

TOWN OF GOFFSTOWN NEW HAMPSHIRE

DEVELOPMENT REGULATIONS

Effective Date: November 12, 2015



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Introduction

The Planning Board, after a public hearing, adopted these development regulations. They include, in one integrated format, the application and review process and development standard requirements for the Planning Board's review and approval of both subdivisions and site plans.

The subdivision process is required for the creation of an opportunity for a new or separate real estate ownership, a new tax map parcel or the establishing of a new boundary line. Subdivisions include, therefore, the creation of new land parcels, lot line adjustments and ownership opportunities such as condominiums. Condominium ownerships are, for example, those where building owners also own shares in common land or some recreational facility. Whether the lot is to be owned, rented or leased is not germane.

The subdivision process includes consideration of the impact, access and utility of those lots being proposed, as well as all legal documentation necessary to put the subdivision into affect. Approval also includes the completion of all required construction, both public and private, and both on-site and off-site, including, for example, roads, sidewalks, fire ponds or cisterns, landscaping and recreation facilities. The subdivision process is not required, however, for voluntary lot mergers. This is where a property owner merges adjacent lots into a single lot, usually for tax purposes. A subdivision is required, however, to undo voluntarily merged lots.

Site plan reviews, on the other hand, do not create separate ownership opportunities. Site plans show the proposed development on a parcel of land, including, for example, buildings, parking, sidewalks, service areas, drainage and landscaping. Approved site plans are required for any development, except single-family homes or a single duplex building to be constructed on a single parcel of land.

Some subdivision proposals may include the consolidation and re-subdivision of land, or lot line adjustment and the subdivision of one or more of the re-configured parcels in two separate steps. Likewise, some development proposals may require both subdivision and site plan approvals. In all of these cases, it is recommended that one combined review process be utilized, so that the applicant has either an approval or a denial of the full proposal.

It should also be noted that these regulations do not modify the requirements of the Goffstown Zoning Ordinance, or any local or state building code requirements, or the need to obtain any local, state or federal permit(s).

Section 1: General Provisions

A. Authority:

These regulations, relative to the subdivision of land, have been prepared in accordance with the provisions of Chapter 674, Section 35 of the New Hampshire Revised Statutes (RSA 674:35).

These regulations, relative to site plan review of proposed development, have been prepared pursuant to the authority vested in the Goffstown Planning Board by the March 1981 Town Meeting and in accordance with the provisions of Chapter 674, Section 43, New Hampshire Revised Statutes Annotated, as amended. (RSA674:43)

These regulations, relative to road and driveway standards, have been prepared pursuant to the provisions of Chapter 236, Section 13V, New Hampshire Revised Statutes Annotated, as amended. (RSA 236:13V)

B. Title:

These regulations, together, shall be known and may be cited as “Development Regulations,” Town of Goffstown, New Hampshire.

C. Definitions:

In general, words and terms used in these regulations shall have their usual dictionary meanings, the meanings as defined in the New Hampshire Revised Statutes Annotated, Title 64, or the same meaning as corresponding words and terms as defined in the Zoning Ordinance of the Town of Goffstown. More specifically certain terms are defined as follows:

1. **ABUTTER**- Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officer of the collective or association as defined in RSA 356-B, XXIII.
2. **ACTIVE & SUBSTANTIAL DEVELOPMENT** - Unless otherwise defined by the Planning Board at the time of approval of an application, the construction of permanent physical improvements to the site, such as, but not limited to, footings, streets, and water and sewer lines.
3. **APPLICANT** - the owner of land to be subdivided or developed or his agent or representative as he may authorize by a signed statement.
4. **APPROVED STREET** - a Class V or better highway, or a public or private street that corresponds in lines and location with a street shown on a subdivision plan approved by the Planning Board.
5. **ARCHITECT** - an individual licensed by the State of New Hampshire to practice architecture.
6. **BOARD** - the Planning Board of the Town of Goffstown, New Hampshire.

7. **BUFFER** - Any combination of materials provided through grading, construction or landscaping used to enclose or separate buildings, parking, land uses or features from each other or from the public view.
8. **BUILDING** - Any structure having a roof and intended for the shelter, housing or enclosure of persons, animals, or chattel. Buildings shall include open porches, open breezeways or any other roofed area. The word “building” includes the word “structure”.
9. **CERTIFIED SITE:** A site meeting program qualification which has received some level of approval by the Planning Board and has been accepted by the Southern New Hampshire Planning Commission (SNHPC) for inclusion in its certified sites program known as “ReadySetGo!”
10. **CERTIFIED SITES PROGRAM:** Program administered by the Southern New Hampshire Planning Commission (SNHPC) under the name “ReadySetGo!” that non-residential property owners and/or applicants can participate in through obtaining certain levels of approval from the Planning Board. Such approved sites, after final selection by SNHPC, are advertised and promoted as a “certified site” ready to go for development/redevelopment purposes.
11. **EASEMENT** - A grant of one or more of the property rights by the property owner to or for use by the public, or other person or entity. Typically, easements are utilized for the installation, maintenance and replacement of storm water sewers, drainage ditches or other drainage structures, and the flowing of water from roads or other improvements or from natural watercourses, or as slope easements, allowing the proper grading of slopes to meet new construction.
12. **ENGINEER** - an engineer properly licensed in the State of New Hampshire.
13. **FRONTAGE** - The distance along the lot line dividing a lot from either:
 - a. A public highway, except limited access highways as defined by RSA 230:44 and Class VI highways; or
 - b. A road shown on a subdivision plan approved by the Planning Board pursuant to the subdivision regulations.
14. **LOT** - A registered or recorded parcel of land, occupied or capable of being occupied by one building or use and the building or uses accessory thereto, including such open spaces and yards as are required by this ordinance. A lot may or may not be the land shown or described as a lot on a recorded deed or plan. The word “lot” includes the words “plot” and “parcel”.
15. **LOT LINE ADJUSTMENT** - A change in lot lines whereby lots are altered in size or shape, but no new lots are created, and no streets or public improvements are constructed.
16. **LOT OF RECORD** - Land designated as a separate and distinct parcel in a legally recorded deed and plan filed in the records of Hillsborough County, New Hampshire.
17. **MASTER PLAN** - A comprehensive, long range plan intended to guide the
 - i. growth and development of a community or region that typically includes inventory and analytic sections leading to recommendations for the community’s future economic development, housing, recreation and open space, transportation, community facilities, and land use, all related to the community’s goals and objectives for these elements, adopted by the Board in accordance with RSA 674:4.
18. **MULTI-FAMILY DENSITY** - The multi-family density term “maximum
 - ii. number of building units” is meant to represent the maximum number with a perfect site, and may be less depending upon site and

neighborhood conditions and other planning constraints, including those design review guidelines found in Appendix G.

