

LAND SUBDIVISION REGULATIONS

TOWN OF MEREDITH

ADOPTED MARCH 13, 1968

AMENDED

JANUARY 27, 1998

JULY 8, 2008

OCTOBER 25, 2011

FEBRUARY 23, 2021

MEREDITH PLANNING BOARD

LAND SUBDIVISION REGULATIONS

TABLE OF CONTENTS

SECTION I	AUTHORITY Purpose and Intent Conflicting Provisions
SECTION II	TITLE
SECTION III	DEFINITIONS
SECTION IV	APPLICATION PROCEDURE General Procedure Pre-application Preliminary Consultation & Review Preliminary Layout Revision of Preliminary Layout Abandonment of Preliminary Layout Final Layout Hiring of Consultants Engineering & Consulting Services Legal Services Preliminary & Final Plat Requirements Completed Application Filing and Submission of Completed Application Board Action on Completed Application Site Inspection Filing Fee Technical Review Fee Letter of Credit Board Action on Plats
SECTION V	APPLICATION FOR MINOR SUBDIVISION APPROVAL Scope Preliminary Consultation and Review Preliminary Layout Final Plat and Completed Application Meetings and Hearings

Notices
Final Action

SECTION VI GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND

Adequacy of Existing Streets
Design Standards - Streets
Street Names
Width
Classification
Grade
Dead-End Streets
Easements
Protection of Natural Features
Surface Drainage
Road Construction
Minimum Lot Size Based on Soils and Slopes
Parks and Playground Areas
Waterfront Requirements
Maximum Length of Lot
Town Road Approval

SECTION VII PRELIMINARY LAYOUT

SECTION VIII FINAL PLAN

SECTION IX IMPROVEMENT CONSTRUCTION REQUIREMENTS

SECTION X VOLUNTARY LOT MERGER

SECTION XI AMENDMENTS

SECTION XII PENALTY

SECTION XIII ADOPTION

SECTION XIV SEPARABILITY

SECTION XV ANNUAL REVIEW

LAND SUBDIVISION REGULATIONS

Meredith, New Hampshire

SECTION I AUTHORITY

Pursuant to the authority vested in the Meredith Planning Board by the voters of the Town of Meredith at the Town Meeting, March 13, 1968, and in accordance with the provisions of Chapter 674, Section 35-42, N.H. Planning and Land Use Regulations, the Meredith Planning Board adopts the following regulations governing the subdivision of all land in the Town of Meredith.

Purpose and Intent

These regulations are intended to promote the orderly growth of the Town of Meredith, providing for public and other open space and for proper development of land while preventing, through the Board's discretion, such scattered, premature and undesirable subdivision and development of land as would involve danger, or injury to health, safety or property, by reason of the lack of water supply, sewage, drainage, transportation or other public services or would necessitate in the Board's judgment an excessive expenditure of public funds for the supply of such services, or would be injurious to maintenance of the integrity of the Meredith Master Plan dated 1982.

The Board requires that the land indicated on the plans submitted shall be of such character that it can be used in a practicable manner for the proposed purposes without danger to health, property or the general welfare. The Board may require such additional lot size as would assure provision of the above amenities or would bring the proposal in accord with the best use of land beyond the requirements of the Zoning Ordinance, at its discretion. Minimum lot sizes described in the Zoning Ordinance are subject to change where topography or special conditions exist which would dictate different minimums. Failure to comply with established larger lot sizes is reason for disapproval.

Where special topographic or other physical or economic conditions exist which would dictate the best potential use of land, the Board may require development plans in accord with this best use and may at its discretion disapprove plans which do not provide for optimal conditions of a given site, tract or parcel of land. Such optimization of land use shall consider modifications of development density requirements, preservation of open space, and best utilization where appropriate because of unique locations of or proximity to physiographic or recreational features and facilities. Reference shall be made to the Meredith Master Plan in determining best use of land.

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. (6/88)

The responsible person 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.

Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted 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.

In development of one portion of a large tract of land, the Board may require submission of a land use master plan for the entire tract prior to approval of subdivision plans.

Conflicting Provisions

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

SECTION II TITLE

These regulations shall be known and cited as the Subdivision Regulations of the Town of Meredith, New Hampshire.

SECTION III DEFINITIONS

- 3.1 **ABUTTER** means any person whose property adjoins or is directly across the street or stream from the land to be subdivided or under consideration by the Planning Board. For purposes of receiving testimony only and not for purposes of notification, the term abutter shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. (9/81)
- 3.2 **APPLICANT** means the owner or agent of the owner of land to be subdivided who files an application hereunder for such subdivision, such agent shall be authorized in writing by the owner at the time of the application. (9/81)
- 3.3 **APPLICATION** means a properly filled-out and executed Application for Subdivision Approval on a prescribed form supplied by the Board. (9/81)

- 3.4 **COMPLETED APPLICATION** means an application with all information and accompanying documents required by these regulations and which are necessary to invoke jurisdiction and allow the Board to proceed with consideration and make an informed decision. (9/81)
- 3.5 **BOARD** means the Planning Board of the Town of Meredith, N.H.
- 3.6 **CABIN COLONIES** - conversion of wholly-owned cabin colonies to cooperative cabin colonies where ownership is divided by singular ownership of cabins with “common” ownership of land shall be treated as a condominium and proponents of such development shall submit plans in accordance with these regulations and shall comply with all provisions of these regulations and the Zoning Ordinance.
- 3.7 **CLUSTER DEVELOPMENT** - shall mean a development consisting of or similar to cluster housing, apartment(s), condominium(s), shopping center(s), etc., constructed on a single lot with common land areas for open space and recreation. (1978)
- 3.8 **CONDOMINIUMS** - as outlined in RSA 479-A shall be considered a subdivision of land and reviewed according to Cluster Development as outlined in the Zoning Ordinance as amended. (1978)
- 3.9 **CONTIGUOUS LOTS** - Adjacent or abutting lots which have a common boundary line.
- 3.10 **DWELLING** - A structure or part thereof including a unit of a condominium development or vehicle, stationary or mobile, with living and sleeping accommodations intended for use and/or occupancy by a single family or household. The term shall include, but not be limited to, house, apartment, cottage, tourist cottage, motel, hotel, inn, camp, tent, mobile home, trailer, travel trailer, pickup camper or other recreational vehicle.
- 3.11 **EASEMENT** means an acquired privilege or right of use which one party may have in the land of another.
- 3.12 **ENGINEER** means a duly registered professional, civil or sanitary engineer, as required by the New Hampshire licensing laws. (9/81)
- 3.13 **FINAL PLAT** means the final plan as required by these regulations on which the subdivider’s plan of subdivision is presented to the Planning Board for approval and which, if approved, will be submitted by the Planning Board to the Registry of Deeds of Belknap County for filing. (9/81)
- 3.14 **FRONTAGE**, as used in Section 6.10 of these regulations, is defined as the straight-line distance, point to point, on the shore. (1986)

- 3.15 **GROUP DEVELOPMENT** - Clubs, including recreational clubs and fraternal lodges or organizations which are intended for use generally on an individual or family membership basis.
- 3.16 **LOT** means a parcel of land capable of being occupied by one principal structure and its accessories or used for one particular purpose and designated as such on a plan or plat.
- 3.17 **PRELIMINARY LAYOUT** means a more detailed layout of the proposed subdivision and supporting information as required by these regulations. (9/81)
- 3.18 **RESIDENTIAL DEVELOPMENT** - a development which includes single-family residences whether detached or attached; multi-family residences, either for rent or for sale; hotels, motels, inns, condominiums or lodging houses; and other development intended for use by a family, either as temporary or permanent residence. (9/81)
- 3.19 **RE-SUBDIVISION** - shall be applicable to:
1. Any change in a map of an approved or recorded subdivision or re-subdivision.
 2. The combining of three or more small lots into two or more lots where each of the resulting lots is larger than any of the original lots.
 3. Any contiguous non-conforming lots of record whether previous to subdivision or not. (1979)
- 3.20 **RIGHT-OF-WAY** shall mean a strip of land used for or intended to be used for a street, crosswalk, water main, sanitary or storm sewer main, or for other special use including public use. The usage of the term "right-of-way" for land platting purposes in these regulations shall mean that every right-of-way hereafter established and shown on a record plan is to be separate and distinct from the lots and parcels adjoining such right-of-way and not to be included within the dimensions or areas of such other lots or parcels.
- 3.21 **SETBACK** means the minimum horizontal distance between a legal boundary, right-of-way, lot line, or property line and any part of a structure. (9/81)
- 3.22 **SKETCHED LAYOUT** means informal line plan of the proposed subdivision. (9/81)
- 3.23 **STREET** means and includes street, avenue, boulevard, road, alley, highway or other way, including all the land between the sidelines of the layout or conveyance or dedication thereof, but shall not include driveways serving not more than two (2) adjacent lots.

