equipment to note on the plans that addresses these issues.
- 5) Fire Lanes – Parking lot fire lanes shall be provided in accordance with section 00-29 *Fire Lane Ordinance* of the most recent edition of the Town of Hooksett, NH “Other Ordinances”.
- 6) Life Safety Code Standards – All entrances and exits shall be located so as to assure compliance with the life safety standard.
- 7) Flammable and Combustible Liquids – All flammable and combustible liquids shall be contained and stored in accordance with the National Fire Protection Association's standard specifications.
- 8) Fire Chief Approval – Applicants for non-residential site development approval shall submit their plans to the Hooksett Fire chief for his review and approval. The Board will not approve any site plan until it is in receipt of a letter from the Fire Chief stating that he has reviewed the plans and that in his opinion the plans provide for adequate fire fighting access and for full compliance with the life safety standards. In appropriate cases, the Fire Chief may require the installation of fire ponds, cisterns, fire pumps and/or dry hydrants.

3.09 Sanitary Sewerage System

- 1) All non-residential sewage disposal system shall be designed, constructed and operated in a manner that will prevent the spread of disease and illness; prevent the pollution of the town's brook, streams, ponds, lakes, and groundwater table; and assure and adequate supply of potable and palatable water for human consumption.
- 2) General Requirements – All non-residential site developments, including apartment house developments and developments that will provide places of employment, shall provide for reasonable accessible adequate toilet and lavatory facilities properly constructed and ventilated and kept in proper sanitary condition. All toilets, lavatories, sinks and other plumbing fixtures having drains shall be connected to an approved on-site system.
- 3) Hazardous Wastes – No wastes, other than human waste, kitchen waste and wastewater containing normal household detergents shall be disposed of by onsite subsurface waste disposal systems without the express prior written approval of the

Planning Board. The mere approval of a non-residential site plan shall not constitute approval for the disposal of wastes other than human waste, kitchen waste and wastewater containing normal household detergents. All hazardous wastes, including chemicals and other liquids, used as part of a manufacturing, cleaning or repair process shall be disposed of at an off site disposal facility approved by the State of New Hampshire and the Federal Environmental Protection Agency.

- 4) Design and Installation – All waste disposal system shall be designated and installed in accordance with the rules, regulations and design criteria adopted by the NHDES. No waiver by the NHDES shall be binding on the Planning Board unless concurred with by a two-thirds vote of the Board. Either a registered professional engineer or a registered land surveyor shall design all waste disposal systems that use a standard leach field. A registered professional engineer shall design all other systems, including those that utilize aeration chambers.
- 5) Location of leach beds and aeration chambers – Leach beds and aeration chambers shall not be located on wetlands, floodplains, ledge areas or steep slopes. The bottom of every leach bed or aeration chamber shall be at least eight (8) feet above any impermeable substratum and at least four (4) feet above seasonal high water table. There shall be at least five (5) feet of natural soil between the bottom of every leach bed or aeration chamber and any impermeable substratum. All new non-residential site development plans shall provide for an alternate leach bed and/or aeration chamber area capable of supporting a leach bed or aeration chamber designed and installed in accordance with this chapter.

3.10 Filling

Whenever it is necessary during site development to raise the elevation of any portion of any site, the work shall be done in accordance with the Hooksett Blue Book.”

3.11 Noise

- 1) All non-residential sites shall be designed and developed so as to minimize the spread of noise to adjacent parcels of land and to assure compliance with all United States Environmental Protection Agency noise pollution standards. Whenever the nature of the activity to be conducted on the site is such that it may interfere with the peaceful enjoyment of adjacent parcels of land by generating and/or spread of noise, these special conditions may include, but are not limited to, the following:

- The construction of sound barriers
- The installation of sound-deadening materials in or outside of buildings.
- The leaving or planting of green belts to absorb sound.
- The voluntary limitation of hours of operation.
- The cessation of the noise producing activity.

- 2) Noise generated from a site shall not exceed 5 decibels above the ambient background noise at all times of the day.
- 3) Also refer to Noise Ordinance in town's other Ordinances 0032.

3.12 Utilities

Provision shall be made for the site to be serviced by necessary utilities which may include water for fire and domestic use, sanitary sewer, electrical and gas.

3.13 Outdoor Lighting

Provision shall be made for outdoor lighting.

3.14 Natural Features

Provision shall be made for protection of natural features.