19. **OWNER** - any person, group of persons, firm or firms, corporation or corporations, or other legal entity having fee title to the land.
20. **RIGHT-OF-WAY (R.O.W.)** - A strip of land that is generally used for the location of a street, walkway, utility line, or other access way, that is separate and distinct from the lots and parcels adjoining such right-of-way.
21. **SIDEWALK** - An area suitable for pedestrian walking, not vehicle movement, that may be adjacent to roadways.
22. **SOIL SCIENTIST** - A person certified by the State of New Hampshire as qualified in soil classification and mapping.
23. **SPECIAL FLOOD HAZARD AREA** – The land in the flood plain within the Town of Goffstown subject to a 1 percent or greater chance of flooding in any given year. The area designated as Zones A and AE on the Flood Insurance Rate Maps.
24. **STEEP SLOPE** - A steep slope is one of 25% or greater that covers 1,000 square feet or more of ground area.
25. **STREET** - A public or private thoroughfare which affords the principal means of access to abutting property.
26. **SUBDIVISION** - The division of the lot, tract or parcel of land into two or more lots, plats, sites, or other divisions of land for the purposes, whether immediate or future, of sale, rent, lease, 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 the several owners shall be deemed a subdivision. (RSA 672:14)
27. **SURVEYOR** - A person licensed by the state of New Hampshire as a land surveyor and is qualified to make accurate field measurements and to make, describe and define land boundaries.
28. **TOWN STAFF** - employees of the Town and others that provide professional and technical information, opinion and recommendations to the Planning Board, usually under the staffing of the Planning and Economic Development Coordinator. These typically include the Goffstown Assessor, Fire Department, Police Department, Public Works Department, the Building Inspector, the Zoning Administrator, the Conservation Commission, Water Department, Sewer Department, School Administrative Unit #19, and, if appropriate, the Goffstown Main Street Program, Inc.
29. **WETLAND** - An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands include, but are not limited to, swamps, marshes, bogs, and similar areas, as defined in the New Hampshire Department of Environmental Services, W t 100-800: Rules Governing Wetlands, as revised. Man-made detention basins and treatment swales are not to be construed as wetlands
30. **WETLAND SCIENTIST** - A person certified by the State of New Hampshire as
 - iii. qualified in wetland classification and mapping.
31. **YIELD PLANS** – A plan submitted by the applicant showing a feasible
 - iv. conventional single-family subdivision under the requirements of the specific zoning district in which the property is located and the requirements of any and all State and local subdivision regulations.

- v. Yield Plans are non-engineered plans, relating to open space subdivisions, and are used to determine the maximum number of single-family lots that might fit on a parcel, but may reduced depend on other planning constraints, including those design review guidelines found in Appendix G.

32. **ZONING** - Refers to the Zoning Ordinance of the Town of Goffstown.

Section 2: Application Procedure and Approval Process

A. Application Process Outline

- Meet with Planning Staff. (This 1st step is recommended.)
- Conceptual Review. (This non-binding review is optional.)
- Application Submission, complete, or with specific waivers being requested and to include engineering review escrow, and an opportunity to waive the 65-day decision clock of RSA 676:4(c)(1).
- First Planning Board Meeting:
 - Waivers relative to acceptance requirements,
 - Consideration of regional impact, and
 - Board acceptance of application, and then typically continuation to a date uncertain.
- Technical Review Committee (TRC) and Staff Review:
 - Staff comments requested,
 - Meetings held when required,
 - Drawings corrected, and
 - Identification of any items to which staff and applicant cannot agree.
- Re-noticing paid for by the applicant.
- Second Planning Board Meeting:
 - Applicant's presentation,
 - Public hearing, and
 - Board deliberations.
- Additional Planning Board Meetings may be required for deliberations.

Note:

Conditional Use Permits are typically addressed with the plan to which they apply. Conditional Use Permits and Time extensions without a plan or plan amendment are typically addressed at the same meeting as their acceptance.

B. General:

1. **Applicability:** The Planning Board may, without notice to abutters, determine the applicability of these regulations, e.g. determine whether a proposed change of occupant is sufficient enough to be a change of use requiring a site plan review. The Board may, but is not required, to hold a public hearing as part of its determination.
2. **Notice to Abutters and General Public:** For any meeting on any application for which notice is required, pursuant to RSA § 676: 4 I(d), the Board shall notify the applicant; abutters; professionals whose seals appear on the plat; and holders of conservation, preservation, or agricultural preservation restrictions by certified mail at least ten (10) days prior to the meeting and the public by posting in at least two locations in Town at least ten days prior to the meeting. The notice shall include a general description of the proposal, identification of the applicant, the location of the proposed project, and the action being considered by the Board.

3. **Notice for Personal Wireless Services Facility:** In addition to the “Notice to Abutters and General Public” and in accordance with RSA 12-K:7, for any proposed personal wireless service facilities that will be visible from any other New Hampshire municipality within 20 miles, notice shall be sent to the governing body of those municipalities having such visibility, and notices shall be published in the newspaper customarily utilized by those municipalities for their legal notices stating the specifics of the application and its public hearing date. Publication shall be not less than 7 days, or more than 21 days, prior to the public hearing. For the purpose of this requirement, the following municipalities are within 20 miles of Goffstown: Allenstown, Amherst, Antrim, Atkinson, Auburn, Bedford, Bennington, Boscowen, Bow, Bradford, Brookline, Candia, Canterbury, Chester, Chichester, Concord, Danville, Deerfield, Deering, Derry, Dublin, Dunbarton, Epping, Epsom, Francestown, Fremont, Greenfield, Greenville, Hampstead, Hancock, Harrisville, Henniker, Hillsborough, Hollis, Hooksett, Hopkinton, Hudson, Litchfield, Londonderry, Loudon, Lyndeborough, Manchester, Mason, Merrimack, Milford, Mont Vernon, Nashua, New Boston, New Ipswich, Northwood, Nottingham, Pelham, Pembroke, Peterborough, Pittsfield, Raymond, Salem, Sandown, Sharon, Strafford, Sutton, Temple, Warner, Weare, Webster, Wilton, Windham, and Windsor.
4. **Town staff review:** The Planning Board shall request and Town staff shall have the opportunity to review and make recommendations, through the Planning and Economic Development Coordinator, or otherwise, relative to all subdivision and development proposals. The Board may charge the applicant for professional review of their application by Town staff.
5. **Impact studies:**
 - a. Traffic Impact:
 - (1) Definitions –
 - (a) Letter Report: Opinion of a traffic engineer based on professional experience, national data, and similar situations.
 - (b) Traffic Impact Study: A traffic engineer’s report analyzing anticipated roadway conditions with and without an applicant’s development, based on site-specific surveyed data.
 - (2) Report Requirement Application Thresholds:
 - (a) No Requirement for subdivisions of three or fewer lots, site plans with four or fewer multi-family units, or proposals having 30 or fewer average daily trips (ADT).
 - (b) Letter Report required for subdivisions of 4 to 15 lots, site plans for 5-22 multi-family units or proposals having 30-150 ADT.
 - (c) Traffic Impact Study for subdivisions with more than 15 lots, site plans with more than 22 multi-family units, or proposals having more than 150 ADT.
 - b. Determination of Impact on Public Facilities and Services (pursuant to R.S.A. 674:36, II, (a))
 - (1) When the proposal will result in the creation of 10 or more lots or dwelling units the Planning Board may require, or where the property’s potential impact appears to be the same as 10 lots or

dwelling units if fully developed, the Planning Board may require the applicant to submit a fiscal impact study, community facilities impact study and traffic impact study of sufficient detail that will allow the board to determine whether the proposed new development, in relation to the location of the development and the services now available, will result in:

- (a) Danger or injury to health, safety or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services; or
- (b) An excessive expenditure of public funds for the supply of such services.

(2) The Planning Board may require that the applicant pay reasonable fees to defray the cost of the Town to conduct additional relevant special studies, or the Board may require that the applicant supply such studies as part of an application. In either case, the cost of all such studies, including reasonable costs by the Town to review them, shall be the responsibility of the applicant.

(3) The Planning Board shall request Town staff review of any fiscal impact, community facilities, traffic, or additional relevant special studies, and the submissions of their written comments on such studies, prior to making a determination under this section.

6. **Premature and Scattered Finding.**

a. In making a determination of whether a development is premature or scattered, the Planning Board shall consider the results of relevant impact studies, review comments on such studies made by affected services and the Town staff, and the impact of the proposed development in the context of the findings and recommendations of the Goffstown Master Plan, and the timing and cost of planned projects and expenditures contained in the Goffstown Capital Improvements Program.

b. If the board finds that the development is scattered or premature, the Planning Board may:

- (1) Deny the application; or
- (2) Grant conditional approval where it determines that there is a feasible opportunity to avoid danger or injury or the excessive expenditure of public funds through any of the following actions:
 - (a) The provision of improved or expanded public facilities or services at the expense of the developer, or
 - (b) An acceptable phasing plan for the development that is consistent with the timing of planned public facility expenditures that would service the development, as expressed in the Goffstown Capital Improvements Program or the Goffstown Master Plan.