- 3.24 **SUBDIVIDER** means the registered owner(s) of the subdivision as identified on the Application Form.
- 3.25 **SUBDIVISION** shall mean the division of a lot, tract or parcel of land into two (2) or more lots, plats, sites or other division of land for the purpose, whether immediate or future, of sale, lease, rent, condominium conveyance or building development. It includes re-subdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among several owners shall be deemed a subdivision. (9/81)
- 3.26 **SURVEYOR** means a surveyor licensed by the State of N.H. to practice land surveying as required by the State statutes. (9/81)
- 3.27 **MINOR SUBDIVISION** means the subdivision of land into three (3) or less lots with no potential for re-subdivision, and frontage on an existing street, or the creation of lots for non-building development purposes, or minor lot line adjustments or boundary agreements which do not create buildable lots. (9/81)
- 3.28 **WATER BODY** means all rivers, streams, creeks, rivulets, lakes, dammed water, ponds and springs whether intermittent or not. (1986)
- 3.29 **WATERFRONT PROPERTY** - A lot or parcel of land from which direct access may be gained to a lake or pond. (1986)
- 3.30 **WETLANDS** are hereby determined to be those areas delineated as Poorly Drained, Very Poorly Drained and Alluvial (Flood Plain) soils identified in the U.S. Department of Interior, Fish and Wildlife Service publication "Classification of Wetlands and Deepwater Habitats, 1979 (FWS/OBS 79/30)", the U.S. Department of Agriculture, Soil Conservation Service, Soil Survey of Belknap County, New Hampshire, November 1968 and/or the Meredith Prime Wetland Report dated 15 November 1984, as well as the Soil Survey of Meredith, N.H., as shown in the Meredith Master Plan. (1986)

SECTION IV APPLICATION PROCEDURE (9/81)

4.1 General Procedure

Whenever a subdivision is proposed and before any contract or offer for sale, rent, condominium conveyance or lease of lots in the subdivision shall have been negotiated, the owner(s) thereof or his agent shall make application to the Board as specified in these regulations on a form provided by the Board.

4.2 Pre-Application

Prior to formal submission of a subdivision layout, a subdivider, in order to save the cost of changes at a later date, may appear at a regular meeting of the Board

and submit a sketch (concept) plan for informal discussion with the Board consistent with the provisions of RSA 676:4 (II) as amended.

- 4.3 **Preliminary Consultation and Review** shall be directed at a review of the basic concept of the proposal and suggestions which might be of assistance in resolving problems meeting requirements during final consideration. Preliminary consultation and review shall not bind either the applicant or the Board.

The Board and the applicant may discuss proposals in conceptual form only and in general terms such as the desirability of types of development and proposals under the Master Plan, if any. Such discussion may occur without the necessity of giving formal notice but such discussions may occur only at formal meetings of the Board.

- 4.4 **Preliminary Layout**

All plats submitted to the Board as part of any application procedure shall be prepared by a surveyor licensed by the State of N.H. Any other plans submitted in support of the application relating to roads and drainage shall be prepared by an engineer duly registered by the N.H. Licensing Laws. All such plans shall bear the seal of registration of the qualified surveyor or engineer, as appropriate, and shall be signed by the registrant named thereon.

Four (4) copies of the preliminary layout shall be filed with the Planning Board. The Board will then study the preliminary street and lot layout and proposed improvements in connection with the topography of the area, the needs of the surrounding area and any other pertinent state or local regulations.

The subdivider shall submit an application for preliminary layout approval to the Clerk of the Board not less than fifteen (15) days before any regular meeting of the Board. He shall use a form supplied by the Board.

- 4.5 **Revision of Preliminary Layout** (1986)

The Board, before taking action, shall hold a discussion or hearing with the subdivider and shall hear and confer with other parties whose interest may be affected by the proposed layout. All abutting property owners shall be notified in writing, by certified mail, by the Board. The subdivider shall pay the mailing expenses. After such discussion, the Board shall communicate in writing, within thirty (30) days, to the developer the specific changes, if any, which it will require in the preliminary plat and the types and amount of construction or improvements it shall require as a condition preceding the approval of the subdivision plat. The Board may disapprove of the preliminary layout in its entirety, but shall state its reasons for such disapproval. Any disapproval shall be considered only as tentative and shall not be entered on the plat. If the subdivider wishes to develop a subdivision in sections, this shall be indicated on the preliminary plat and shall disclose the proposed use of the portions not platted.

4.6 **Abandonment of Preliminary Layout**

A Preliminary Layout shall be considered to have been abandoned by the subdivider if he has not submitted a Final Plan within twelve (12) months of the date of submission of the Preliminary Layout. An abandoned layout cannot be revised and is not transferable except as a complete new submission to the Board.

4.7 **Final Plat**

The subdivider, after official notification by the Board with respect to the preliminary plat and the changes, if any, to be made herein shall, within six (6) months thereafter, file with the Board drawings of the final plat and street profiles, provided, however, that if the preliminary plat shows development by sections, the final plat may be one of the sections to be then developed.

4.8 **Hiring of Consultants**

The Board may require that a subdivision plan or any portion thereof be reviewed by a consulting engineer to ensure compliance with all applicable local, state and federal regulations, construction standards and building codes. The Town shall periodically retain a consulting firm for this purpose. The consultant shall submit a written report to the Board summarizing the technical review of the proposal. The cost of such consultant shall be paid by the applicant prior to the Board's final approval or disapproval of the subdivision plan. (October 14, 1986)

4.9 **Engineering and Consulting Services**

The Board may require the applicant to hire a registered professional engineer or other consultant, subject to Planning Board approval, to review a subdivision plan, including drainage facilities, sanitary sewer disposal, water facilities and road construction, to assure conformity to Subdivision Regulations. The cost of such engineer or consultant is not the responsibility of the Planning Board and shall be paid by the applicant prior to approval or disapproval of final plans.

4.10 **Legal Services**

The Board, if it deems necessary, may seek legal counsel during the review process to assure conformity with the Subdivision Regulations. The cost of such counsel shall be paid by the applicant prior to approval or disapproval of final plans.

4.11 **Preliminary and Final Plat Requirements** (2007)

Applicants shall file with the Board four (4) copies of a Preliminary Layout and seven (7) copies of the Final Plan. Five (5) copies of the final plan shall be submitted for approval and subsequent recording.

A subdivision plan shall be prepared in accordance with the Subdivision Application Checklist in Appendix A of these regulations.

4.12 **Completed Application** (2007)

The following requirements shall constitute a Completed Subdivision Application sufficient to invoke Board jurisdiction and to obtain Board approval or disapproval.

- (1) An Application for Subdivision Approval;
- (2) A Subdivision Application Checklist;
- (3) A Subdivision Plan containing information per the checklist;
- (4) The abutters list;
- (5) Application, abutter, publication and recording fees;
- (6) Payment of the Technical Review Fee as provided for in the Technical Review Fee Regulation; and
- (7) Delivery of an executed Technical Review Fee Agreement as provided for in the Technical Review Fee Regulation.

The Application for Subdivision Approval and the Subdivision Application Checklist are located in Appendix A of the Land Subdivision Regulations.

Waiver Request

- A. A request to waive an item on the application checklist shall be noted on the checklist. A formal waiver request and supporting rationale must be provided to the Board in writing at the time an application is filed.
- B. When strict conformity with any specific requirement of these regulations would cause undue hardship to the owner of the land and the general spirit, intent and purpose of these regulations will not be adversely or substantially affected or harmed as a result of the waiver, the Planning Board may waive or modify such specific requirements.
- C. Waiver requests will be considered by the Board at a public meeting prior to the acceptance of a complete application. To grant such request, the Board must find that sufficient information is included or submitted with the application to proceed with consideration and to make an informed decision. The Board reserves the right to request additional information or investigative studies during the review process.

4.13 **Filing and Submission of Completed Application**

- A. The Completed Application shall be filed with the Clerk of the Board at least fifteen (15) days prior to a scheduled public meeting of the Board.
- B. The Completed Application shall be formally submitted to and accepted by the Board only at such scheduled public meeting after due notification to applicant, abutters and the general public of the date the Completed Application will be submitted and received by the Board in accordance with Section 4.12 hereof.

C. **Notices**

Submission notice to the applicant, abutters and public shall be given by the Board as follows:

- (1) To abutters and the applicant by Certified Mail, mailed at least ten (10) days prior to submission. (1986)
- (2) To the general public at the same time by posting in at least two (2) public places in town and publication in a newspaper of general circulation therein.

The notice shall give the date, time and place of the Board meeting at which the application or other item(s) will be formally submitted to the Board, and shall include a general description of the proposal which is the subject of the application or of the item to be considered and shall identify the applicant and location of the proposed subdivision.