3.15 General Requirements

All developments shall meet the standards and requirements included in the Town Zoning Ordinance and Subdivision Regulations, including but not limited to, parking off-street loading, landscaping, signs, location of driveways, and exterior lighting.

3.16 Flood Hazard Areas

- 1) All development subject to these Regulations having land identified as "Special Flood Hazard Area" in the Flood Insurance Study Hooksett, New Hampshire revised as of March 1982 together with the associated Flood Insurance Rate Maps and Flood Boundary and Floodway Maps bearing the effective date of March 12, 1982 shall meet the following requirements.
 1. The Planning Board shall 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.
 2. The Planning Board shall require that all proposed new developments greater than fifty (50) lots or five (5) acres include within such proposals base flood elevation data.
 3. Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow a determination that:
 - All such proposals are consistent with the need to minimize flood damage.

- All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
- Adequate drainage is provided so as to reduce exposure to flood hazards.

3.17 Cost Sharing

The Developer will be required to bear his share of the costs of off-site improvements necessitated by his development.

3.18 Multi-Family Criteria

Multi Family Residential Housing Criteria

	<u>NUMBER OF UNITS</u>		
	3-12	13-24	More than 24
<u>Building</u>			
Min. Roof Pitch	8/12	10/12	10/12
Siding	Unrestricted	Natural/Wood	Natural/Wood
Min. Wall Breaks	Every 100'	Every 75'	Every 50'
Siding Color	Unrestricted	Earth Tone	Earth Tone
Building Height	30'	40'	60'
Meeting Facility	No	Yes	Yes
Security Office	No	Yes	Yes
Lobby	No	No	Yes
Mail Room/Building	No	Yes	Yes
Central HVAC System	No	Yes	Yes
On-Site Storage	No	Yes	Yes
LEED Certification	No	Yes	Yes
<u>Site</u>			
ADA Parking	(1) / 5 Units	(1) / 4 Units	(1) / 3 Units
Enclosed Parking	No	Yes	Yes
Driveway Max Slope	10%	8%	8%
Visitor Parking	(1) / 4 Units	(1) / 3 Units	(1) / 2 Units
Drainage Criteria	Standard	20% Vol. Reduction	30% Vol. Reduction
Parking	Standard	Pod Design	Pod Design
Visual Barriers	Unrestricted	16 Spaces Max	12 Spaces Max.
Nature Trail	No	Yes	Yes
Perimeter Veg. Buffer	Standard	Additional 10'	Additional 20'

(End of Section 3)

4. Administrative Provisions

4.01 Change of Occupancy

No corporation, person or other entity shall change, expand, or intensify the use of any non-residential site, without the prior written approval of the Board. For the purposes of this chapter, that portion of any site occupied by a building or structure shall be deemed to be part of the site. No change of occupancy permit shall be issued by the Code Enforcement Officer until it is determined that the proposed new or expanded use would not be in violation of this chapter or any prior Planning Board site development approval.

Provision shall be made for snow storage during winter months.

(End of Section 4)

(End of Part III)

Appendix I

RSA 674:36 Subdivision Regulations

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RSA 674:36 SUBDIVISION REGULATIONS

- I. Before the Planning Board exercises its powers under RSA 674:35, the Planning Board shall adopt Subdivision Regulations according to the procedures required by RSA 675:6.

- II. The subdivision regulations which the planning board adopts may:
 - (a) Provide against such 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 protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;
 - (b) Provide for the harmonious development of the municipality and its environs;
 - (c) Require the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets or with features of the official map of the municipality;
 - (d) Provide for open spaces of adequate proportions;
 - (e) Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for firefighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system;
 - (f) Require, in proper cases, that plans showing new streets or narrowing or widening of such streets submitted to the planning board for approval shall show a park or parks suitably located for playground or other recreational purposes;
 - (g) Require that proposed parks shall be of reasonable size for neighborhood playgrounds or other recreational uses;
 - (h) Require that the land indicated on plans submitted to the planning board shall be of such character that it can be used for building purposes without danger to health;
 - (i) Prescribe minimum areas of lots so as to assure conformance with local zoning ordinances and to assure such additional areas as may be needed for each lot for on-site sanitary facilities;
 - (j) Include provisions which will tend to create conditions favorable to health, safety, convenience, or prosperity; and
 - (k) Encourage the installation and use of solar, wind, or other renewable energy systems and protect access to energy sources by the regulation of orientation of streets, lots, and buildings; establishment of maximum building height, minimum set back requirements, and limitations on type, height, and placement of vegetation; and encouragement of the use of solar skyspace easements under RSA 477.
 - (l) Provide for efficient and compact subdivision development which promotes retention and public usage of open space and wildlife habitat, by allowing for village plan alternative subdivision as defined in RSA 674:21, VI.
 - (m) Require innovative land use controls on lands when supported by the master plan.
 - (n) Include provision for waiver of any portion of the regulations in such cases where, in the opinion of the planning board, strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations.

