

TOWN OF BRIDGEWATER

SUBDIVISION APPLICATION CHECKLIST FOR SUBDIVISIONS AND BOUNDARY LINE ADJUSTMENTS

(that create a buildable lot)

The completed application must be filed in the Selectmen's Office not less than fifteen (15) days before the regular meeting of the Board.

Applicants are responsible for the complete abutters list and all mailing fees.

Abutters must receive the standard notice stating the time and place of the hearing by certified mail not less than ten (10) days before the hearing.

Certified mail receipts and a copy of the notice sent must be delivered to the Planning Board.

April 2005

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Instructions for notifying abutters for Sub-Division and/or Site Plan Applications.

1. Obtain list of all abutters using town tax maps and latest printouts for current addresses.
2. Prepare a letter for each abutter as described in the appropriate section of the Zoning Regulations.
3. Address an envelope for each abutter using the address obtained above.
4. Prepare a Certified Main Receipt and a Domestic Return Receipt for each envelope above.
5. The Sender or Return address should be:

Bridgewater Planning Board
297 Mayhew Turnpike
Bridgewater, NH 03222

Map_____ Lot_____

6. Deliver the letters in the properly addressed envelopes, with the Certified Mail Receipts and the Domestic Return Receipts properly attached, to the Town office along with a check made payable to the "USPS" for an amount equal to the numbers of letters times \$4.64 or current postal rate (e.g. 9 letters x \$4.64 = \$39.78).
7. These letters and checks must be at the Town office **no later than the Thursday**, which is 18 days before the Planning Board meeting date. (Since the Planning Board meets on the third Tuesday of the month, this means the Thursday in the third week prior to the meeting).

This is necessary to ensure that the mailing meets the State requirements for notification

IF THESE DATES ARE NOT MET, THEN YOUR APPEARANCE BEFORE THE PLANNING BOARD WILL BE DELAYED BY AT LEAST 1 MONTH BECAUSE PROPER NOTIFICATION CANNOT BE ACCOMPLISHED.

TOWN OF BRIDGEWATER

Before submission of a formal application to the Planning Board the applicant must make a preliminary consultation with the Planning Board to discuss the proposed project in conceptual terms. Please see Page 2 for instructions on the requirements of a Preliminary Consultation.

To be considered complete subdivision application shall contain the following information, where applicable. The information requested is intended to be a guide to the applicant. The Planning Board may require additional information as deemed necessary for the project. All plans shall conform to the applicable requirements of the Zoning Ordinance, Building Regulations, Subdivision and Site Plan Review Regulations and other state, local, and federal requirements.

A COMPLETED APPLICATION FOR SUBDIVISION MUST CONTAIN THE FOLLOWING ITEMS:

- | | | |
|---|----------|--------------------------|
| 1. Application checklist (pages 3 to 5 attached) | | <input type="checkbox"/> |
| 2. Names and addresses of all abutters (page 6 attached) | | <input type="checkbox"/> |
| 3. Four (4) copies of Subdivision Plan and one (1) mylar, scale not greater than 100 feet to the inch | | <input type="checkbox"/> |
| 4. Planning Board Fees: | | |
| a. Subdivision fee of land into less than four (4) lots or for a boundary line adjustment | \$80.00 | <input type="checkbox"/> |
| b. Subdivision fee of land into four (4) to nine (9) lots | \$110.00 | <input type="checkbox"/> |
| c. Subdivision fee for ten (10) or more lots and all commercial lots | \$300.00 | <input type="checkbox"/> |
| 5. Filing Fee for Recording of Deed (required upon approval of subdivision) | \$100.00 | <input type="checkbox"/> |

NOTE: ALL CHECKS ARE PAYABLE TO THE TOWN OF BRIDGEWATER

TOWN OF BRIDGEWATER

PREAPPLICATION REVIEW (REQUIRED)

There are two methods of preapplication review available to the property owner or agent. Both approaches shall not bind either the applicant or the Board and statements made by the Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken. No decisions are reached and no vote is taken. Preapplication review is covered under RSA 676:4.