Hearing Notice

- (1) For any public hearing on the proposed application, the same notice as required for notice of submission of the application shall be given.
 - (2) If the notice of public hearing has been included in the notice of submission or any prior notice, additional notice of the public hearing is not required, nor shall additional notice be required if an adjourned session of a hearing with proper notice of the date, time and place of the adjourned session was made known at the prior meeting.
- D. An incomplete application filed by the applicant will not be formally accepted by the Board nor will notices of a public meeting be mailed, posted or published as provided under Paragraph C above.
 - E. Applications may be disapproved by the Board without public hearing on the grounds of: Failure of the applicant to supply information required by these

- regulations, including (1) abutters identification; information required for Preliminary Layout and information required for Final Plat; (2) failure to pay costs of notices or other costs and fees required by these regulations; and (3) failure to meet any reasonable deadlines established by these regulations.
- F. In case of disapproval of any application submitted to the Board, the grounds for such disapproval shall be stated in the minutes or records of the Board.

Compliance Hearing

Whenever the Board conditionally approves a subdivision plat, placing a condition or conditions precedent on the approval, all such conditions shall be met within a specified period of time as determined by the Board at which time a noticed hearing shall be held to provide abutters an opportunity to review and comment on full compliance with the conditions precedent.

4.14 Board Action on Completed Application

The Board shall consider the completed application within thirty (30) days of its submission and acceptance and shall act to approve or disapprove within ninety (90) days after submission, subject to extension of waiver as provided in accordance with RSA 676:4 as amended. (1986)

Approval of the final plat shall be certified by written endorsement on the final plat and signed by the Chairman and Secretary of the Board. The Chairman or the Secretary of the Board shall cause to be filed a copy of the final plat with such approval endorsed in writing therein at the Registry of Deeds of Belknap County. When declarations, covenants or other instruments are or become a part of the submission, they shall be recorded in said Registry at the same time as the approved plat. The subdivider shall be responsible for the payment of the recording fees. Approval will not be given until the subdivider pays all fees necessary to effect filing of the plat and recording of any instrument required by the Board. In case of disapproval of any part submitted, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and notice given to the subdivider.

4.15 Site Inspection

The Board may conduct, or cause to be conducted, a site inspection of the proposed subdivision prior to conditional approval to ascertain the natural conditions of the site and to inspect the layout of the proposed roads.

4.16 Filing Fee (2007)

An application for Subdivision Approval must be accompanied by an application filing fee. Additional fees required at the time an application is filed are Belknap County Registry and Town of Meredith recording fees as well as abutter

notification and publications fees. The Fee Schedule for Planning Board Applications can be found in Appendix B of these regulations.

Reasonable fees in addition to fees for notice may be imposed by the Board to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications.

4.17 **Technical Review Fees** (1989)

A. **Authority.** The Town of Meredith in accordance with the provisions of Chapter 674, Sections 35 through 42, has adopted Planning and Land Use Regulations and in accordance with Chapter 674:43, the Town of Meredith has adopted Site Plan Review Regulations. In accordance with the provisions of RSA 676:41(g), the Meredith Planning Board has adopted the following technical review fee schedule and procedure (November 14, 1989).

B. **Policy.** In order for the Planning Board of the Town of Meredith to fully implement the purposes and intent of the Subdivision Regulations and Site Plan Review Regulations, it is the policy of the Town of Meredith to retain the services of independent consultants to review the technical information submitted by an applicant and, if necessary, to conduct special investigative studies which the Planning Board determines are necessary as a result of either a subdivision or a site plan review application.

The policy will provide the Town of Meredith Planning Board with the technical assistance necessary for the review of technical data submitted and/or to obtain the technical data necessary in order for the Planning Board to properly evaluate how the particular application affects the purposes and intent expressed in the Subdivision Regulations and Site Plan Review Regulations.

C. **Purposes.** (RSA 676:41(g)) The purpose of this regulation is:

- (1) To provide the Planning Board with a procedure to assess a particular applicant the actual costs of special investigative studies, review of technical data and special documents and other technical review matters which relate to a particular application.
- (2) To assure that the actual costs for special investigative studies, review of technical data and special documents and other technical review costs are in fact paid by the particular applicant.
- (3) To provide a technical review fee/escrow fund procedure whereby the actual cost incurred by the Planning Board for special investigative studies, review of technical plans and data and other technical review costs for particular applications are paid from an escrow fund; and to

establish a procedure for the replenishment of the fund, if necessary, and the return to the particular applicant of any funds which are not actually expended by the Town of Meredith Planning Board for these purposes.

- D. **Technical Review Fee.** The applicant shall pay to the Planning Board the technical review fee as initially established by the Town Planner (or other designee) on behalf of the Planning Board. The initial fee is based upon preliminary assessment of the magnitude and technical complexity of the proposed project and is only an estimate of the anticipated costs to the Planning Board for technical review services. The fee is premised on the following five (5) classifications. Each classification reflects a progressive level of technical complexity which corresponds with a sliding fee schedule. The purpose of the following class descriptions is to establish general guidelines which illustrate how the technical review fee is derived.

- (1) **Class I - No Technical Review Anticipated** - The complexity of the application is such that technical review services are not anticipated. A technical review fee is not a requirement of a completed application. Should consideration of the application by the Board result in the need for technical review services, the Planning Board reserves the right to require a technical review fee subsequent to the acceptance of the application. Class I applications may typically include Boundary Line Adjustments, Home Occupation Site Plans and other minor projects that do not include technical elements.
- (2) **Class II - Minor Level of Technical Review** - The technical complexity of Class II applications necessitates only a minimal amount of technical review in order for the Planning Board to assess the technical merits of the application. Class II applications may typically include low magnitude projects where the review will be limited to general plan review, test pit data, traffic flow, site distance evaluation, site inspection, etc. Class II applications do not include projects involving proposed road construction, municipal utility extension, drainage improvements or the review of investigative studies.
- (3) **Class III - Intermediate Level of Technical Review** - The complexity of Class III applications necessitates a more involved, intermediate level of technical review in order for the Planning Board to assess the technical merits of the application. Class III applications may typically include projects of moderate magnitude where the reviews may include grading plans, erosion/sediment control plans, drainage plans, design review for on-site and/or off-site improvements, and new road construction not to exceed approximately 500 linear feet of proposed new road. Depending upon the magnitude of the project, Class III applications may include, (but not necessarily include), design review of small utility extensions and the

review of special investigative studies. Class III applications would probably not include projects involving pump station design review.

(4) **Class IV - Major Level of Technical Review** - The complexity of Class IV applications necessitates a major level of technical review in order for the Board to assess the technical merits of the application. Class IV applications involve projects of greater magnitude and complexity than described under Class III. Class IV projects may typically involve design review of new road construction in excess of Class III, with sewer and/or water extensions, sewer or water extensions with pump stations, significant drainage improvements, review of investigative studies, etc.

(5) **Class V - Comprehensive Level of Technical Review** - The technical complexity and magnitude of Class V applications necessitates a comprehensive level of technical review in order for the Planning Board to assess the technical merits of an application. Comprehensive review exceeds the level of review described under Class IV and, typically, involves major impact projects, incorporating significant elements of drainage, traffic, environmental impact, road construction, utility extension, etc.

Because of the complexity of projects under this classification, the Town Planner shall, after meeting with the Town Engineer, the applicant and/or the applicant's engineer, determine the required initial technical review fee required under the regulation.

E.

Application Classification	I	II	III	IV	V
Subdivision Review	N/A	\$500.	\$1,900.	\$3,250.	Per Est.
Site Plan Review	N/A	\$500.	\$1,900.	\$3,250.	Per Est.

F. **Payment.** The payment of the Technical Review Fee estimate and an executed fee agreement are requirements of a Completed Application as defined in the Planning Board Regulations. The Planning Board will not accept an application as complete without the payment of the technical review fee and the delivery of the executed fee agreement. Payment must be made by way of cash or check made payable to the Town of Meredith in the amount determined by the Town Planner or a designee on behalf of the

Planning Board. The technical review fee will be held in an interest bearing account by the Town Treasurer. Payment from the review fee account will be

made to pay the actual costs of consulting services rendered to the Planning Board for technical review of the particular application.

- G. **Additional Review Fee.** The technical review fee is an initial estimate of the cost of technical services. The actual final cost to the applicant is in part a function of:

- (1) the magnitude and technical complexity of the project; and/or
- (2) the quality of the technical documentation submitted; and/or
- (3) the frequency of submission for technical review; and/or
- (4) consistency with applicable local, state and federal laws and regulations.

If, prior to the final approval/disapproval, it is determined that the initial fee estimate is inadequate to cover anticipated actual costs, then the applicant will be given notice that an additional technical review fee is necessary. The amount will be determined by the Town Planner or designee. The additional technical review fee is due and payable ten (10) days from the date of the notice. If the applicant fails to pay the additional technical review fee when due, the Planning Board will discontinue the review of the particular application until such payment is received. Continual non-payment may result in disapproval of the application as a result of the failure of the applicant to pay the costs of fees required by the Board. (RSA 676:4I(e))

Final Accounting. After final action on the application and upon receipt and payment of the final invoices from the technical review consultants, the Planning Board or its designee shall submit to the applicant an account summary for all monies expended for consulting services. Any balance after the payment of all costs for technical services shall be returned to the applicant.