- III. The subdivision regulations of the planning board may stipulate, as a condition precedent to the approval of the plan, the extent to which and the manner in which streets shall be graded and improved and to which water, sewer, and other utility mains, piping,

connections, or other facilities shall be installed. The regulations or practice of the planning board:

(a) May provide for the conditional approval of the plan before such improvements and installations have been constructed, but any such conditional approval shall not be entered upon the plan.

(b) Shall provide that, in lieu of the completion of street work and utility installations prior to the final approval of a plan, the planning board shall accept a performance bond, irrevocable letter of credit, or other type or types of security as shall be specified in the subdivision regulations; provided that in no event shall the exclusive form of security required by the planning board be in the form of cash or a passbook. As phases or portions of the secured improvements or installations are completed and approved by the planning board or its designee, the municipality shall partially release said security to the extent reasonably calculated to reflect the value of such completed improvements or installations. Cost escalation factors that are applied by the planning board to any bond or other security required under this section shall not exceed 10 percent per year. The planning board shall, within the limitations provided in this subparagraph, have the discretion to prescribe the type and amount of security, and specify a period for completion of the improvements and utilities to be expressed in the bond or other security, in order to secure to the municipality the actual construction and installation of such improvements and utilities. The municipality shall have the power to enforce such bonds or other securities by all appropriate legal and equitable remedies.

(c) May provide that in lieu of the completion of street work and utility installations prior to the final approval of the plan, the subdivision regulations may provide for an assessment or other method by which the municipality is put in an assured position to do said work and to make said alterations at the cost of the owners of the property within the subdivision.

Appendix II

Check Lists

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CHECKLIST FOR SUBDIVISION REVIEW

This checklist is to be used as a guide for complying with the Town of Hooksett Subdivision Regulations. It is to be used for each individual subdivision plan review application submitted.

The following information shall be required for a **complete application**. The Hooksett Subdivision Regulations and Zoning Ordinance are available at Hooksett Town Hall or to download at: www.hooksett.org.

Plan Requirements

Y **N** **N/A**

- Eleven (11) full size copies and twenty (20) 11" x 17" reduced sized plans prepared by a registered Land Surveyor or registered NH Professional Engineer.
- Scale is not more than one (1) inch per one hundred (100) feet.
- Parcel tax map and lot number and total acreage.
- Boundaries of the tract with their true bearings and distances, and references to Town Tax Parcel Maps by map and lot numbers.
- Zoning classifications on and adjacent to the tract, and notation of required setbacks.
- Name of the proposed subdivision.
- Name and address of the owner of record.
- Name and address of abutting landowners
- Name and address of the applicant.
- Deed reference(s).
- Names, addresses and signature of every Engineer, Architect, Land Surveyor, Wetland Scientist, or Soil Scientist whose professional seal appears on any subdivision plan submitted to the Board.
- North arrow and geographic scale.
- Location map (locus) at the scale of the municipal base map.
- Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the mylar originals of the revised sheets. Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted.
- Required on the plan shall be the following statement:
"Approval of this plan shall expire three (3) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested pursuant to RSA 674.:39."
- Fees paid to Town of Hooksett.
- Properly completed application form.

Existing Conditions Plan and Abutting Property Information

Y N N/A

- The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions and the lot area.
- The existing grades, drainage systems, structures and topographic contours at intervals not exceeding two (2) feet with spot elevations where grade is less than five (5) percent, otherwise not exceeding five (5) contour intervals.
- A vicinity sketch (suggested scale 1 inch equals 500 feet) showing the location of the site in relation to the surrounding public street system. The Zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown. One hundred year flood elevation line shall be included where applicable.
- The names and addresses of all abutting property owners (with three sets of labels) as indicated in the Town records not more than five (5) days before the date of filing.
- Name and location of abutting subdivisions.
- Location and description of existing buildings within two hundred (200) feet of the proposed subdivision.
- Location and description of existing easements within one hundred (100) feet of the proposed subdivision.
- Location of existing private or public trails within one hundred (100) feet of the proposed subdivision.
- Use of abutting property.
- Name and location of parks and open space within one hundred (100) feet of the proposed subdivision.
- Location of existing roads (including class designation), scenic roads and/or driveways within two hundred (200) feet of the proposed subdivision.
- Location of existing septic system leach fields within two hundred (200) feet of the proposed subdivision.
- Location of existing utilities within one hundred (100) feet of the proposed subdivision.
- Location of existing water supply wells or springs within two hundred (200) feet of the proposed subdivision.