7. **Professional Review and Studies.**

a. Consultants: The Board may contract with consultants to review all or portions of any application, including design review, to determine completeness of applications or the impact of proposals, conduct any requested studies, or determine compliance with any condition of

approval, such as engineering or construction monitoring, at the Applicant's expense.

- b. **Professional Legal Services:** The applicant shall be responsible for the cost of all professional legal services retained by the town in connection with its review of any application.
- c. **Deposit and/or Failure to Pay Fees:** The Applicant shall deposit an amount in escrow with the Planning Department for the expected cost of any such review or study as estimated by the Planning Department. The escrow amount shall be reviewed periodically to assure that sufficient funds are available to cover all review costs. The Applicant shall deposit additional funds as requested. An Applicant's failure to pay any such amounts within seven days of request for payment shall constitute grounds for disapproval of the application, without further notice or hearing, or revocation of any approval previously granted.

C. Initial Inquiry (Optional, but Recommended):

An Applicant preparing to create a subdivision or site plan review application is encouraged to make an initial inquiry to the Planning Department to discuss the merits of the proposed plan and its conformance with Goffstown Master Plan, neighborhood or corridor plans, and its Zoning Ordinance and Development Regulations.

D. Pre-Application Review (Optional):

1. **General:** The Board and Applicant may discuss proposals in conceptual form only, at a formal Board meeting and in general terms. Any discussion shall not bind either the Board or the Applicant, as provided in RSA § 676:4 II. Pre-application conceptual reviews will be afforded both subdivision and site plan review proposals.
2. **Preliminary Conceptual Consultation:** An Applicant may apply in writing for discussion of the basic concept of the proposal and suggestions for meeting requirements during final consideration. The Applicant shall submit seven (7) copies of conceptual information (no surveying or engineering required) to be scheduled for discussion of the proposal in conceptual form, in accordance with RSA § 676: 4 II, only with members of the Planning Board at a public meeting. The issues discussed with the Board may include:
 - a. The procedure for plan approval including the requirements as to general layout, reservation of lands, off-site improvements, drainage, utilities, availability of existing services and similar activities.
 - b. Board policies and standards, and conclusions derived from the Master Plan, so that they may evaluate whether its concept is consistent with the Master Plan prior to submittal of an application.
 - c. The desirability of types of subdivisions.

E. Formal Application Submissions and Procedures:

1. **Submission of Formal Application:**
 - a. **Submission Items:** The Applicant shall file a completed Formal Application for consideration that shall include:
 - (1) An application form available at the Planning Department, signed by the Owner or the Owner's agent;
 - (2) Completed checklist, available at the Planning Department;

- (3) The application fee;
 - (4) List of the names and addresses of all abutters and all other abutters entitled to notice, as provided in RSA 676:4, I(b), in such form as the Planning Department may require;
 - (5) Thirteen (13) complete sets of full size [22" x 32"] plans and one (1) reduced size [11" x 17"] complete sets of plans;
 - (6) Applicable documents listed in either Section 3 or 4; of these regulations, and
 - (7) Escrow deposits for review cost by the Town Engineer:
 - a. Subdivisions
 - i. Lot line adjustments and 2-lot subdivisions: Exempt from escrow. Conformance check by Town Engineer for a set fee.
 - ii. Other Subdivisions:
 - 1. Escrow for design review by Town Engineer and/or by Town's consultant.
 - 2. Case by case basis – Escrow may be waived for small project.
 - b. Site Plans
 - i. Exempt from escrow if construction is estimated to be less than \$250,000, or is less than 2,500 square feet. Conformance check by Town Engineer for a set fee.
 - ii. Other site plans:
 - 1. Escrow for design review by Town Engineer and/or by Town's consultant.
 - 2. Case by case basis – Escrow may be waived for small project.
- b. Submittal Date of Formal Application: The submittal date is the date of delivery of a Formal Application to the Planning Department. The applicant must sign-in the application in the Planning Department's "Sign-In Log" in order to have made an application.
2. **Acceptance of Completed Application:**
- a. Acceptance and acceptance deadlines: The formal application must be delivered at least twenty (20) days [not including the day of the meeting] prior to the Planning Board meeting at which the application may be considered for acceptance, and in accordance with the Planning Board's published calendar, that may be amended from time to time. At the next regular meeting for which notice can be given, or within thirty (30) days following the submittal date of the Formal Application, the Board shall determine if the submitted application is accepted as complete.
 - b. Formal acceptance date: For the purpose of these regulations, the date of the meeting of the Board at which the Formal Application is accepted as complete shall constitute the formal acceptance date of the application.
 - c. Notification of Application: Notice of application shall be given in accordance with Section 2.A.1 that the Town of Goffstown is conducting a Completeness Review and Final Review Hearing of the project and that plans for the project are available for review by the general public at the Planning Department.

- d. Determination of Completeness of Application: The Board shall determine whether or not the application is complete and vote formal acceptance or rejection of the application. An application shall be considered as sufficient for the Planning Board to take jurisdiction if
- (1) The application form has been completed, including:
 - (a) Names and addresses of applicant,
 - (b) Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions, as defined by RSA 477:45,
 - (c) Names and addresses of all abutters as of not more than 5 days before filing, and
 - (d) Names and addresses of every engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted;
 - (2) The abutters names are shown on any plat filed with application;
 - (3) The checklist has been completed and signed, and shall be accompanied by drawings and reports, as appropriate:
 - (a) The proposed plan,
 - (b) Wetland and wetland conservation district delineations,
 - (c) Topography based on the Town's GPS control points,
 - (d) Drainage study in support of proposed drainage solution,
 - (e) Sediment and erosion control solution for proposed construction.
 - (f) Traffic study, in accordance with Development Regulations' thresholds,
 - (g) Yield plan, if proposal is an open space subdivision, and
 - (h) Architectural renderings for new buildings or external renovations, if proposal is a site plan.
 - (4) Fees have been received;
 - (5) Appropriate notice has been given abutters and the public; and
 - (6) ZBA application and Notices of Decision for any required special exceptions or variances.

If the application is incomplete, the Board shall so notify the Applicant, and shall specify what would be required to make the application complete. If the application is complete, the Board may, but need not, begin formal consideration of the application at the same meeting.

3. Review of Accepted Application:
 - a. Time of Consideration: The Board shall have sixty-five (65) days, beginning at the formal acceptance date, to consider and to act on the application, or such additional time as provided in RSA 676:4(c)(1). The Board, with concurrence of the applicant, may have additional time for consideration.