- H. **Appeal.** The Planning Board has final authority to determine the appropriate technical review fee. An applicant has the right to request from the Planning Board the review of the retainer fee determination and other issues which arise from the interpretation and implementation of this regulation.

4.18 **Letter of Credit**

Before approval of a subdivision by the Board, except in the case of a Minor Subdivision in which each lot is fronting on an existing street, the Board may require that the subdivider submit an Irrevocable Letter of Credit in an amount sufficient to cover the cost of streets, drainage facilities, extension of public water and sewer lines, if available, and other improvements based on the costs at the estimated time of completion of the subdivision.

The amount of the Irrevocable Letter of Credit shall be based on the contractor's price of the necessary improvements. The Board may require a review at the subdivider's expense, by a Registered Professional Engineer of the submitted plans and cost. The cost shall be approved by the Board prior to the subdivider

obtaining the Letter of Credit. All Letters of Credit shall be in an amount of 100% of the contracted price. (1986)

The Irrevocable Letter of Credit must be approved as to form by the legal counsel of the Town of Meredith and conditioned upon completion of such improvements within two (2) years of the date of the Letter of Credit, unless extended by the Board with subdivider's consent. (1986)

4.19 **Board Action on Plats**

- A. **Approval** - The Board shall consider any plat (survey) submitted to it within thirty (30) days and shall act to approve or disapprove within ninety (90) days, unless an extension has been granted. Approval of the plat shall be made by written endorsement of the Board and the Chairman or Secretary of the Board shall cause to be transmitted a copy of such approval in writing to the Register of Deeds of Belknap County.
- B. **Disapproval** - In case of disapproval of any plat submitted, the grounds for such disapproval shall be adequately stated upon the records of the Board and notice given to the applicant.
- C. Board may apply to the Selectmen for an extension not to exceed an additional ninety (90) days before acting to approve or disapprove an application. The applicant may waive the requirement for Planning Board action as specified in RSA 676:4 and consent to such extension as may be mutually agreeable.
- D. Upon failure of the Board to approve or disapprove the application, the applicant may obtain from the Selectmen an order directing the Board to act within fifteen (15) days. Failure of the Board to act upon such order of the Selectmen shall constitute grounds for the Superior Court, upon petition of the applicant, to issue an order approving the application, if the Court determines that the proposal complies with existing Subdivision Regulations and other pertinent ordinances. If the court determines that failure to act within the time specified was the fault of the Board and was not justified, the court may order the Planning Board to pay the applicant's reasonable costs, including attorney's fees incurred in securing such order.
- E. The subdivider shall provide in a form certified as satisfactory by legal counsel for the Town conditional title to all land included in the streets, highways or parks not specifically reserved by him. Approval of the plat by the Board shall not constitute an acceptance by the Town of the dedication of any street, highway, park or other public open space.

SECTION V APPLICATION FOR MINOR SUBDIVISION APPROVAL (9/81)

5.1 **Scope**

Review and approval of proposals may be expedited using the procedure of this section in case of:

- A. Proposals involving Minor Subdivisions which create not more than three (3) lots for building development purposes, with no potential for resubdivision and fronting on an existing street, or
- B. Proposals which do not involve creation of lots for building development, such as proposals for minor lot line adjustments or boundary line agreements which do not create buildable lots.

5.2 **Preliminary Consultation and Review**

The applicant may first meet with the Board for preliminary consultation and review of this proposal under Section 4.2.

5.3 **Preliminary Layout**

No preliminary layout is required under the expedited procedure of this section.

5.4 **Final Plat and Completed Application**

Applicant shall submit final plat information required under Section 4.11.

5.5 **Meetings and Hearings**

- A. The application under this section may be submitted and approved at one or more Board meetings, but no application shall be approved without the full notice to abutters and public as set forth below.

5.6 **Notices**

- A. Will be as in Section 4.13 (Page 11).
- B. No abutters hearing with notice as provided herein will be held, unless:
 - (1) Requested in writing by the applicant or any abutter at any time prior to approval or disapproval of the acceptance of the application, or
 - (2) The Board determines to hold hearing.

5.7 **Final Action**

- A. If all items are in order, the proposed application may be approved, after public hearing (if requested), at the Board meeting at which the application is formally submitted and accepted for consideration, after proper notice of submission, including notice of public hearing (if required).
- B. Otherwise the application may be disapproved at such Board meeting or modifications and/or further investigation may be required and/or final

consideration deferred to a subsequent duly noticed Board meeting with public hearing (if required).

- C. The Board action time limits under Paragraphs 4.12, 4.13 and 4.14 hereof shall apply to applications under Section V.

SECTION VI GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND (9/81)

The subdivider shall observe the following general requirements and principles of land subdivision.

- 6.1 The plan shall conform with the Meredith Master Plan, the official map, if and when one is adopted and any other pertinent state or town laws or regulations. (1986)
- 6.2 In examining and passing upon a proposed subdivision, the Board may make stipulations to the subdivider relating to earth movement and retention of natural cover, fencing or protective shrubs in order to preserve the natural beauty of Meredith and its environment and maintain soil stability.
- 6.3 Land of such character that it cannot be safely used for building purposes because of exceptional danger to health, through pollution, peril from fire, flood or other menace, shall not be platted for residential occupancy, nor for such other uses as may increase danger to health, life or property, or aggravate the flood hazard until appropriate measures have been taken by the subdivider to eliminate such hazards. No natural drainage way shall be obstructed unless adequate means are provided for the runoff.
- 6.4 Streets shall be logically related to the topography so as to produce useable lots, reasonable grades and safe intersections in appropriate relation to the proposed use of the land to be served by such streets; where practicable, lots shall be graded toward the ditch line of the street; where not practicable, adequate provisions shall be made to control the drainage of each lot by an adequate storm water system, subject to the approval of the Town Engineer.
- 6.5 The arrangements of streets in the subdivision shall provide for the continuation of the principal streets in adjoining subdivisions or for their proper projection when adjoining property is not subdivided as recommended in the Meredith Master Plan. Streets shall be of width at least as great as that of existing and connecting streets, but in no case less than that required under Section 9.2 and Appendix 1 - Typical Road Cross Sections. (1986)
- 6.6 The Planning Board shall prescribe the extent to which and the manner in which streets shall be improved and other utilities provided. The cost of street improvements and such other utilities as required by the Board shall be borne by the developer or subdivider.

- A. The Planning Board shall review all proposed subdivisions to determine the adequacy of existing streets (public or private) which provide lot frontage, access to lot frontage or access to proposed new streets. (1/98)
- B. To the extent that an existing street (public or private) does not meet the minimum road standards established by the Board of Selectmen, or is otherwise found to be inadequate in the course of the Planning Board's review, the Planning Board may require further road improvements up to and including full compliance with the established standards. The Planning Board may consult the Board of Selectmen for recommendations concerning the Minimum Road Standards. (1/98)
- C. An applicant may be required to submit an engineering assessment and analysis of the adequacy of existing street conditions and to demonstrate the benefit of any proposed remedial improvements. The Planning Board shall conduct a technical review of the submitted information as provided for in Subdivision Regulation 4.17. (1/98)
- D. Where the Planning Board determines that specific road improvements are necessary, an applicant may be required as a condition of approval to provide for the specified improvements. (1/98)
- E. If a proposed subdivision: (1) creates or compounds a situation involving danger or injury to the public health, safety or prosperity by reason of inadequate facilities and/or services; or (2) requires the excessive expenditure of public funds to provide such adequate supply of facilities and/or services, then the Planning Board may consider the proposed subdivision to be scattered or premature. A subdivision application may be denied on the basis of such a finding and only after a public hearing on the application. (1/98)

6.7 **Design Standards - Streets:**

Location and Alignment

- A. All streets in a subdivision shall be designed so that, in the opinion of the Board, they will provide vehicular travel, afford access of police, fire fighting, snow removal, and other road maintenance equipment and shall be coordinated so as to compose a convenient system. Due consideration shall also be given by the subdivider to the attractiveness of the street layout and its adaptation to the existing topography in order to obtain the maximum livability and amenity of the subdivision. Curvilinear street design will be encouraged. All streets shall be arranged to assure that as many of the building sites as possible are at or above the grade of the streets.
- B. Arrangement of streets shall provide for necessary fire protection, movement of traffic and the construction or extension, presently or when later required, of needed utilities and public services such as sewers, water and drainage

- facilities. In general, block lengths between streets shall not be less than three hundred feet (300') nor exceed twelve hundred feet (1200'). However, the Board shall take into consideration overall density, terrain and lot frontage when varying the requirement of block lengths.
- C. Reserve strips prohibiting access to streets or adjoining property shall not be permitted, except where, in the opinion of the Board, such strips shall be in the public interest.
 - D. The minimum radii of the centerline curvature for minor streets shall be two hundred (200') feet; collector streets shall be three hundred (300') feet; and streets shorter than five hundred (500') feet shall be one hundred (100') feet. A minimum fifty (50') foot tangent shall be introduced between reverse curves.
 - E. Except where deemed impractical by the Board, all streets shall intersect so that for a distance of at least one hundred (100') feet, the street is approximately at right angles to the street it intersects. No street, as a general rule, shall intersect any other street at less than sixty (60) degrees.
 - F. Property lines at street intersections of ninety (90) degrees shall be rounded or cut back to provide for curb radius of not less than twenty-five (25') feet. Where the street intersection is sharper than ninety (90) degrees, the Board may require greater radii.
 - G. Cross (four corner) street intersections shall be avoided where possible, with the exception of arterial street crossings.
 - H. Setback - There shall be setback as required by the Zoning Ordinance between a road right-of-way or lot line and any building, a larger setback may be required if the additional width is warranted in the opinion of the Board.