Proposed Minor Subdivision Information (Also Required for Major Subdivisions)

- Site drawing of existing and proposed conditions
- Locus map showing property boundaries
- North arrow, scale (1" = 100' or greater), date
- Property lines
- Easements
- Structures, utilities, roads, and other paved areas
- Topographic contours (2-foot intervals)
- Critical areas

Y N N/A

- Surface water, wetlands, drainage patterns, and watershed boundaries
- Vegetation
- Soils information delineated by a Licensed Soil Scientist utilizing the most recent criteria governing "Site Specific Soil Mapping"
- Temporary and permanent erosion and sediment control Best Management Practices (BMPs)

Proposed Major Subdivision Information

- Location of any permanent monuments found or set.
- Lots, lines, dimensions, easements and areas with appropriate Map and Lot numbers which shall conform to the system of numbering used on Town Tax Parcel Maps.
- Location of all building setback lines.
- Topography with the contours at two (2) foot intervals based on a permanent benchmark established by the subdivider referenced to the United States Geodetic Survey. For land that slopes less than approximately two (2) percent, show spot elevations at all breaks in grade, along all drainage channels or swales, and, at selected points not more than approximately two (2) percent, *either* show contours with an interval of not more than five (5) feet if necessary because of irregular land, *or* demonstrate the need for more detailed data for preparing plans and construction drawings. The proposed street plan and proposed contours shall be shown by solid lines, existing streets and contours by broken lines.
- Location of special feature, natural or man-made, affecting the subdivision or giving it character, such as bodies of water, streams and water courses, swamps and marches, wooded areas, specimen preservable trees one foot or more in diameter, stone walls, houses, barns, shacks, rock outcrops, and other significant features.
- Location and description of any zoning district and municipal boundaries.
- Proposed landscaping and landscaping details.
- Location and description of any proposed easements.
- Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line and to reproduce such lines on the ground. Dimensions shall be shown to hundredths of a foot and bearings to the nearest second. The error of closure shall not exceed 1 to 10,000.
- Property lines perpendicular to the street one hundred feet back from the street.
- Building Area boundaries (see Zoning Ordinance).
- Location and dimensions of all existing buildings.
- Location of existing and proposed utilities.
- Location of soil boundaries and description of soil types, delineated by a qualified Soil Scientist, using the most recent regulation governing "Site Specific Soil Mapping."
- Wetlands and hydric A soils and vernal pools and their associated buffers delineated by a Certified Wetland Scientist, showing square feet of wet and non-wet..
- Watershed areas and drainage computations.
- Location and type of fire protection.

Y N N/A

- A letter stating the proposed disposal of tree stumps. If they are to be disposed of on-site then areas shall be shown on the plan.
- The size, location, type, slope, and invert elevations of existing and proposed drainage. A drainage profile must be provided.
- Subsurface conditions of the tract, location and results of tests made to ascertain subsurface soil, rock and groundwater conditions and results of soil percolation tests for the purpose of designing individual sewerage disposal systems and determining the need for roadway under drains.
- Site, if any, for multifamily dwellings, shopping centers, churches, industry, or other non-public uses exclusive of sing-family dwellings.
- Photographs, if required by the Planning Board, camera locations, and directions of view and key numbers.
- The signature block shall appear on the lower right hand corner of the plan under the title block. The plan will not be signed if the signature block is not provided, generally as shown below:

Approved: Town of Hooksett Planning Board

_____ **Chairman/Vice Chairman**

_____ **Date**

- Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), the location of the one hundred (100) year flood elevation line, and the source of this information. Subdivisions with any development within a SFHA shall submit evidence (construction drawings, grading and land treatment plans) so as to allow 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.
- Studies to include, but not necessarily limited to: environmental impact analysis, wildlife, traffic, stormwater management, recreation, public service, fiscal impact, visual impact and historic significance documentation or a written request to waive the submission requirements for these studies.
- Location and engineering design calculations for culverts, drainage requirements and connection of alternative means to provide water supply and disposal of surface drainage.
- Location of all parcels of land to be dedicated to public use, the conditions of such dedication, and a copy of applicable deed restrictions.
- 100 foot well radii.
- Amount of any bonds required.
- Amount of excavated material to be removed from site, if any.