(a) PRELIMINARY CONSULTATION PROCEDURE FOR SUBDIVISION

A Preliminary Consultation provides an opportunity for the property owner or agent to discuss with the Board, in very general terms, the uses that may be suitable for a piece of property. A Preliminary Consultation helps to identify potential problems early in the process thereby saving time and/or unnecessary and expensive redesign at a later date. The Preliminary Consultation is an informal meeting and must take place at a public meeting of the Planning Board, but notification of abutters and the general public is not required. Because the discussion is informal, no plans or specific details are presented.

In preparation for a preliminary consultation prepare a sketch of the area drawn from the tax map and identify the approximate dimensions and sizes of the proposed lots, layout of proposed streets, and any facilities or utilities. Be prepared to discuss the existing conditions on the site.

(b) DESIGN REVIEW PROCEDURE

The Design Review phase provides the property owner or agent the opportunity to engage in non-binding discussions with the board beyond conceptual and general discussion which involve more specific design and engineering details. This phase of preapplication review requires ten (10) day notice to abutters and the general public and must take place at a public meeting of the planning board.

To request either a preliminary consultation or a design review, notify the Planning Board Chairman of the date of the public hearing you would like to attend. A time will be given for the preapplication review based upon the scheduling for that night.

**TOWN OF BRIDGEWATER
APPLICATION CHECKLIST**

1. Date: _____

2. Name of Legal Owner: _____
Address: _____
_____ Telephone # _____

3. Name of Applicant: _____
Address: _____
_____ Telephone #: _____
Relationship to owner: _____

4. Property Address: _____
Tax Map: _____ Lot #: _____ *Zoning District: _____
Area of Entire Tract: _____ Portion being Developed: _____

5. Proposed Subdivision Use: _____

6. Name and license number of surveyor or engineer: _____

7. Do any deed restrictions and covenants apply? Yes No (Circle one)
Are any contemplated? Yes No (Circle one)
If yes, attach copy. _____

8. Administrative fees for this application payable to the Town of Bridgewater.
\$ _____

*A COPY OF THE TOWN OF BRIDGEWATER ZONING MAP IS ATTACHED FOR YOUR REFERENCE.

Please indicate that the following information is contained on the plans submitted. Enter N/A in the submitted column if the item does not apply. If you are requesting a waiver of an item, please attach a written request for waiver. See Waiver Procedures attached.

	Submitted	Waiver Requested
9. Name of Subdivision	_____	_____
10. Location and dimensions of property lines	_____	_____
11. Date, North arrow, and bar scale	_____	_____
12. Location, name(s), and width of all <u>existing</u> roads, rights-of-way, easements, water courses, standing water, rock ledge and other essential site features	_____	_____
13. Location, name(s), and width of all <u>proposed</u> roads, rights-of-way, and easements	_____	_____
14. Locations, dimensions and areas of all proposed lots	_____	_____
15. Identification of pedestrian ways, reservations, and areas the title to which is reserved by the developer	_____	_____
16. Proposed system of water supply	_____	_____
17. Proposed system of sewerage disposal	_____	_____
18. General location map at a scale equal to the Town wide base map showing the proposed subdivision in relation to surrounding property	_____	_____
19. Existing topography at not greater than twenty foot (20') intervals, although ten foot (10') intervals may be required, if, in the opinion of the Board, greater accuracy is necessary	_____	_____
20. Written approval for subdivision from the NH Water Supply and Pollution Control Commission	_____	_____
21. Other permits may be applicable:		
Department of Public Works and Highways	_____	_____
Department of Health and Welfare	_____	_____
New Hampshire Wetlands Board, and/or Special Board for Dredge and Fill	_____	_____

22. Waiver

NOTE: FOR THE CONSTRUCTION OF A ROAD A PERFORMANCE GUARANTEE, FILED WITH THE SELECTMEN, IN THE FORM OF AN INSURANCE BOND, ESCROW DEPOSIT, OR EVIDENCE OF COMPLETED WORK ON THE ROAD MAY BE A NECESSARY CONDITION TO THE FINAL APPROVAL OF A SUBDIVISION.

NOTICE: I CERTIFY THAT THIS APPLICATION AND THE ACCOMPANYING PLANS AND SUPPORTING INFORMATION HAVE BEEN PREPARED IN CONFORMANCE WITH ALL APPLICABLE TOWN REGULATIONS, INCLUDING BUT NOT LIMITED TO THE "SUBDIVISION REGULATIONS" AND THE ZONING ORDINANCE.