Street Names

- A. All streets shown on a preliminary plan shall be indicated in pencil and streets shall have names, not be numbered or lettered (such as 1st, First or "A" Street).
- B. Proposed street names shall be substantially different so as not to be confused in sound or spelling with present names in the Town of Meredith, except that streets that join or are in alignment with streets of an abutting or neighboring property shall bear the same name.

Width

- A. Streets shall have fifty (50') foot right-of-way widths and surface widths as shown in Appendix I, unless otherwise indicated on the master or study plan as adopted by the Board or as otherwise recommended to the Board by the Town Engineer. Streets shall be classified as follows:

Type I	Commercial: High Density Residential and Commercial
Type II	Collector Street
Type III	Minor Streets and Cul-de-sacs
Type IV	Limited Access - Rural (see Appendix F)

Grade

- A. Centerline grades of all streets shall conform, in general, to the terrain and shall not be less than .75 percent nor more than 5.0 percent for collector street and cul-de-sacs, and not less than 1.0 percent nor more than 10 percent for minor streets.
- B. Where unusual topographic conditions exist, the Board may permit steeper grades, but in no case greater than twelve (12%) percent on minor streets or seven (7%) percent on collector streets and cul-de-sacs or as recommended by the Town Engineer.
- C. All changes in grade exceeding one (1%) percent shall be connected by vertical curves of sufficient length so that clear visibility shall be provided for safe distances.

Dead-End Streets

- A. Where cul-de-sac streets are included in a subdivision, they shall not exceed one thousand (1000') feet (five hundred (500') feet being desirable) in length unless, in the opinion of the Board, a greater length is necessitated by topography or other local conditions.
- B. Cul-de-sac streets, whether permanent or temporary, shall be provided at the closed end with a circular turnaround having an outside roadway diameter of one hundred (100') feet and a property line diameter of at least one hundred twenty (120') feet.

Easements

Where a subdivision is traversed by or abuts a water course, drainage way, channel or stream, the Board may require that there be provided a storm water easement or drainage right-of-way adequate in width to conform substantially to the lines of such water course, drainage way, channel or stream, and to provide for construction or other necessary purposes. At the end of a cul-de-sac, the Board may require the reservation of an easement twenty (20') feet wide to provide for the continuation of pedestrian traffic and/or utilities.

The subdivision shall be so engineered as to minimize necessity for drainage and/or utility easements across lots. Every effort shall be made to confine storm lines and/or other utilities in the existing and proposed rights-of-way. However,

easements for utilities across lots or centered on rear or side lot lines shall be provided where necessary and shall be at least ten (10') feet in width.

Protection of Natural Features

Due regard shall be shown for all natural features, such as large trees, water courses, scenic points, historic spots, and similar community assets which, if preserved, will add attractiveness and value to the subdivision and the community. The developer shall make every effort to adapt his subdivision to the site with a minimum of cutting and filling operations.

Surface Drainage

- A. **Disposal of Surface Water** - Adequate disposal of surface water shall be provided. The subdivider may be required by the Planning Board to carry away by pipe or open ditch any spring or surface water that may exist either previous to, or as a result of, the subdivision. Such drainage facilities shall be located in the street right-of-way where feasible or in perpetual unobstructed easements of appropriate length.
- B. **Drainage Facilities** - A culvert or other drainage facility shall in each case be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the subdivision. The Town Engineer shall approve the design and size of facility based on anticipated runoff under conditions of total potential development permitted by the Zoning Ordinance in the watershed.
- C. **Adequate Downstream Drainage** - The subdivider's engineer shall also study the effect of each subdivision on the existing downstream drainage facilities outside the area of the subdivision; this study shall be reviewed by the Town Engineer. Where it is anticipated that the additional runoff incidental to the development of the subdivision will overload an existing downstream drainage facility, the Planning Board shall not approve the subdivision until provision has been made for the improvement of said condition.
- D. **Lands Subject to Flooding** - Land subject to flooding and land deemed by the Wetlands Ordinance to be uninhabitable shall not be approved by the Planning Board for residential occupancy nor for such other uses as may increase danger to health, life or property, or aggravate the flood hazard. Such land within the subdivision shall be set aside for such inundation or is improved in a manner satisfactory to the Planning Board, the Department of Health and the Conservation Commission to remedy said hazardous conditions, in accordance with applicable provisions of the Wetland Protection Act, if any.

6.8 **Road Construction** - For requirements see Section IX.

6.9 It shall be the responsibility of the subdivider to install and connect to existing public water and/or sewage lines where practical. Where not practical, all streets plans will include adequate area for the future installation of public utilities should such become necessary to control pollution.

6.10 **Minimum Lot Sizes Based on Soils and Slopes-** The Town of Meredith's Zoning Ordinance requires minimum lot sizing based on soils and slopes in instances where lots having on-site septic systems (Class 3 utility) are proposed. To implement this requirement as it pertains to subdivisions, the Planning Board hereby adopts the following regulations in accordance with enabling authority set forth in RSA 674:36, (h), (i), & (j).

A. Definitions

Certified Soil Scientist- A person qualified in soil classification and mapping and certified by the State of New Hampshire Board of Natural Scientists pursuant to New Hampshire RSA 310-A.

Slope- The average steepness of the land surface under consideration determined by onsite measurement. For the purposes of determining lot size categories, the following slope ranges shall be used:

0-3% & 3-8% = AB
8 % - 15% = C
15 % - 25% = D
>25 % = E

Soil Carrying Capacity- The lot size calculated by dividing the given area of each soil type by the area required for that soil type

Soil Type- As identified by Site Specific Soil Mapping Standards for New Hampshire and Vermont, Special Publication No. 3, Version 5.0, Society of Soil Scientists of Northern new England, December 2017), latest edition.

B. Minimum Lot Size Requirements

1. Where septic systems are proposed, minimum lot sizes shall meet area requirements set forth in [Soils Based Lots Sizing- Environmental Planning for Onsite Wastewater Treatment in New Hampshire](#)- Special Publication No. 4, Version 1, September 2003, Sponsored by: Society of Soil Scientists of Northern New England (see E. Table SSSMS, Lot Size, Alphabetical, by Soil Series).
2. Where more than one soil type is found on a site, a soil carrying capacity of those soils occurring on the lot shall be used to determine the minimum area requirement.

3. The applicant shall submit calculations for each lot to document that each lot meets or exceeds minimum soil carrying capacity requirements. Each lot shall have a soil carrying capacity of 1.0 or greater. Calculations shall be submitted in a format as set forth in the example below.
4. Where these requirements conflict with the Zoning Ordinance with regard to minimum density requirements, the stricter requirements shall apply.

C. Soils Information

1. Enlarged county soil survey maps or web soil survey maps shall not be accepted for purposes of determining site specific soil carrying capacity requirements.
2. Site Specific Soil Maps prepared in accordance with Site Specific Soil Mapping Standards for New Hampshire and Vermont, New Hampshire Supplement, Special Publication No. 3, Version 5.0, Society of Soil Scientists of Northern new England, December 2017, latest edition shall be accepted for purposes of determining site specific carrying capacity requirements.
3. As an alternative to submitting a Site Specific Soil Map prepared by a Certified Soil Scientist, an applicant may submit site specific topography using 2-foot intervals to determine actual slope ranges and apply the most restrictive soil type to the slope ranges to demonstrate that a lot has a carrying capacity of one or greater.

- 6.11 Areas set aside for parks and playgrounds to be dedicated or to be reserved for the common use of all property owners by covenant in the deed, whether or not required by the Board, shall be of reasonable size and character for neighborhood playgrounds or other recreational uses. Reserve strips shall be located so as best to conform to areas suggested by Soil Conservation Survey Maps of the Town and the Meredith Master Plan. (1986)

In those cases where the character of the subdivision does not provide adequately for recreational use, specific land may be required to be set aside for that purpose.

Waterfront Requirements (1986)

- A. **Swimming Only** - Development shall have one hundred (100') feet for the first dwelling unit and an additional twenty-five (25') feet of shore frontage for each additional dwelling unit.
- B. **Boating** - A boating area shall preferably be isolated from swimming area. Where such location is not possible and a boating area is allowed adjoining a beach area, it shall be separated from the swimming area by appropriate safety devices and adequately signed.