Access

- Access from frontage.
- Stations, radii, curve data, slopes, right-of-way widths and paving widths for proposed streets or fire lanes.

Y N N/A

- Roadways serving new lots designed to standards found in Road Design section. Required information includes, but is not limited to, the plans, profile, cross-sections, details, etc.
- Waiver request for shared driveways serving three or more lots.
- Street name(s) as determined by the Hooksett Town Council.
- Location of all street signs.
- Sight distance plan.
- School bus stops and areas shown on plans. The Hooksett School Board should be contacted for assistance.
- Off-site Improvement Plan.
- As applicable, location and design of driveways, including grading.

Other

- New Hampshire Water Supply and Pollution Control Commission Subdivision Subsurface Sewage Disposal Approval (permit # to be noted on the plan).
- New Hampshire Water Supply and Pollution Control Commission Site Specific Approval (permit # to be noted on the plan).
- New Hampshire Wetlands Board Dredge and Fill Approval (permit # to be noted on the plan).
- Army Corp. of Engineers Dredge and Fill Approval (permit # to be noted on the plan).
- New Hampshire Department of Transportation Curb Cut Approval (permit # to be noted on the plan).
- Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.
- The Town requests a computerized (.dxf) file of the lot lines after final approval. This can be emailed to: hooksettplanning@hooksett.org.
- Letters from the Water and Sewer departments indicating that the system has adequate capacity for the project and that adequate capacity has been reserved for the project.

CHECKLIST FOR SITE PLAN REVIEW

This checklist is to be used as a guide for complying with the Town of Hooksett Site Plan Regulations. It is to be used for each individual site plan review application submitted.

The following information shall be required for a **complete application**. The Hooksett Site Plan Regulations and Zoning Ordinance are available at Hooksett Town Hall or to download at: www.hooksett.org.

Plan Requirements

Y N N/A

- Eight (8) copies prepared by a registered Land Surveyor and Profession Engineer if engineering is shown on the site plan.
- Scale is one (1) inch per forty (40) feet.
- Parcel tax map and lot number and total acreage.
- Name of the proposed site plan.
- Name and address of the owner of record.
- Name and address of the applicant.
- Name and address of abutting land owners
- Deed reference(s).
- Names, addresses and signature of every Engineer, Architect, Land Surveyor, wetland scientist or Soil Scientist whose professional seal appears on any site plan submitted to the Board.
- The signature block shall appear on the lower right hand corner of the plan under the title block. The plan will not be signed if the signature block is not provided, generally as shown below:

Approved: Town of Hooksett Planning Board

_____ **Chairman/Vice Chairman**

_____ **Date**

- North arrow and scale.
- Location map at the scale of the municipal base map.
- Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the mylar originals of the revised sheets. Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted.
- Required on the plan shall be the following statement:
"Approval of this plan shall expire three (3) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested pursuant to RSA 674:39."
- Fees paid to Town of Hooksett.
- Properly completed application form.

Existing Conditions Plan and Abutting Property Information

Y N N/A

- The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions and the lot area.
- The existing grades, drainage systems, structures and topographic contours at intervals not exceeding two (2) feet with spot elevations where grade is less than five (5) percent, otherwise not exceeding five (5) contour intervals.
- A vicinity sketch (suggested scale 1 inch equals 500 feet) showing the location of the site in relation to the surrounding public street system. The Zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown. One hundred year flood elevation line shall be included where applicable.
- The names and addresses of all abutting property owners (with three sets of labels) as indicated in the Town records not more than five (5) days before the date of filing.
- Use of abutting properties.
- Shape, size, height and location of existing buildings within two hundred (200) feet of the site.
- Natural features such as streams, marches, lakes, or ponds. Man-made features such as, but not limited to, existing roads, stone walls, and structures. Such map shall indicate which of such features are to be retained and which are to be removed or altered.
- Location and description of existing easements within one hundred (100) feet of the site.
- Location of existing private or public trails within one hundred (100) feet of the site.
- Location of existing roads (including class designation), scenic roads and/or driveways within two hundred (200) feet of the site.
- The size and location of all existing landscaping within 100 feet of the site.
- Location of existing septic system leach fields within two hundred (200) feet of the site.
- Location of existing utilities within one hundred (100) feet of the site.
- Location of existing water supply wells or springs within two hundred (200) feet of the site.