DATE: _____ APPLICANT SIGNATURE: _____

TOWN OF BRIDGEWATER

ABUTTER LIST

PLEASE LIST ALL PERSONS WHOSE PROPERTY ADJOINS OR IS DIRECTLY ACROSS THE STREET OR STREAM FROM THE LAND UNDER CONSIDERATION BY THE BOARD. THIS LIST SHALL BE COMPILED FROM THE TOWN OF BRIDGEWATER'S TAX ASSESSOR'S RECORDS.

Tax Map #: _____
Name: _____
Address: _____

Tax Map #: _____
Name: _____
Address: _____

Tax Map #: _____
Name: _____
Address: _____

Tax Map #: _____
Name: _____
Address: _____

Tax Map #: _____
Name: _____
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Tax Map #: _____
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Tax Map #: _____
Name: _____
Address: _____

Tax Map #: _____
Name: _____
Address: _____

Tax Map #: _____
Name: _____
Address: _____

NOTE: PLEASE ATTACH ADDITIONAL SHEETS, IF NEEDED.

TOWN OF BRIDGEWATER

WAIVER PROCEDURES

The Planning Board may waive or modify specific requirements of the regulations under the following circumstances:

- a. Strict conformity with any specific requirements would cause undue hardship or injustice to the landowner.
- b. The review procedures have been in general conformity with the regulations.
- c. The general spirit, intent, and purpose of the regulations will not be adversely or substantially affected or harmed.
- d. The public convenience and welfare of the citizens of Bridgewater will not be adversely or substantially affected or harmed.

In approving waivers, the Planning Board may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of these regulations.

A petition for any waiver shall be submitted in writing by the applicant at the time the application is filed for consideration of the Planning Board. The petition shall state fully the grounds for the waiver and all of the facts relied upon by the petitioner.

NOTE: According to RSA 676:4.I I, the Planning Board must act either to approve, approve conditionally, or deny an application within ninety (90) days of its submission unless this requirement is waived by the Applicant.

The Planning Board will do all within its power to comply with this statute, however should unusual circumstances require an extension of time we may request your authorization to seek a 90-day extension from the Selectmen.

TOWN OF BRIDGEWATER
297 MAYHEW TURNPIKE
BRIDGEWATER, NH 03222

ABUTTER'S NOTICE

Date: _____/_____/_____

To: _____

Dear _____:

The Planning Board for the Town of Bridgewater, NH will be holding an abutter's hearing on Tuesday, _____/_____/_____ at _____:_____ PM, at the Bridgewater Town Hall located on 297 Mayhew Turnpike (RT. 3A), Bridgewater, NH.

Applicant: _____

Location of Property: _____

Tax Map: _____ Lot #: _____

Purpose of Hearing: _____

As an abutter, you are invited to attend the meeting in person or by counsel or agent and state reasons why the above application should or should not be granted. If you have any questions, please contact the Planning Board at (603)744-5055.

TOWN OF BRIDGEWATER, NEW HAMPSHIRE

LAND SUBDIVISION REGULATIONS

APPENDIX A

GUIDELINES FOR DESIGN AND CONSTRUCTION OF ROADS

IN EXCESS OF 120 VEHICLES PER DAY AND/OR 9% GRADES

Adopted by the Board of Selectmen

August 18, 1988

Town of Bridgewater, New Hampshire

Amended June 17, 1997

April 2007

APPENDIX A

GUIDELINES FOR DESIGN AND CONSTRUCTION OF ROADS IN EXCESS OF 120 VEHICLES PER DAY AND/OR 9% GRADES

PART I: DESIGN

DESIGN TRAFFIC VOLUME

Roads shall be designed for specific traffic volumes in accordance with accepted engineering practice.

To determine the design traffic volume, use six (6) vehicle trips per day per dwelling unit for the projected number of units.

Roads which have an average daily traffic (ADT) volume in excess of 120 vehicles per day may require more stringent criteria and shall be considered individually by the Selectmen and their appointed engineer.

RIGHT OF WAY

No right-of-way shall be less than fifty feet (50') in width. When construction excavation of fill extends beyond the right-of-way limits an easement for maintenance of slopes shall be granted by the abutting land owner. To determine the design traffic volume, use six (6) vehicle trips per day per household for the projected number of households in the design year.