Development plans for boating area shall be submitted to the Planning Board for review and approval prior to making application to the New Hampshire Wetlands Board.

The shore frontage designated for boatslips or boatslip access shall not exceed 25% of the total shore frontage.

The number of boatslips shall not exceed the ratio of one (1) boatslip per fifty (50) linear feet of total shore frontage.

C. **Toilet Facilities** - In any development where any residential buildings are more than three hundred (300') feet from the common beach, the Planning Board shall determine whether a need exists for toilet facilities.

1. Toilet facilities shall be provided on the basis of one (1) facility each for males and females for each 25 dwelling units or fraction thereof.

D. **Parking Facilities** - In any development where any residential buildings are more than three hundred (300') feet from the common beach, the Planning Board shall determine whether a need exists for parking.

1. Parking area in addition to the beach area shall be provided on the basis of three hundred fifty (350) square feet for each dwelling unit planned located more than ¼ mile from the waterfront area.

E. No common or public swimming areas will be permitted within ¼ mile (1320 ft.) of any public or community water system intake.

6.11 The maximum length of a lot in a subdivision shall be no greater than four (4) times the width of said lot.

6.12 Unless public sewage and water facilities are provided, it shall be the responsibility of the subdivider to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of both individual on-lot water and sewage systems, if on-lot water and sewage is required. No water or sewage system shall be constructed contrary to any state law or town ordinance now in effect or later enacted.

6.13 Before approval of a subdivision by the Planning Board, the Planning Board may require the subdivider to file an Irrevocable Letter of Credit in an amount sufficient to cover the cost of the preparation of the streets and the extension of public water and sewer lines, if available. (See 4.17) (1986)

6.14 Where strict conformity to the Subdivision Regulations would cause undue hardship or injustice to the owner of the land, a subdivision plan substantially in conformity with regulations may be approved by the Board provided the spirit of the regulations, public convenience and welfare may not be adversely affected. In the case of subdivision of land for industrial purposes, the Board may modify

requirements of these regulations if such modification seems to the Board to be desirable.

- 6.15 There shall be adequate width and area on every lot after the erection of a residence to permit parking within the lot of at least one car for each family dwelling unit.
- 6.16 Pedestrian rights-of-way (walks) may be required by the Board where necessary.
- 6.17 **Town Road Approval** - A street plan and profile on a separate sheet twenty-four (24") inches by thirty-six (36") inches shall show complete survey line, construction line and right-of-way data including horizontal and vertical alignment as well as typical road cross sections for each street in the subdivision, together with all buildings, walks, drives, and other survey detail within forty (40') feet of the sidelines of such streets and include lot numbers and their respective frontages.

The street layout shall show size, location and elevation of all bridges, culverts, storm drains, sewers, water mains and their appurtenances, as well as the location of all sewer "Y's" and their laterals and all water corporations and their shutoffs, existing on or proposed for each street and lot within the proposed subdivision. Directly below the layout plan of each street, a profile showing existing and proposed grades along the centerline of that street, together with figures of elevation at the top and bottom of all even grades and at twenty-five (25') foot intervals along all vertical curves. Intersecting roads shall be clearly indicated on the profile. The horizontal scale of the profile shall be fifty (50') feet to one (1") inch, the vertical scale shall be ten (10') feet to one (1") inch. Proposed storm drainage system lines shall be broken lines interrupted by the letter "D"; proposed water distribution system and appurtenances shall be lines broken by the letter "W" and proposed sanitary sewer lines shall be lines broken by the letter "S". A typical cross section must be shown with the street layout plan. All elevations shall refer to the USGS datum; benchmarks shall be identified on the plan. Only one street plan and profile sheet shall be drawn on a sheet except by permission of the Board.

SECTION VII PRELIMINARY LAYOUT (1986)

The importance of a clear statement of the Town's policy in regard to the extension of streets and utilities to serve new subdivisions cannot be over stressed. Subdividers shall file with the Board eleven (11) copies of a preliminary layout (five (5) copies of the Final Plan) at a preferred scale of fifty (50') feet to the inch showing the following required information.

- 7.1 Proposed subdivision name, name of owner of record, name of subdivider, engineer and licensed surveyor, date, north arrow and bar scale.

- 7.2 Names of owners of record of abutting properties, abutting subdivision names, streets, easements, setbacks, alleys, parks and public open spaces, wetlands and similar facts regarding the abutting property.
- 7.3 Location of property and right-of-way lines and the approximate dimensions, existing easements, buildings, water courses, ponds or standing water, rock ledges, wells and other essential features.
- 7.4 Existing water mains, sewers, culverts, drains and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage. Location of each test pit and percolation test hole and the results and information with respect to soil and slope conditions to show that with the lot sizes proposed, a water well and a septic system, if required, can be put on any lot without contamination of the water supply on such lot or another property.
- 7.5 Locations, names and widths of existing and proposed streets and highways and their horizontal and vertical alignment. The elevations of sufficient points on the property to indicate the general topography.
- 7.6 Where the topography is such as to make difficult the inclusion of any facilities mentioned above, within the public area so laid out, the preliminary layout shall show the boundaries of proposed permanent easements over or under private property. Such easements shall conform with Section VI - 6.7.
- 7.7 Proposed lots, approximate square foot size of each lot and setback lines.
- 7.8 Location of all parcels of land proposed to be dedicated to public use and the conditions of such dedication and a copy of such private deed restrictions as are intended to cover part or all of the tract.
- 7.9 Preliminary location and size of any bridges and culverts which may be required.
- 7.10 Temporary stakes along centerlines of roads shall be driven in the ground to facilitate inspection of proposed alignment.
- 7.11 Where the preliminary layout submitted covers only a part of the subdivider's entire holdings, a sketch of the prospective future street system of the unsubmitted part shall be furnished and the street system of the submitted part will be considered in the light of adjustments and connections with the street system of the part not submitted.

SECTION VIII - FINAL PLAN (1981)

- 8.1 The Final Plan or plat submitted for approval and subsequent recording shall be submitted, five (5) copies, conforming to the requirements for recording plans in Belknap County Registry of Deeds. Adequate space should be available on the plan for the necessary endorsement by the property authorities. Wording for this shall read "Approved by the Meredith Planning Board on _____."
Certified by _____, Chairman, and by _____,

Secretary. One (1) copy of the Final Plan shall also be submitted which is of the same scale as the official tax map of the Town of Meredith on which the parcel concerned is located.

- 8.2 The Final Plan shall show the proposed subdivision name or identifying title, the name and address of owner of record and subdivider, the name of the licensed surveyor and stamp, or the name and seal of the professional engineer, date bar scale and north arrow.
- 8.3 Street lines, right-of-way lines, pedestrian ways, lot lines, lot sizes in square feet, reservations, easements and areas to be dedicated to public use and areas the title to which is reserved by the developer.
- 8.4 Typical design and location of any proposed on-lot sewage or water supply systems and location and size of any proposed drainage pipes and catch basins.
- 8.5 Sufficient data to determine readily the location, bearings and length of every street right-of-way line, lot line, easement line, reservation line and boundary line, and to permit reproduction of such lines upon the ground. All dimensions shall be shown to the nearest hundredths of a foot and bearings to the nearest minute. The errors of closure for blocks enclosed by streets shall not exceed one in five thousand. The Final Plan shall show the boundaries of the property.
- 8.6 A fee sufficient to cover the cost of filing the Plan with the County Recorder shall accompany the Final Plan.

SECTION IX - IMPROVEMENT CONSTRUCTION REQUIREMENTS (1981)

The following improvements shall be installed and constructed by the subdivider to the satisfaction of the Planning Board and under the supervision of the Planning Board or their appointed agent before submission of the Final Plan, or the subdivider shall file a bond as contained in Section IV - 4.17 prior to approval of the Final Plan.

All work shall be done in conformance with the latest edition of the State of New Hampshire Department of Public Works and Highways Standard Specifications for Road and Bridge Construction where applicable and any other standards and specifications as adopted by the Office of the Town Engineer.

- 9.1 Monuments constructed of concrete or stone at least 4 x 4 inches on the top and at least forty-eight (48) inches long shall be set at all block corners, points of tangency and in any course not to exceed 1200 feet, or at other points as required by the Planning Board, and iron pipe or equivalent markers at all lot corners. Two benchmarks shall be set on monuments at opposite ends of the subdivision whose tops are in reference to USGS datum where practical or to an assumed datum where the preceding is not feasible.
- 9.2 The roadway or traveled way exclusive of any grass strips or sidewalk areas shall have a width of twenty-four (24') feet unless other widths are allowed by the

Board. At the discretion of the Planning Board additional width may be required. See also Appendix I.