- b. Special Studies or Reviews: If, during the Board’s consideration of the application, the Board determines that certain additional information is necessary for a fully informed decision, it may request the Applicant to provide the information, or the Board may obtain a professional consultant to provide the information, the expenses of such shall be paid by the Applicant in accordance with Section 2-A.4.
 - c. Staff: Town staff shall review all applications and submit their comments to the Planning Department, and at the Board’s request, in writing to the Board. The applicant shall be expected to address the comments of Town staff and to incorporate the staff’s comments in its application prior to application submission, and/or, after Board acceptance. Planning staff shall report to the Board those items for which there is not town staff agreement with the applicant.
 - d. Public Hearing: The Board shall hold a public hearing on an accepted application with notice as required by Section 2.B.1. If the 65-day time consideration has not been waived, then notice of the public hearing will typically be 45 days after acceptance, and may be included in the notice for the meeting to consider Formal Acceptance. If the 65-day time consideration has been waived, public hearing will be noticed by the applicant expense, after plans have been reviewed and corrected. A public hearing may be continued from meeting to meeting or to a date certain as needed.
4. **Board Action:**
- a. Any portion of these regulations may be waived where the Planning Board finds that either (1) strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of these regulations, or (2) specific circumstances relative to the site plan or subdivision, or conditions of the land in such site plan or subdivision indicate that the waiver will properly carry out the spirit and intent of these regulations.
 - b. A proposal for which the applicant has not responded to staff comment maybe grounds for denial by the Board as being not in conformance with its Development Regulations.
 - c. The Board shall act to approve, conditionally approve, or disapprove an application within the time frames provided in RSA 676:4. If the Board disapproves of an application, the Board shall state the grounds for disapproval in writing. If the Board grants conditional approval of an application, the conditions shall be stated in writing and the plan shall not be signed and released for recording until fulfillment, or delivery of surety guaranteeing fulfillment, of such conditions, except such conditions as relate to the use of the property after subdivision or development of the property.
 - d. In addition to impact fees assessed and collected in accordance with the Zoning Ordinance, applicants may be assessed their proportional share of off-site improvements necessitated by their development to the extent allowed by RSA 674:21V.
5. **Conditions of Approval:**
- a. Compliance with Conditions of Approval: In order to determine fulfillment of conditions of approval, the Board shall hold a public

hearing, with notice as required in Section 2.A.1, to receive evidence of compliance or non-compliance, except that no public hearing is required for conditions which are in themselves administrative and which involve no discretionary judgment on the part of the Board. Minor plan changes, compliance with which is administrative, and conditions with regard to the Applicant's possession of other permits and approval do not require a public hearing.

- b. Additional Submissions by Applicant after Plan approval: Upon the board's approval of a plan, but prior to and as a condition of obtaining Board signature of the plan the Applicant shall submit:
- (1) Two (2) complete Mylar plan sets for a subdivision; or one (1) complete Mylar set for a site plan;
 - (2) Four (4) complete paper print plan sets;
 - (3) One (1) reduced size (11"x17") paper plan set.
 - (4) All supporting documents required by the conditions of approval, in signed and recordable form where applicable;
 - (5) Certification on a Planning Board Form that the Applicant has satisfied all conditions of approval;
 - (6) A material quantity list on Town Department of Public Works forms for all improvements;
 - (7) Complete electronic files of all drawings in the plan set in the latest AutoCAD format, or other acceptable format approved by the Town;
 - (8) All applicable performance guaranties; and
 - (9) All applicable inspection escrow funds.

6. **Board Signature, Recording and Distribution of Copies:**

- a. Board Signature: Upon the Applicant's meeting all conditions of approval, including additional submissions by applicant after plan approval, the Board Chair (or in the Chair's absence, the Vice-chair) shall endorse the mylar(s), and four (4) paper copies of the approved subdivision or site plan.
- b. Recording and Distribution of Copies: The Town of Goffstown shall record the approved subdivision plan (mylar) and all other documents required to be recorded as a condition of approval, with the Hillsborough County Registry of Deeds Office. Recorded documents typically include, but are not limited to, deeds, easements, covenants, most waivers of municipality liability, drainage maintenance agreements, and acknowledgement of conditions, e.g. variance or special exception conditions of approval and building limitations due to cistern size. Typically, the shared driveway agreement, revocable licenses, and some liability waivers are not recorded. Approved site plans are not so recorded. The Planning Department shall retain one (1) mylar and one paper print plan sets and supporting documents, as well as the electronic file. Two paper print plan sets will be distributed to other Town departments. One paper print plan set will be returned to the applicant.

7. **Special Procedures:**

- a. Condominium and Condominium Conversion: Condominium ownership may apply to developments in both subdivision and site

plan categories, and may be submitted as either. The recorded drawing that defines the extent of individual and common ownership is typically called a Condominium Site Plan. This site plan may, if needed, include building floor plans.

(1) Proposals for condominium ownership should include a copy of the condominium association documents, i.e. condominium declaration and by-laws, and the condominium site plan. Condominium declarations shall include the following provisions:

- i. Taxation of the common property must go to the owners, and therefore, shall be owned in fractional shares by the condominium owners, and may not be owned by the condominium association;
- ii. Common driveways, or roads, must be maintained by the association or otherwise collectively by the owners, to the degree necessary for emergency vehicle access;
- iii. If age restricted, the provisions of that restriction must be specified, and
- iv. While covenants may be amended, these above provisions may not be amended without approval of the Planning Board.

(2) Any legal fees incurred by the Planning Board for review of these documents shall be borne by the applicant.

- c. Road Name: Following the applicant's request for a road name, the Planning Department will circulate the request to the relevant departments for concurrence, and to the Selectmen for approval.
- d. Regional Impacts: Upon the Board's finding that, due to (a) the proposal's relative proximity to town borders, (b) transportation networks, (c) anticipated emissions such as light, noise, smoke, odors or particles, (d) proximity to aquifers or surface waters which transcend municipal boundaries, or (e) shared facilities such as schools and solid waste facilities, a regional impacts exists, the Southern New Hampshire Regional Planning Commission and the affected communities shall be notified. Notice, by certified mail 14 days prior to the hearing, shall include the Board's minutes, notice of date, time and place of the hearing and the their right, as recipients of the notice, to testify concerning the proposal.

Section 3: Subdivision Specifications for Plans and Documents

A. General:

1. **Applicability:** The Planning Board shall review and approve or disapprove, in its discretion, plats and approve or disapprove plans showing the extent to which and the manner in which streets within subdivisions shall be graded and improved and to which streets water, sewer and other utility mains, piping, connections or other facilities within subdivisions shall be installed.
2. **Time Limits for Fulfilling Conditions:** Conditional approval shall be null and void unless all conditions necessary for release and recording of the plan are fulfilled within one (1) year of the Board's granting conditional approval. The Board may grant extensions, upon written request filed with the Board at least thirty (30) days prior to expiration of conditional approval, stating the requested length of extension and the extenuating circumstances justifying an extension. Board consideration of extensions shall be noticed and shall include a public hearing. Time limit extensions are typically one (1) year in length. Additionally, while an appeal of a Board decision pursuant to RSA 677:15 stays proceedings upon the decision appealed from, the time limits of this section are not tolled during the pendency of such an appeal.
3. **Phasing and Time Limits for Constructing Improvements:**
 - a. Any subdivision may be approved for phased development, with the first phase beginning when the approval conditions have been met.
 - b. The capital improvements for the plan or for any phase shall be completed, and in the case of public improvements, accepted by the Board of Selectmen, within three (3) years.
 - c. The capital improvements should be completed, and if public, accepted prior to beginning a second phase.
 - d. Time extensions to this provision may be granted by the Planning Board, upon written request filed with the Board at least thirty (30) days prior to the required date, stating the request length of extension and the extenuating circumstances justifying an extension. Time limit extensions are typically one (1) year in length. Additionally, while an appeal of a Board decision pursuant to RSA 677:15 stays proceedings upon the decision appealed from, the time limits of this section are not tolled during the pendency of such an appeal.
4. **Open Space Development:** An overlay district of the Goffstown Zoning Ordinance that has specific, unique subdivision development standards in addition to the zoning ordinance requirements. See Appendix D: Open Space Development Standards.
5. **Preparer:** All subdivision plans shall be prepared and stamped by a surveyor. Delineation of wetlands, when required, shall be by a wetland or soil scientist who shall stamp and sign the plans on which their delineations are shown. An Engineer shall stamp the plans showing proposed improvements.
6. **Plan Format:** The plan shall be drawn in ink (blue or black) on sheets 22" x 34", and at a scale of 1" = 100' or larger. Where necessary, sections of the plan may be presented in several sheets at the required scale and accompanied by an index plan showing the entire subdivision.