DESIGN SPEED

Design speed shall be selected for the appropriate type of terrain and ADT as shown below.

Table 1

Design Speed (MPH)

TYPE OF TERRAIN	ADT = 0-50	ADT = 50-250	ADT = 250-400
Level	40 MPH	40 MPH	50 MPH
Rolling	30 MPH	30 MPH	40 MPH
Mountainous	20 MPH	20 MPH	30 MPH

Level terrain is that which is generally flat and sight distance is generally long or could be made so without construction difficulty or major expense. (see Appendix on driveways adopted May 10, 2007).

Rolling terrain is that where the natural slope of the ground consistently rises and falls and where occasional steep slopes offer some restriction to normal alignment and sight distance.

Mountainous terrain is that where changes in elevation are abrupt and where the road bed is obtained by frequent benching and sidehill excavation.

SIGHT DISTANCE

Minimum stopping and passing sight distance shall be as shown in Table 2 below. Criteria for measuring vertical and horizontal sight distance are as follows:

Stopping sight distance (SSD) – height of driver’s eye 3.75 feet and height of object 0.5 feet

Passing sight distance (PSD) – height of driver’s eye 3.75 feet and height of object 4.5 feet

Table 2

Design Speed – MPH	20 MPH	30 MPH	40 MPH	50 MPH
Stopping Sight Distance	150 feet	200 feet	275 feet	350 feet
Passing Sight Distance		1,100 feet	1,500 feet	1,800 feet

In the design of subdivision roads stopping sight distance will generally govern since passing is generally discouraged in residential areas. Effort should be made to obtain greater than minimum sight distance.

GRADES

Minimum grades shall be not less than 0.5%. Maximum grade shall be as shown in Table 3 below. A maximum grade of 2% will be allowed within fifty feet (50’) of an intersection to provide safe and adequate landing area.

Table 3

Type of Terrain	20 MPH	30 MPH	40 MPH	50 MPH
Flat	7%	7%	7%	6%
Rolling	10%	9%	8%	
Mountainous	12%	10%	10%	

ALIGNMENT

Alignment shall be as high a standard as is commensurate with topography, terrain, and design traffic. Sudden changes between curves of widely different radii or long tangents and sharp curves should be avoided. Where crest vertical curves and horizontal curves occur at the same location there should be greater minimum sight distance to assure that the horizontal curve is visible as the drivers approach.

A maximum rate of superelevation of 0.06 feet/foot (3/4 inches/foot) will be allowed on curves. The minimum radius for different design speeds is to be as shown in Table 4 below.

Table 4

Design Speed MPH	Minimum Radius
20	115
30	275
40	510
50	830

ELEMENTS OF THE TYPICAL CROSS SECTION

The elements of the typical cross section shall conform to the New Hampshire Public Works and Highways guidelines for Town Road Aid Projects which shall be considered minimum standards. Modifications in the typical cross section will be allowed when based on sound engineering design. Any modification must be approved by the Selectmen or their appointed engineer.

DRAINAGE AND EROSION CONTROL

Contributing drainage areas for all ditches and culverts shall be identified and appropriate flow rates shall be determined using either the “Rational Formula, “ the S.C.S. TR-55 Method, or other accepted methods.

Culverts, ditches and other drainage structures shall be analyzed for both ten (10) year and twenty-five (25) year return periods with analysis of head water and backwater. Where potential for damage to adjacent property exists, the twenty-five (25) year return period shall govern the design.

Both permanent and temporary erosion control shall be provided in roadside ditches and at drainage structure outlets. Such erosion control shall consist of well established sod, stones or cobbles. Generally, no paved ditches will be allowed. Where deemed necessary, retention ponds shall be constructed to control runoff.

TRAFFIC CONTROL DEVICES AND SIGNING

Traffic control devices or signs shall be placed at locations where conflicting traffic movements will exist or where large traffic volume indicates necessity. Generally, stop signs will be provided at intersections where the street of lesser traffic volume enters that of higher traffic volume. All signs and control devices shall conform to those standards set forth in the Manual of Uniform Traffic Control Devices.