- 9.3 All proposed drainage facilities and culverts shall be installed. Natural water courses shall be cleaned and increased in size where necessary to carry storm runoff. Drainage ditches at least three (3') feet in width and sixteen (16") inches in depth at their midpoint below centerline grade shall be constructed in the street right-of-way on both sides of the paved roadway. At its discretion, the Planning Board may require curbs and gutters. Headwalls, end section, or inlet structures shall be installed at culvert ends as deemed necessary by the Town Engineer. Transverse ditch berms shall be constructed where grades promote ditch erosion. Intersections of slope plans as well as ditch bottoms shall be well rounded. A minimum of 6" of suitable bedding materials shall be used under culverts and a minimum cover of 12" shall be used over culverts.
- 9.4 The roadway shall be graded to final grade in accordance with the profile and cross-section submitted. See Section VII - 7.5.
- 9.5 All utilities shall be placed underground where feasible (at the discretion of the Planning Board).
- 9.6 Certificate of Performance shall be filed with the Town Engineer after completion of road construction. (1979) (See Appendix D for form.)
- 9.7 Roadway, subgrade and base materials shall be graded and compacted in accordance with NH DPW&H Standard Specifications. An additional 12" sand sub-base and/or engineering fabric (Geotextile) may be required on certain projects.
- 9.1 Any trees damaged during construction shall be repaired or removed subject to approval by the Town Engineer. All stumps shall be removed within the right-of-way. All topsoil, loam, clay, muck, boulders, stumps and other improper road foundation material shall be removed within the limits of the road bed and ditches. Topsoil shall be removed from any areas to be filled. Improper foundation material shall be replaced with bank run gravel, broken rock or other approved backfill.
- 9.2 Shoulder slopes steeper than 3:1 shall be loamed (4" minimum depth), seeded, fertilized and mulched in accordance with NH DPW&H Standard Specifications.
- 9.3 Pavement: Type I Roadway Surfaces - Two courses Hot Bituminous Plant Mix - 2" binder course and 1" wearing course.

Sidewalk Pavement: 2" Hot Bituminous Plant Mix - 1" binder course and 1" wearing course.

Pavement: Type II and III Roadway Surfaces - Surface treated gravel: Two different applications of asphalt cutback or emulsion (RC or MC) are required - a single $\frac{3}{4}$ gal. per sq. yd. Prime coat with two $\frac{1}{4}$ gal.

per sq. yd. Seal coats with sand blotter. Each seal shall be fully covered with a sand blotter, rolled, cured for a minimum of 24 hours, then swept. Surface treatment shall not be done on wet surfaces or at temperatures less than 50 degrees F.

Pavement: Type IV Roadway Surfaces - Gravel.
On steep grades, asphalt surface treatment may be required on Type IV road surfaces.

- 9.4 Curbing when specified shall be granite curb unless otherwise approved by the Town Engineer.
- 9.5 A 10' minimum horizontal clear distance shall be provided at the shoulders between the edge of the traveled way and any obstructions.

SECTION X - VOLUNTARY LOT MERGER (2011)

The Town of Meredith, acting through its Planning Board, hereby adopts the following regulations governing the process of voluntary lot mergers.

10.1 Purpose

The purpose of the rules and regulations herein are to:

- a) Provide for harmonious development pursuant to RSA 674:36 (II) (b); and
- b) Promote the general convenience and prosperity of the Town of Meredith pursuant to RSA 674:36 (II) (j); and
- c) Assure that land which is merged through voluntary merger does not result in the violation of the zoning ordinance; and
- d) Implement the provisions of 674:39-a.

10.2 Authority

These regulations are derived from the authority provided for in RSA 674:35 and RSA 674:39-a.

10.3 Procedure

Applications for voluntary lot merger shall be processed in the following fashion:

- a) Any property owner who owns two or more contiguous lots who wishes to merge them for municipal regulation and tax purposes shall file a completed Notice of Voluntary Lot Merger (Appendix E) with the Town of Meredith, Community Development Department, Town Hall Annex, 5 Highland Street, Meredith, NH 03253. Electronic filing will not be accepted.
- b) The Notice must be complete, legible and include original signatures. If the Notice is incomplete, illegible or does not include original signatures, the Notice will be returned.
- c) The Notice of Voluntary Lot Merger shall be accompanied by the following:
 - 1. A copy of the relevant portion of the applicable Meredith Tax Map, clearly indentifying the lots to be merged and the lot lines to be discontinued; and

2. Copies of the deeds that are referred to in the application form. Where land has been inherited by the applicant, a copy of the "Notice to cities and towns" per RSA 554:18-a shall be provided.
 3. One (1) check payable to the Town of Meredith to cover the Lot Merger Application Fee and the Registry of Deeds Recording Fee as established by the Planning Board. Refer to the Planning Board Fee Schedule.
- d) The Planning Board's designee shall review the Notice of Voluntary Lot Merger for compliance with the provisions herein. Within thirty days of the filing of the application, the Planning Board's designee shall either (i) approve the request in writing by endorsement on the Notice, or (ii) deny the request by sending written to the applicant setting forth the reasons for the denial.
 - e) If an application is approved by the Planning Board's designee, he/she shall forward the original Notice of Voluntary Lot Merger to the Assessor who shall assign the merged lot a Tax Map and Lot number, sign the Notice and forward the original Notice of Lot Merger to the Tax Collector or Deputy Tax Collector.
 - f) The Tax Collector or Deputy Tax Collector shall confirm whether property taxes are current for each of the properties subject to the merger. If the property taxes are current, then the Tax Collector or Deputy Tax Collector shall sign the Notice and return the original to the Planning Board designee. If the property taxes are not current, the Tax Collector or Deputy Tax Collector shall so advise the Planning Board designee and return the original to the designee.
 - g) When the required signatures of the Assessor and Tax Collector or Deputy Tax Collector have been obtained, the Planning Board's designee shall have the form recorded at the Belknap County Registry of Deeds.
 - h) The Community Development Department shall return a copy of the recorded Notice of Voluntary Lot merger to the owner(s).
 - i) If an application is denied by the Planning Board's designee, the applicant may within thirty days of the issuance of the written denial, appeal the decision to the Zoning Board of Adjustment to the extent the denial is based on the designee's interpretation of the zoning ordinance. All other appeals shall be made to Superior Court in accordance with applicable New Hampshire law.

10.4 Standards

- a) Mergers shall be permitted only of lots currently shown on the Meredith Tax Map.
- b) The Planning Board's designee shall verify with the Assessor that the legal owners of all of the lots submitted for merger are identical.
- c) The Planning Board designee shall verify that the lots are contiguous. Lots separated by a stream or way (public or private) may be considered contiguous if they are or can be utilized in a unitary fashion (e.g. a septic system on one lot serving a dwelling across the street).

- d) The Planning Board designee shall determine whether the merger would violate zoning or other land use regulation. Lot merger shall not be permitted if the result would create a violation of zoning or other land use regulation.
- e) Lots shall not be merged unless all real estate taxes and municipal assessments on all lots are current.
- f) Lots shall not be merged unless all owner(s) certify either: (i) none of the lots proposed for merger are subject to mortgages, liens or encumbrances, or (ii) to the extent there are mortgages, liens or encumbrances, the apply equally to all lots submitted for merger.
- g) Owner's signatures shall be acknowledged by a Justice of the Peace or Notary Public.

SECTION XI - AMENDMENTS

These regulations may be amended or rescinded by the Board but only following public hearing on the proposed changes. The Chairman or Secretary of the Board shall cause to be transmitted a record of any changes so authorized to the Register of Deeds, Belknap County.

SECTION XII- PENALTY (1986)

Whoever, being the owner or agent of the owner of any land located within a subdivision, transfers or sells any land by reference to, or by other use of, a plan, map, plat of a subdivision, before such plan has been approved by the Planning Board and recorded or filed in the Office of the Registrar of Deeds 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, through its solicitor or other official designated by its Selectmen, may enjoin such transfer, or sale, or agreement and may recover the said penalty by civil action.

Upon conviction thereof, every person, firm or corporation violating any of the provisions (other than those mentioned above) of these regulations shall be fined not more than One Hundred Dollars (\$100.00) for each day such violation may exist.

SECTION XIII - ADOPTION (1986)

These regulations shall become effective after public hearing or hearings in accordance with New Hampshire RSA Chapter 674:35 have been held and after having been passed by a vote of a majority of the Planning Board.

SECTION XIV - SEPARABILITY

If any section, provision, portion, clause or phrase of these regulations shall be held to be invalid or unconstitutional by any Court of competent authority, such holding shall not affect, impair or invalidate any other section, provision, portion, clause or phrase of this regulation.

SECTION XV - ANNUAL REVIEW

These regulations may be reviewed annually at a public hearing of the Planning Board. Any necessary hearings for revision of the regulations shall be held in accordance with Section X.

MEREDITH PLANNING BOARD APPLICATION FOR SUBDIVISION APPROVAL

App.	_____
Abutter	_____
Town Rec.	_____
B.C.R.	_____
Total	\$ _____

Applicant: _____ Phone: _____ Fax: _____

Mailing Address: _____ Email: _____

Owner: _____ Phone: _____ Fax: _____

Mailing Address: _____ Email: _____

If different than applicant.