7. **Digital Filing:** The final submission shall include digital files compatible with the Town Geographic Information System (GIS).

B. Purpose:

The purpose of these regulations shall be to:

1. Provide against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services.
2. Provide for the harmonious development of the municipality and its environs.
3. Require the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets or with features of the official map of the municipality.
4. Provide for open spaces of adequate size and proportion.
5. Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for emergency equipment, fire fighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system.
6. Provide for the appropriate public or private physical facilities to adequately support the proposed subdivision.
7. Require that proposed parks shall be of reasonable size, location and proportion for neighborhood playgrounds or other recreational uses.
8. Require that the land indicated on boundary plans submitted to the planning board shall be of such character that it can be used for building purposes without danger and hazards to the public.
9. Prescribe minimum areas of lots so as to assure conformance with local zoning ordinances and to assure such additional areas as may be needed for each lot for on-site sanitary facilities.
10. Include provisions, which will tend to create conditions favorable to health, safety, convenience, and prosperity.

C. Subdivision Plan Contents:

The Plan shall contain the following minimum information, and any other information requested by the Board:

1. Name and title of the subdivision and acreage to be subdivided;
2. Name and address of the owner of the property and owners of abutting property;
3. Signature and stamp of the licensed land surveyor;
4. Signature and stamp of the engineer;
5. Signature and stamp of Soil or Wetland Scientist;
6. Date, graphic scale and north point;
7. Boundaries of the tract with their true bearings and distances and references to Town Property Maps by page and parcel numbers;
8. Present zoning classifications on and adjacent to the tract;
9. Existing and proposed streets with names, classification (i.e. Class V), travel surface width and right of way widths. (See Appendix A);
10. Final road profiles, center line stationing and cross-sections;
11. Purpose, location, width, and distances of proposed and existing easements;

12. The Board may require that the engineer of record certify in writing that the drainage design and erosion control measures as proposed meet all Town and state requirements and best management practices as promulgated by the New Hampshire Department of Environmental Services;
13. A statement from the Town Assessor that an “Intent to Cut” is either not required or has been properly filed;
14. Driveway locations;
15. Proposed 9-1-1 compatible road names for public and private streets or driveways that serve two or more lots, as approved by the Fire Department;
16. Lines, dimensions, and areas with the appropriate lot and block numbers which shall conform to the system of numbering used on Town Property Maps, approved by the Assessor;
17. Topographic Map based on datum plane established by the Town of Goffstown GPS Control Points or at elevations approved by the Planning Board, at contour interval of 2 feet where the slope is 20 percent or less, and a contour interval of 5 feet where the slope of the land is greater than 20 percent;
18. Location and profiles with elevations of all existing and proposed water mains, gas lines, sewer lines, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage;
19. If water mains and sewers are not on or adjacent to the tract, the direction and distance to the nearest lines with their size and invert elevations shall be shown;
20. Location of all utilities on and adjacent to the tract showing location, proposed connections, type, and size of pipe, fire hydrants, electric and telephone poles and conduits, and street light standards;
21. If water is to be supplied by wells, the location of the proposed well and the protective radius shall be shown for each lot. The protective well radius shall not extend into the Town’s roadway R.O.W., on to any adjoining lots or onto any drainage easements or flow ways; except however, reference to appropriate easements and/or releases for any existing well and/or well protective radius that extends into the Town’s roadway R.O.W., on to any adjoining lots or onto any drainage easements or flow ways shall be indicated on the plan;
22. The location of the percolation test and test results and the 4,000 square foot area of proposed on-site septic & leach field systems;
23. Location of special features, natural and manmade, affecting the subdivision or giving it character, such as bodies of water, streams and watercourses, swamps and marshes, wetlands, wooded areas, houses, barns, and other significant features;
24. Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses;
25. Sites, if any, for multi-family dwellings, shopping centers, churches, industry, or other non-public uses, exclusive of single-family dwellings;
26. Proposed public improvements, including highways or other major public improvements planned by public authorities, for future construction on or near the site;
27. Site data including number of lots, lot sizes, gross residential density of the entire site, net residential density of site without steep slopes, wetlands and wetland conservation districts, acres in non-residential use, and data illustrating conformance with dimensional requirements of the Zoning Ordinance;
28. Building setback lines;

30. Wetland delineation in accordance with Section 6.L;
31. Base flood elevations;
32. Test pit data for soils and ground water level every 100 feet for road and paved areas, at above and below ground stormwater detention systems, or where required by the Town Engineer;
33. The location, grading, and drainage of any proposed driveways the driveway culverts must be included in the drainage study and driveway permit applications must be filed with the Department of Public Works, by the applicant upon the Board's approval of the plan;
34. All proposals for development greater than 50 lots or 5 acres, whichever is the lesser, shall include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation) within such proposals.
35. Signature Block:
 This Subdivision Plan is approved in accordance with
 The Town of Goffstown Development Regulations:
 Date: _____
 Signed: _____
36. The seal of a New Hampshire licensed land surveyor certifying that the error of closure of the boundary of the subdivision is 1:10,000 or better.

D. Additional Documents and Information:

1. In the case of proposed condominium ownership: condominium association documents, i.e. condominium declaration and by-laws, and the condominium site plan.
2. Written certification from a surveyor that all the monumentation has been properly set in accordance with the approved plan;
3. Warranty Deed conveying to the Town all streets, rights-of-way, and any sites for public use;
4. Protective Covenants in form for recording;
5. A statement from the appropriate Water Department that will supply water approving the size and location of all proposed mains, valves, and hydrants;
6. Written approval of the Fire Chief of the number, size, and location of proposed hydrants and cisterns;
7. Easement deeds with warranty covenants for all easements to be conveyed to the Town or to any third parties, agreements in recordable form acceptable to the Town, to provide easements for lots or parts of lots for construction, utilities, common ownership, restrictive covenants conservation, well radii protection, or other appropriate purposes;
8. Release of Liability documents in a form acceptable to the Town, relative to existing wells and/or well protective radii, or other appropriate purposes;
9. Plan for the control of sedimentation and erosion control in accordance with Appendix D, Erosion Control Standards;
10. State Department of Environmental Services Subdivision Approval, Wetland Board Approval and/or Site Specific Approval;
11. Any other State or Federal permits, as applicable; and
12. Any additional reports or studies deemed necessary by the Board to make an informed decision, including but limited to: traffic, school, fiscal environmental impact analysis, and wildlife and other studies. The Board reserves the right to request such information after an application has been accepted as complete.

13. New development of a lot shall require, through the building permit process, a certified foundation and well location plan to insure that setbacks are met and that the well radius is as approved by the subdivision plan.