SUBMISSION OF ROAD DESIGN

Road design shall be drawn with a horizontal scale of 1”=50’ and vertical scale of 1”=10’ on plan and profile paper measuring 22” X 34” in size. Submit four (4) sets of prints to the Board of Selectmen for review and approval. The plan(s) submitted shall conform to acceptable road design standards as found in Suggested Minimum Standards for Rural Subdivision Roads.

A detailed estimate of construction costs shall be filed with the plans when submitted for approval. At the option of the Board of Selectmen, the plans may be submitted to the consulting engineer and/or Road Agent for review to determine costs.

PART II: CONSTRUCTION

BOND OR ESCROW

Performance guarantee: Before approval of a subdivision by the Planning Board there must be filed with the Board of Selectmen, by the subdivider, an insurance performance bond, suitable escrow deposit or first lien in property within the subdivision by the subdivider, or other real property in amount sufficient to cover the cost of construction of the streets, and extension of public water and sewer lines if required.

Estimates of cost shall be filed with the street plans and may be reviewed by the Board of Selectmen, their consulting engineer or Road Agent as to amount. Any bond must be approved as to form and sureties by the legal counsel for the Town of Bridgewater and conditioned on the completion of such improvements within five years of the date of the bond. As a substitute for the performance bond, money for the full amount of the construction cost may be deposited in escrow in a savings account entitled as such and held by the Town in the Town's name.

As an alternative to both of the above, the owner may build the road for its full length in accordance with these standards to be accepted by the Selectmen before the subdivision plan is released for recording by the Planning board or any lots are sold.

INSPECTIONS

There shall be a minimum of three inspections by the Selectmen or their appointed engineer.

The initial inspection shall take place upon the submission of the proposed road plans. The Selectmen shall notify the owner of the date of inspection and it shall be the responsibility of the owner to see that the road is laid out and described sufficiently on the ground.

Inspection shall take place periodically during construction. It shall be the responsibility of the owner to notify the Selectmen at least forty-eight (48) hours in advance of any covering of laid pipes, placing of gravel and grading, and paving operations. The owner shall furnish sufficient information such as survey field notes or marked up profile to the Selectmen to prove that the gravel base course is at grade before paving begins.

The final inspection shall take place after the presentation of "as built plans" and before final acceptance of the road by the Selectmen.

If at any time during construction the Selectmen feel that it is necessary to have more extensive inspection or engineering than they are capable of providing, the cost of such inspection shall be paid by the Town and reimbursed in full by the owner.

MATERIALS

Construction material specifications shall generally be those shown in Design Standards for Rural Subdivision Roads, approved and adopted in 1974. Special specification or those which differ from the State Standard will be spelled out and stated specifically in the initial submission of the design plans. Approval of materials must be made by the Selectmen or their appointed engineer prior to their use in construction. A letter of certification shall be provided by the owner that all material meets specifications, specifically gravel, pipe, and pavement materials.

LAYOUT

It shall be the responsibility of the owner to provide all layout necessary to assure that construction takes place on the line and grade established during design. This shall be related to but not limited to the following: center line stakes, limit at clearing stakes, rough grade stakes, edge of pavement stakes, fine grade stakes, and drainage structure grade stakes.

AS BUILT OR RECORD PLAN

Before the final inspection and acceptance of the road by the Selectmen the owner shall have prepared a final "As Built or Record Plan." This plan should show as built locations and elevations in a contrasting color (preferably red ink) on a print of the original road design. It should show the following:

- as built centerline of street elevations,
- as built culvert invert elevations,
- as built manhole invert and rim elevations,
- as built guard rail and sign locations.

In addition to the as built plan, a metes and bounds legal description shall be furnished by the owner (prepared by a surveyor, licensed in New Hampshire) of that portion of the road to be deeded to the Town. Accompanying the legal description shall be a certification by the owner's surveyor that the right-of-way bounds have been set at the locations shown on the plans.

TOWN OF BRIDGEWATER, NEW HAMPSHIRE

LAND SUBDIVISION REGULATIONS

APPENDIX B

DIAGRAMS

GUIDELINES FOR DESIGN AND CONSTRUCTION OF ROADS

IN EXCESS OF 120 VEHICLES PER DAY AND/OR 9% GRADES

Adopted by the Board of Selectmen

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