Proposed Site Plan Information

- Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line.
- Location of all building setback lines.
- Topography with the contours at two (2) foot intervals, with spot elevation where grade is less than five (5) percent.
- Unique features such as large trees, scenic points, historic resources, existing landscaping and other community assets.
- Location and description of any zoning district and municipal boundaries.
- Shape, size, height and location of all existing and proposed buildings. The Planning Board may require building elevation plans.
- Size, slope, material and invert elevation of all existing and proposed drainage structures.

Y N N/A

- Location and description of any existing and proposed easements.
- Location and dimensions of all existing and proposed streets, driveways, sidewalks, parking spaces, bicycle parking, loading areas and other facilities associated with the proposed use.
- Location and size of existing and proposed utilities.
- Design and location of all existing and proposed wells, septic tanks and leach field systems, or methods of waste water disposal.
- Location, type and size of all existing and proposed landscaping and screening including fences and walls.
- Exterior lighting plan and proposed signs to be located on site, including sign orientation, size, height, and elevation view.
- Storm drainage plan in accordance with the “Drainage Design Criteria” of these Town Regulations, and plans for snow removal and storage.
- Pedestrian and automobile circulation plan. An access plan showing means of access to the site and proposed changes to existing public streets including any traffic control devices necessary in conjunction with the site development plan.
- Construction drawings for pavements, walks, steps, curbing, drainage and other structures associated with the proposed use.
- Temporary and permanent erosion control measures.
- Location of any common lands and/or public lands.
- Phasing, if any.
- Supporting documents, including deeds, maintenance, condominium agreements, etc.
- Wetlands and wetland buffers delineated by a Certified Wetland Scientist using the most recent regulation governing “Site Specific Soil Mapping.”
- Location and type of fire protection.
- Studies to include, but not necessarily limited to: environmental impact analysis, wildlife, traffic, stormwater management, recreation, public service, fiscal impact, visual impact and historic significance documentation, or a written request to waive the submission requirements for these studies.

Other (as applicable)

- New Hampshire Water Supply and Pollution Control Commission Site Specific Approval (permit # to be noted on the plan).
- New Hampshire Wetlands Board Dredge and Fill Approval (permit # to be noted on the plan).
- Army Corp. of Engineers Dredge and Fill Approval (permit # to be noted on the plan).
- New Hampshire Department of Transportation Curb Cut Approval (permit # to be noted on the plan).
- Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.

Y N N/A

- EPA NOI/SWPPP noted on the plan.
- Letters from the Water and Sewer departments indicating that there is adequate capacity for (and that the departments have reserved capacity for) the proposed development.
- Traffic Studies
- Off-site Improvement Plan

Appendix III

Various Applications and Forms

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TOWN OF HOOKSETT, NH

NOTICE OF MERGER

Application for Voluntary Merger of Existing Lots made this _____ day of _____, 20____, by _____ having an address or principal place of business at _____ (the "Owner"),

WHEREAS, the Owner is the owner of _____ contiguous parcels of land located in Hooksett, Merrimack County, New Hampshire, as more particularly described in deed of _____ to _____, dated _____, and recorded in the Merrimack County Registry of Deeds in Volume _____, at Page _____, said property is also identified as land and building at _____ in Hooksett, and further identified as Hooksett assessing tax map number _____ and lots numbered _____.

The new merged parcel will be known as Hooksett assessing map number _____ and lot number _____.

WHEREAS, the Owner wishes to merge these _____ contiguous parcels for municipal regulation and taxation purposes; and

WHEREAS, such merger will not create a violation of current ordinances or regulations.

WHEREAS, the Owner will file a copy of said deeds and said document with the Planning Department for the Town of Hooksett.

NOW, THEREFORE, the Owner hereby makes application to approve the merger as above set forth and as provided for in RSA 674:39-a. Said merger shall not be effective until a copy of this merger has been filed for recording in the Merrimack County Registry of Deeds and a copy sent to the Assessor, Town of Hooksett.

IN WITNESS WHEREOF, the Owner has executed this Notice of Merger as of the date stated above.