Section 4: Site Plan Specifications for Plans and Documents

A. General:

1. **Applicability:** The Planning Board shall review and approve or disapprove a site plan for the development or change or expansion of use of tracts for non-residential uses or for multifamily dwelling units, which are defined as any structure containing more than two dwelling units, or a single site with more than one primary structure. A change in use shall be any use that causes an increase in the intensity of present use, or an increase in the parking requirements according to Goffstown Zoning Regulations, or a change in the enforcement of the National Fire Protection Association Life Safety Code.
2. **Time Limits for Fulfilling Conditions:** Conditional approval shall be null and void unless all conditions necessary for approval of the plan are fulfilled within one (1) year of the Board's granting conditional approval. The Board may grant extensions upon written request filed with the Board at least thirty (30) days prior to expiration of conditional approval, stating the requested length of extension and the extenuating circumstances justifying an extension. Board consideration of extensions shall be noticed and shall include a public hearing. Time limit extensions are typically one (1) year in length. Additionally, while an appeal of a Board decision pursuant to RSA 677:15 stays proceedings upon the decision appealed from, the time limits of this section are not tolled during the pendency of such an appeal.
3. **Time Limitations for Development:** Once a Site Plan has been approved by the Planning Board, the applicant shall have one (1) year from the date of the plan's signing to apply for a building permit, after which time the approval shall be deemed null and void. The Board may grant extensions upon written request filed with the Board at least thirty (30) days prior to the plan's null and void date, stating the requested length of extension and the extenuating circumstances justifying an extension. Board consideration of extensions shall be noticed and shall include a public hearing. Time limit extensions are typically one (1) year in length. Additionally, while an appeal of a Board decision pursuant to RSA 677:15 stays proceedings upon the decision appealed from, the time limits of this section are not tolled during the pendency of such an appeal.
4. **Preparer:** All site plans shall be prepared and stamped by either a surveyor, an engineer, or an architect. Delineation of wetlands, when required, shall be by a wetland or soil scientist who shall stamp and sign the plans on which their delineations are shown. An Engineer shall stamp the plans showing proposed improvements.
5. **Plan Format:** The plan shall be drawn in ink (blue or black) on sheets 22" x 34", and at a scale of 1" = 20' or larger. Where necessary, sections of the plan may be presented in several sheets at the required scale and accompanied by an index plan showing the entire subdivision.
6. **Digital Filing:** The final submission shall include digital files compatible with the Town Geographic Information System (GIS).

B. Purpose:

The purpose of these regulations shall be to:

1. Provide for the safe and attractive development or change or expansion of use of the site and guard against such conditions as would involve danger or injury to health, safety, or prosperity by reasons of
 - a. Inadequate drainage or conditions conducive to not flooding the property or that of another;
 - b. Inadequate protection for the quality of groundwater;
 - c. Undesirable and preventable elements of pollution such as noise, smoke, soot, particulate, or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties; and inadequate provision for fire safety, prevention, and control.
2. Provide for the harmonious and esthetically pleasing development of the municipality and its environs.
3. Provide for open spaces and green spaces of adequate proportions.
4. Require the proper arrangement and coordination of streets within the site in relation to other existing or planned streets or with features of the official map of the municipality.
5. Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for fire-fighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system;
6. Require, in proper cases, that plats showing new streets or narrowing or widening of such streets be submitted to the Planning Board for approval;
7. Require that the land indicated on plats submitted to the Planning Board shall be of such character that it can be used for building purposes without danger to health;
8. Include such provisions as will tend to create conditions favorable for health, safety, convenience, and prosperity; and
9. Include building plans and elevations, describing materials and colors, for design review per Appendix G.

C. Site Plan Contents:

The Plan shall contain the following minimum information, and any other information requested by the Board:

1. Name and title of the subdivision and acreage to be subdivided;
2. Name and address of the owner of the property and owners of abutting property;
3. Signature and stamp of the licensed land surveyor;
4. Signature and stamp of the engineer;
5. Signature and stamp of Soil or Wetland Scientist;
6. Date, graphic scale and north point;
7. Boundaries of the tract with their true bearings and distances and references to Town Property Maps by page and parcel numbers;
8. Present zoning classifications on and adjacent to the tract;
9. A vicinity sketch (suggested scale: 1" equals 800') showing the location of the site in relation to the surrounding public street system. The zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown.
10. The one hundred year flood elevation line shall be included where applicable.
11. A table indicating existing and proposed square feet of buildings on site, total square feet of all buildings on site, vehicle parking and stacking required by the zoning ordinance and as provided, including handicapped spaces, loading

- facilities as required by the zoning ordinance and as provided and landscaping elements as required and as provided.
12. The existing and proposed topographic contours at an interval of 2 feet where the slope of the land is 20 percent or less, and an interval of 5 feet where the slope of the land is greater than 20 percent. All elevations shall be based on a datum plane established by the United States Geodetic Survey.
 13. Existing and proposed natural features such as surface waters, wetlands and wetland conservation districts, ledge outcropping and significant plant materials
 14. Existing and proposed manmade features such as, but not limited to, existing rights-of-way, roads, utility poles, and signs.
 15. The size and location of all existing and proposed, public and private, above, or below, ground utilities. This shall include the location and size of existing utilities that are located within 100 feet of the site, or with which connection is planned.
 16. An indication of sufficient capacity, and capacity reservation, shall be required for all proposed utility services.
 17. The shape, size, height, and location of existing and proposed structures including expansion of existing buildings. This shall include buildings within 200 feet of the site.
 18. Existing and proposed uses of all buildings on site.
 19. An access plan showing means of access to the site and proposed changes to existing public streets, including any traffic control devices necessary in conjunction with the site development plan, and a circulation plan showing the interior of the lot indicating provisions for both auto and pedestrian circulation. These plans should show proposed streets, driveways, parking spaces, sidewalks, pedestrian crosswalks, with indication of direction of travel for one-way streets and drives and inside radii of all curves. The width of streets, driveways, and sidewalks, and the total number of parking spaces shall be shown, including spaces designated for handicapped individuals. In addition, loading spaces and facilities associated with the structures on the site shall be shown.
 20. Architectural renderings in color shall be required for new buildings or external renovations, as well as floor plans, to show relationship and connection to the site development features and surrounding properties.
 21. The location, type, and size of all proposed landscaping and screening as per Appendix F: Landscape and Screening Standards.
 23. Exterior lighting plan and location of proposed signs.
 23. A storm drainage plan in accordance with Appendix C, Storm Water Management.
 24. The Board may require that the engineer of record certify in writing that the drainage design and erosion control measures as proposed meet all Town and state requirements and best management practices as promulgated by the New Hampshire Department of Environmental Services;
 25. All proposals for development greater than 50 lots or 5 acres, whichever is the lesser, shall include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation) within such proposals.
 26. Plans for snow removal and/or storage.
 27. Signature Block:

This Site Plan is approved in accordance with the
Town of Goffstown Development Regulations

Date: _____
Signed: _____

D. Additional Documents and Information:

1. In the case of proposed condominium ownership: condominium association documents, i.e. condominium declaration and by-laws, and the condominium site plan.
2. Written certification from a surveyor that all the monumentation has been properly set in accordance with the approved plan;
3. Warranty Deed conveying to the Town all streets, rights-of-ways, and any sites for public use;
4. Protective Covenants in form for recording;
5. A statement from the appropriate Water Department that will supply water approving the size and location of all proposed mains, valves, and hydrants;
6. Written approval of the Fire Chief of the number, size, and location of proposed hydrants and cisterns;
7. Easement deeds with warranty covenants for all easements to be conveyed to the Town or to any third parties, agreements in recordable form acceptable to the Town, to provide easements for lots or parts of lots for construction, utilities, common ownership, restrictive covenants conservation, well radii protection, or other appropriate purposes;
8. Release of Liability documents in a form acceptable to the Town, relative to existing wells and/or well protective radii, or other appropriate purposes;
9. Plan for the control of sedimentation and erosion control in accordance with Appendix D, Erosion Control Standards;
10. State Department of Environmental Services Subdivision Approval, Wetland Board Approval and/or Site Specific Approval;
11. Any other State or Federal permits, as applicable; and
12. Any additional reports or studies deemed necessary by the Board to make an informed decision, including but limited to: traffic, school, fiscal environmental impact analysis, and wildlife and other studies. The Board reserves the right to request such information after an application has been accepted as complete.