Agent: _____ Phone: _____ Fax: _____

Mailing Address: _____ Email: _____

Subdivision Name: _____ Tax Map: _____ Lot #: _____

Location: _____

Total Acreage: _____ Total Lots Proposed: _____ Zoning District: _____

Check all that apply to subdivision: _____ New Street _____ Town Water _____ Town Sewer _____ Well

_____ Septic System _____ ZBA Special Exception or Variance _____ Waiver Request to Planning Board

AUTHORIZATION FOR REPRESENTATION:

I hereby authorize _____ to act as my representative in connection with this application to the Town of Meredith for the subject property. I understand as the property owner, I will be held responsible for all conditions provided in the Notice of Decision issued by the Meredith Planning Board. I also understand that the Notice of Decision and associated conditions run with the land in perpetuity. I authorize the Planning Board Members and their staff to access my property for the purpose of this review.

Owner(s) Signature: _____ Date: _____

_____ Date: _____

DECLARATION:

I hereby certify to the best of my knowledge this application and information submitted as part of this application is correct and accurately represented.

Signature: _____ Date: _____
(Person Preparing Application)

SUBDIVISION APPLICATION CHECKLIST

The following checklist items are required for an application to be accepted as complete by the Board.

Provide all items below or insert a "W" if requesting a waiver. Include rationale for each waiver item. The Meredith Planning Board reserves the right to request additional information necessary for making an informed decision.

Tax Map: _____ Lot #: _____

- | | Applicant | Staff | |
|----|-----------|-------|--|
| 1. | _____ | _____ | Completed application form and owner's signature. |
| 2. | _____ | _____ | Abutters list. |
| 3. | _____ | _____ | Fees: application, abutter and recording (see Planning Board Fee Schedule). |
| 4. | _____ | _____ | Soil profile & percolation rate, date of field inspection and seal with signature of certified septic designer.* |
| 5. | _____ | _____ | Soils and slopes calculation |
| 6. | _____ | _____ | Engineering plan for new roads and utility main extensions.* |
| 7. | _____ | _____ | Easements and deed restrictions, existing and proposed. |

Subdivision Plan, 7 copies to include the following items:

- | | | | |
|-----|-------|-------|--|
| 8. | _____ | _____ | Map scale and north arrow. |
| 9. | _____ | _____ | Tax map and lot number. |
| 10. | _____ | _____ | Locus. |
| 11. | _____ | _____ | Zoning district. |
| 12. | _____ | _____ | Plan and revision dates. |
| 13. | _____ | _____ | Owner of record. |
| 14. | _____ | _____ | Lot lines including lines to be discontinued and setbacks. |
| 15. | _____ | _____ | Lot area(s). |
| 16. | _____ | _____ | Topography 2' intervals. |
| 17. | _____ | _____ | Abutter names with tax map & lot number. |
| 18. | _____ | _____ | Surveyor name, seal and signature. |
| 19. | _____ | _____ | Easement locations, existing and proposed. |
| 20. | _____ | _____ | Roads and driveways, existing and proposed. |

21. ___ ___ Overhead utilities with pole locations and numbers.
22. ___ ___ Municipal water and sewer or well and septic locations, existing and proposed.
23. ___ ___ Buildings, structures, cemeteries and rock walls.
24. ___ ___ Drainage elements, existing and proposed.
25. ___ ___ Wetlands:
- ___ ___ a. Wetland scientist name, certification number, stamp and signature.
- ___ ___ b. Date field work was performed.
- ___ ___ c. Mapping standards applied to delineation.
- ___ ___ d. Applicable permit history.
- ___ ___ e. Identification of water resource, buffer and setbacks (see Zoning Ordinance).
26. ___ ___ Planning Board signature block.
27. ___ ___ Layout requirements per Belknap County Registry.

*May not apply to every subdivision.

APPENDIX B

PLANNING BOARD APPLICATIONS FEE SCHEDULE

Abutter Notification: \$10/abutter notification + \$50 publication fee

*see abutters list for number of notifications

Site Plan Review:

- Home Occupation: \$100
- Change of Use (w/no site modification): \$125
- All other site plans: \$150 + \$0.03/sf of disturbance
- Amendments: \$150 + \$0.03/sf of disturbance (new or changed area)

*total fee = site plan application fee + abutter fee

Architectural Design Review: \$100

*abutter fee required if filed without site plan review

Subdivision:

- Over 3 lots: \$150/lot
- 3 or less lots: \$300
- Boundary Line Adjustment application: \$200
- Town Recording: \$50
- Belknap County Registry: dependent on document size

*total fee = application fee + abutter fee + town recording fee + BCR recording fee

Applications are subject to a Technical Review Fee per Section 4.17 of the Land Subdivision Regulations.

APPENDIX C
APPLICATION ADDENDUM
CONDOMINIUMS

By the execution of this addendum to the application to the Meredith Planning Board, the developer herein acknowledges that as part of the Planning Board review process, the Meredith Planning Board will be asking legal counsel to review and advise the Board on the contents and sufficiency of the proposed condominium declarations. The developer by execution of this addendum, agrees and acknowledges its responsibility to reimburse the Town for any legal fees incurred in this review

APPENDIX D

CERTIFICATE OF PERFORMANCE

Date _____

TO THE PLANNING BOARD, MEREDITH, N.H.:

I hereby certify that the required improvements for the following described subdivision have been constructed and conforms in all respects to the rules and regulations of the Planning Board and the recommendations of the Health Officer and the Town Engineer.

PLAN TITLE: _____

DATED: _____

PROFILE TITLE: _____

DATED: _____

STREET NAME: _____

STATIONS: _____ TO _____

SUBDIVIDER: _____

Civil Engineer

Land Surveyor

Address

Address

Telephone: _____

Telephone: _____

Registration Number and Seal

Registration Number and Seal

Rec'd. By: _____
Date: _____

APPENDIX E

TOWN OF MEREDITH, NEW HAMPSHIRE NOTICE OF VOLUNTARY LOT MERGER

As provided for in New Hampshire Revised Statutes Annotated, Chapter 674, Section 39-a, the undersigned, as owner(s) of pre-existing contiguous lots request the Town of Meredith, New Hampshire, acting through its Planning Board or its designee, merge the lots specified below into a single lot for municipal regulation and taxation purposes.

Part 1. Lots to be Merged: The following contiguous, pre-existing lots are to be merged into a single lot:

Assessor's Reference

Belknap County
Registry of Deeds Reference

Tax Map #	Lot #	Street Location	Book	Page
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Attach additional sheet if necessary)

Part 2. Owner(s) of Record:

Name of Record Owner: _____

Address: _____

Name of Record Owner: _____

Address: _____

Name of Record Owner: _____

Address: _____

(Attach additional sheet if necessary)

Part 4. Owner's Certification and Signature:

By signature below, the owner(s) certify to the following facts:

1. All owners of record for each lot have been identified in this Notice and have signed this Notice; and
2. The lots are contiguous and held in identical ownership; and
3. Each lot subject to this merger shall either: (i) not be subject to any liens, encumbrances or mortgages, or (ii) if there are liens, encumbrances or mortgages, they shall apply equally to all parcels submitted.
4. All real estate taxes and any other municipal assessments on all lots are current.
5. Upon recording this Notice of Voluntary Lot Merger at the Belknap County Registry of Deed, the lots or parcels shall be deemed to be merged. Thereafter, no such merged parcel shall be separately transferred without subdivision approval, complying with the zoning and subdivision regulations in effect at that time.

Owner Signature: _____

Owner's Name (PLEASE PRINT): _____

Date: _____

STATE OF _____

COUNTY OF _____

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

Justice of the Peace/ Notary Public

My Commission Expires: _____

Owner Signature: _____

Owner's Name (PLEASE PRINT): _____

Date: _____

STATE OF _____

COUNTY OF _____

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

Justice of the Peace/ Notary Public

My Commission Expires: _____

(Provide an additional sheet with owner's names and signatures if necessary)

Part 5. Municipal Review (to be completed by the Town):

Meredith Planning Board Endorsement.

By signature below, the Notice of Voluntary Lot Merger has been reviewed by the Planning Board or its designee as required under RSA 674:39-a. To the best of my knowledge, the merger does not result in a violation of the current zoning ordinance or regulations.

Planning Board Designee

Date: _____

Town Assessor Review.

The lot created by this merger shall be referred to in Town Tax Records as:

Tax Map ____, Lot ____.

Town Assessor

Date: _____

Tax Collector Review.

Real estate taxes for each of the lots listed in this Notice of Voluntary Lot Merger are current as of _____.

Tax Collector or Deputy Tax Collector

ATTENTION: BELKNAP REGISTRY OF DEEDS- PLEASE RETURN THE RECORDED COPY OF THIS NOTICE TO: TOWN OF MEREDITH, 41 MAIN STREET, MEREDITH, NH 03253, ATTN: COMMUNITY DEVELOPMENT DEPARTMENT.

APPENDIX F