WITNESS: _____ OWNER: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

Notary Public/Justice of the Peace

The above Application for Voluntary Merger of Existing Lots is endorsed and approved.

Town of Hooksett Planning Board

By: _____

Date: _____

TOWN OF HOOKSETT

APPLICATION FOR WAIVER REQUEST

On the _____ day of _____, 200__, an application was submitted to

The Planning Board for subdivision/site plan approval of land located at _____

_____ Map: _____, Lot: _____.

Application was accompanied by a plan entitled: _____

This plan was prepared by _____ and dated _____

Pursuant to Section/Article _____ of the Subdivision Regulations/Zoning Ordinance, the

Following requirement(s) is/are imposed:

1) _____

2) _____

It is respectfully requested that the Board grant a waiver from this requirement for

The following reasons:

1) _____

2) _____

Respectfully submitted,

Dated: _____

Appendix IV

Standard Bonding Documents

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SUBDIVISION BOND

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, that _____

_____, as Principal, and _____

as Surety are held and firmly bound unto the TOWN OF HOOKSETT, NEW HAMPSHIRE, as Obligee, in the sum of _____ Dollars (\$_____) to the payment of which sum, well and truly to be made, the said Principal and Surety bind themselves and their respective successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal is the owner of a certain tract of land in the Town of Hooksett, New Hampshire (the "Project"), more particularly described as follows:

WHEREAS, as a condition of subdivision or site plan approval for the Project, the Principal agrees to construct the improvements relating to the Project shown or listed on or required by:

1. Plans dated _____, 200__ as approved by the Hooksett Planning Board on _____, 200__;
2. Approval of the Hooksett Planning Board dated _____, 200__;
3. Hooksett Subdivision and Site Plan Regulations.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall faithfully perform the obligations on its part and shall fully indemnify and save harmless the Obligee from all costs and damages which the Obligee may suffer by reason of its failure to do so and shall fully reimburse and repay the Obligee all outlay and expense that the Obligee may incur in making good any such default, then this obligation shall be null and void, and otherwise it shall remain in full force and effect.

IN WITNESS WHEREOFF, the Principal and Surety have executed this bond on _____
_____, 200__.

_____, (Principal)

By: _____

_____, (Surety)

By: _____

STANDARD FORM LETTER OF CREDIT

Re:

Dear Town Officials:

By this document the _____ Bank (hereinafter "Issuer") hereby issues an irrevocable Letter of Credit in the amount of \$_____ to the Town of Hooksett on behalf of _____(hereinafter "Developer"). This irrevocable Letter of Credit is issued to guarantee completion of all improvements required by the Hooksett Planning Board and the Town of Hooksett _____ subdivision regulations in conjunction with a subdivision plan entitled " _____, " dated _____, prepared by _____ and approved by the Planning Board on _____.

It is understood that the improvements guaranteed by this irrevocable Letter of Credit include, but are not limited to the following:

1. Construction of _____ linear feet of roadway along with all associated utilities. Said roadway being shown on the above referenced plan as _____.
2. Restoration of the site and control of erosion.
3. Compliance with all ordinances and regulations of the Town applicable to the development.

It is agreed and understood by the issuer of this Letter of Credit that it shall be issued for a period of ___ months. If all improvements guaranteed by this Letter of Credit are not completed by _____ (Date) and if a certificate indicating completion of all improvements has not been issued by the Town building inspector, or other appropriate official,

then this Letter of Credit shall be automatically considered to have been called and without further action of the Town of Hooksett or its Planning Board, the _____ Bank shall forthwith forward a check in the amount of \$_____ to the Treasurer of the Town of Hooksett. The funds so forwarded to the Town treasurer shall be used exclusively for the purpose of completing the improvements which are guaranteed by this Letter of Credit. Any funds not needed by the Town to complete improvements required by the subdivision plan referred to above shall be returned to the _____ Bank.

Upon receipt of written approval of the Town, the issuer may reduce (“draw down”) the amount of this Letter of Credit in accordance with the authorization of the Town. Provided, however, that 10% of the principal amount held for the constructed portion of the project shall be retained for one year after completion of the improvements to cover any latent defects appearing during the year and shall thereafter be returned to the issuer or become the property of the Town of Hooksett, if necessary to remedy any such latent defects.

Dated: _____

Signature of Bank Official

I have read this Letter of Credit and agree to its terms.

Dated: _____

Signature of Developer

Sincerely,