Section 5: Assurances for Completion and Maintenance of Improvements

A. General:

1. **Commencement of Construction:** No construction on a project, including any alteration of terrain, installation of utilities, and grading or construction of roads, shall be commenced until the final plan is approved and recorded, and all of the following have occurred:
 - a. All the conditions of approval are met;
 - b. The plan has been signed and recorded by the Planning Board;
 - c. A pre-construction meeting has taken place with the Public Works Department; and
 - d. The applicant has posted a performance guaranty for the completion and maintenance of all improvements, and a copy is on file with the Public Works Department.
2. **Revisions to Previously Approved Plan:** When a revision to the approved plan is proposed, the Applicant shall submit a print of the approved plan indicating the proposed revision to the Town Engineer. The revision shall be reviewed by the Town Engineer and, if necessary if material to its decision, to the Planning Board. All approved revisions shall be shown on the "as-built" plan and on the electronic files required at the completion of the project. The Applicant shall pay all costs associated with the Town's reviewing (consultant and legal) and recording of revised plans with the Registry of Deeds.
3. **Material Breaches:** The failure of erosion control measures and infringements into restricted areas be termed as "material breaches" of the plan approval, and be subject, therefore, to all of the enforcement provisions of RSA 676.

B. Security Guaranty:

1. **Forms of Guaranty:** Acceptable forms of guaranties shall include:
 - a. Irrevocable self-calling letter of credit from a financial institution located in New Hampshire and acceptable to the Town;
 - b. Cash or bond on deposit with the Town in an interest bearing account; and
 - b. Self-calling subdivision bond in a form and from a bonding company acceptable to the Town.
2. **Amount and Form of Security:** The amount and acceptable form of security shall be established by the Planning Board, and may include an adjustment for inflation not to exceed ten percent per year.
3. **Maintenance Security:** There shall be 2-year maintenance security for any public road, effective on the road's acceptance date.
4. **Acceptance of Security:** Acceptance of security shall be as determined by the Planning Board.
5. **Release of Security:** Partial release of security to the extent reasonably calculated to reflect the value of completed improvements, or full release of security following completion of the improvement or of the public road maintenance period, shall be as determined by the Planning Board.
6. **Security Process:** The amount of Performance and Maintenance Security will be recommended by Public Works Department, forwarded to the Planning

Department and then to the Planning Board. In the event that the applicant requests a partial release of surety, the same process will be followed.

C. Inspection of Improvements:

1. Prior to inspection of any improvements by Public Works, the applicants' engineer shall provide written certification that those improvements to be inspected are in accordance with the approved plans, or specifically in what way the improvements do not meet the approved plan. The Planning Board may waive this provision, following the applicant's required pre-construction conference with Public Works.
2. The applicant shall obtain the inspection of any improvements by the Public Works Department as described in these regulations, including the construction of all new roads and driveways, whether to be public or private. The applicant shall pay the costs of the Town's agents, or consultants, performing any inspections on behalf of the Town, the estimated cost of which may be required to be paid in advance in escrow with the Town, with any additional costs or expenses to be paid upon the Town's request. Failure to pay any such amounts within seven days of request shall constitute grounds for revocation of application approval.
3. The applicant's engineer shall certify that private improvements affecting public property have been constructed in accordance with the approved plan and Development Regulations.

D. Acceptance of Improvements and Release of Guaranty:

1. Prior to the Acceptance of a Public Road: Prior to the acceptance of a public road:
 - a. The developer shall provide and install a 2'x3' sign at the road's beginning stating that "This road is under construction and is not owned by Goffstown. School bus service, therefore, is not provided. Also, road maintenance, snow plowing and trash collection services are provided privately, or in accordance with an agreement between the developer and Goffstown."
 - b. Winter maintenance and trash pick-up may be provided by the applicant, or by the Town under a development agreement approved by the Board of Selectmen, following recommendation from the Planning and Public Works Departments.
2. Acceptance of Public Roads: Acceptance of public roads shall as determined by the Board of Selectmen, following recommendation of the Planning Board, and the Planning and Public Works Departments.
3. Acceptance of Easements: Acceptance of Slope and Drainage and Cistern Easements shall be as determined by the Board of Selectmen, following recommendation of the Planning Board, and the Planning and Public Works Departments.
4. The Performance Guaranty will not be released and any roads or other improvements accepted until:
 - a. The applicant's surveyor certifies that all permanent bound and monuments on street lines and on lot lines have been installed and are accurately in the locations designated on the Final Plan.

- b. The applicant’s engineer certifies that the streets, utility installation and storm drainage have been constructed and completed in conformance with the Final Plan diagram and requirements of these regulations.
 - c. The appropriate Water Department or Precinct certifies that the water mains and hydrants have been installed in a properly operating condition and are in accordance with the Final Plan diagram and all applicable standards and requirements (if applicable).
 - d. The Fire Department certifies that all fire cisterns are operational.
 - e. The Department of Public Works confirms that:
 - (1) As-built plans have been provided in mylar and digital format; in a format acceptable to the Town.
 - (2) The municipal sanitary sewers have been constructed and are in place in conformance with the Final Plan and these regulations and perform in accordance with their intended function.
 - f. The applicant has provided a maintenance guaranty in a form acceptable to the Town in the amount of ten percent of the original guaranty, upon acceptance of the improvements, to secure repair of any deficiencies or defects for a period of two years following their acceptance.
5. Failure to Complete Improvements or Abandonment of Project: Unless otherwise permitted by the Board, all improvements, or if phased the currently approved phase, of the project shall be completed within two years of approval. When required improvements have not been installed or completed within the term required for completion of such performance, the Board may declare the project in default and direct the Department of Public Works to use the financial guaranty to complete all outstanding required improvements or to restore the property to its condition prior to commencement of the improvements, as the Board may determine to be in the best interests of the Town.
6. No Cut Zones: No cut zones indicated on the plans shall be clearly delineated in the field using flagging tape or similar approved methods prior to construction and shall be maintained throughout construction of the project.

E. As-Built Plans:

The Applicant shall submit to the Public Works Department detailed “as-built” plans (one mylar reproducible, one paper print, and one electronic file) of the subdivision. The Applicant’s engineer shall certify that the layout of the line and grade of all public improvements are in accordance with approved construction plans of the subdivision. As-built plans are not required for site plans.

F. Prior to Building Construction:

The issuance of any building permit requires Fire Department or Water Precinct certification that, respectively, the required cisterns are complete and operational.

Section 6: Design Standards and Requirements for Improvements

A. General:

1. **Approval of Improvements:** All improvements shall be designed and constructed in accordance with the Town of Goffstown regulations and standards, and shall be subject to the approval of the Board.
2. **Installation and Maintenance:** The Applicant is responsible for the satisfactory installation of all required improvements and maintenance of these improvements in a satisfactory condition without cost to the Town until their acceptance by the Town. Failure to maintain any improvements in a condition acceptable to the Town shall be grounds for revocation of any approvals for the project.
3. **Standards and Specifications:** Unless otherwise specified in these regulations or required by the Board, the standards and specifications contained in the following shall constitute the minimum standards for the design and construction of all improvements:
 - a. ZONING ORDINANCE – Town, as revised;
 - b. MANUAL ON DRAINAGE DESIGN FOR HIGHWAYS - State of New Hampshire, Department of Public Works and Highways, current edition;
 - c. MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) - U.S. Department of Transportation, Federal Highway Administration, current edition;
 - d. STANDARDS SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION – State of New Hampshire, Department of Transportation, 1997 or latest revision;
 - e. HIGHWAY DESIGN MANUAL - State of New Hampshire, Highway Design Division, current edition;
 - f. A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS - AASHTO - 1990;
 - g. STORMWATER MANAGEMENT AND EROSION AND SEDIMENT CONTROL HANDBOOK FOR URBAN AND DEVELOPING AREAS IN NEW HAMPSHIRE - August 1992, prepared by Hillsborough County Conservation District (Green Book);
 - h. STATE OF NEW HAMPSHIRE STANDARDS OF DESIGN AND CONSTRUCTION FOR SEWERAGE AND WASTEWATER TREATMENT FACILITIES - New Hampshire Department of Environmental Services, Code of Administrative Rules, Env-ws 700, September 1997 (or latest revision);
 - i. SUBDIVISION AND INDIVIDUAL SEWAGE DISPOSAL SYSTEM DESIGN RULES - New Hampshire Department of Environmental Services, Code of Administrative Rules, Env-ws 1000, August 1999 (or latest revision); and
 - j. STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES, DESIGN STANDARDS FOR SMALL PUBLIC DRINKING WATER SYSTEMS, Env-ws 372, June 1997 (or latest revision).
 - k. FLOOD INSURANCE STUDY, TOWN OF GOFFSTOWN, NH, together with the associated Flood Insurance Rate Maps and Flood

Boundary and Floodway Maps bearing the effective date of June 15, 1979, or as amended.

- l. Other standards and specifications as approved by the Town.

B. Monuments:

1. Location:

- a. Street right-of-way: Monuments shall be placed at all angle points, points of curvature (PC) and points of tangents (PT) on both sides of the right-of-way, and at least every 500 feet along the right of way line.
- b. Subdivision and lot: Monuments for the external boundaries of the tract being subdivided and the lots that are being created shall be placed not more than one-thousand (1000) feet apart in any straight line, at all corners, at the beginning and end of all curves and at all angle points.
- c. Wetland Set Back and Restricted Areas. Wetland setbacks shall be marked by monuments as least every 50 feet, or at such other intervals as the Board may require.

2. Type:

- a. Street right-of-way: Front bounds shall be of granite, not less than thirty-six (36) inches in length, not less than four (4) inches square or five (5) inches in diameter, and marked internally or on top with a securely imbedded magnetic disks.
- b. Other Monuments Lots: All other monuments shall be at least a one (1)-inch diameter iron pipe or five-eighths (5/8)-inch steel rebar at least thirty (30) inches in length, or a drill hole set in existing stone walls.
- c. Wetlands: Wetland Set Back and Restricted Areas shall be marked with such permanent markers as required by the Board.

3. Replacement of Missing Monuments.

All missing, damaged, or obliterated prior or existing monuments shall be replaced, with monuments of like kind if referred to in prior deeds and title records, or, if not, in accordance with these regulations.

C. Lots:

1. Lot dimensions and building setback lines shall meet the requirements of the Zoning Ordinance for the district or districts in which the subdivision is located.
2. Lot size and configuration of residential lots, except in the VC district, shall be so designed that at least 55% of the minimum lot area or one acre, which ever is less, forms a contiguous area of "buildable area" as defined in the zoning ordinance, and that in addition this area must include a potential building site that is practicably usable in terms of its shape and dimensions. Minimum practicable shape and size is to be an 80' x 100' rectangular area outside of all yard and wetland setbacks and 4-K area in the A and CIFZ districts, and shall be 60' x 70' in the R-1, RSBO-1, R-2 and RSBO-2 districts.
3. Area set-aside for parks and playgrounds to be dedicated or reserved for the common use of all property owners shall be of reasonable size and character for neighborhood playgrounds or other recreational uses.

4. Depth and width of properties reserved or laid out for all purposes shall be adequate to provide for the off-street service and parking facilities for vehicles required by the type of use and development contemplated.
5. Corner lots shall be increased in size, wherever necessary, in order that any structure to be placed thereon shall conform to the minimum setback line of each street as required by the Zoning Ordinance.
6. The subdividing of land shall be such as to provide that all lots shall front upon a Class V or better road, or road shown on a plan approved by the Planning Board.
7. Side lot lines shall be substantially (within 10 degrees) at right angles or radial to the street lines for a minimum one hundred (100)-foot distance beginning at the R.O.W. line.
8. Double frontage lots and reverse frontage lots shall be avoided except where essential to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography and orientation. A planting screen easement of at least twenty (20) feet, across which there shall be no right of access, shall be provided along the line of lots abutting such a traffic artery or other disadvantageous use.
9. All required easements, within and /or beyond the limits of the project, shall be provided where necessary and shall be at least twenty (20) feet wide.

D. Multi-Family Development

1. It is generally desirable to cluster multifamily dwelling units on a site in order to lessen impervious surface, to increase contiguous common open space, and lessen wetland impact.
2. Notwithstanding the total zoning ordinance allowed number of dwelling units for a parcel, calculated from all buildable areas, while clustering dwelling units, the allowed dwelling unit density of development on any specific building site shall be further limited. A building site is that contiguous upland area in which the dwelling units, vehicular circulation and parking, private outdoor open space and play grounds are located, but does not include any access corridors in which there is no housing or Wetland and Surface Water Conservation District, setbacks or other areas in which buildings are prohibited. Density within the building site is further limited as follows:
 - a. Not more than 8 dwelling units per acre on a building site where the Zoning Ordinance allows an overall density of 6 dwelling units/acre;
 - b. Not more than 10 dwelling units per acre on a building site where the Zoning Ordinance allows an overall density of 8 dwelling units/acre.
 - c. Not more than 18 dwelling units per acre on a building site where the Zoning Ordinance allows an overall density of 15 dwelling units/acre.
3. The allowed dwelling unit density of development on an individual building site is also affected by, and may be limited by, the specifically proposed housing type and the ability to provide its associated “private” open space in accordance with Appendix G, Design Review Guidelines, for that building type, e.g. patio home, town house or apartment.

E. Grading:

Grading shall be shown in the drawings with information including, but not limited to, the following:

1. **Contours:** Existing and proposed contours at two (2)-foot intervals, based on USGS datum.
2. **Spot Elevations:** Spot elevations shall be shown along all drainage facilities and adjacent streets at not more than one hundred (100)-foot intervals in all directions.
3. **Layout:** The layout of the existing and proposed streets, lots, wetlands (including square foot impact areas), and drainage facilities.
4. **Buildings:** The location of all existing buildings and structures onsite and within fifty (50) feet of the property line.
5. **Erosion control:** The erosion control measures shall be indicated on the plans and be in accordance with best management practices of the STORMWATER MANAGEMENT AND EROSION AND SEDIMENT CONTROL HANDBOOK FOR URBAN AND DEVELOPING AREAS IN NEW HAMPSHIRE. Proper construction details shall be provided in the plan set.
6. **Driveways:** The location, grade, and drainage of driveways from the road to the building envelope or parking lot.

F. Utilities:

The Applicant shall show the location and size of all existing and proposed underground and overhead non-municipal utilities, manholes, transformer poles and other appurtenant facilities or structures. A utility clearance letter shall be submitted for each non-municipal utility stating approval of the proposed improvements by the utility provider. Non-municipal utilities shall include but not be limited to:

1. Gas;
2. Electric;
3. Telephone; and
4. Cable Television.

All utilities in new subdivisions shall be underground and shall be located a minimum of seventeen (17) feet off the centerline of the roadway pavement. Utilities shall be located so as not to conflict with roadside drainage systems.

G. Water System:

1. **Municipal Water System:** When a project is to be served by public water, the Applicant shall show the location of all existing and proposed water lines and all appurtenant structures on the plan. A utility clearance letter shall be submitted from the appropriate water company approving the proposed water plan. The municipal water system shall be designed and constructed in accordance with the appropriate water company or precinct approving the proposed water plan. The municipal water system shall be designed and constructed in accordance with the appropriate water company standards and the standards of the New Hampshire Department of Environmental Services.
2. **Individual Well:** When a project is to be served by an individual well, the plan shall show the well location and protective radius and the State subdivision approval. Private individual wells shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services Regulations and the Town Regulations. All new wells shall have a protective radius of seventy-five (75) feet or greater in accordance with the Department of Environmental Services standards. The well radii shall be located entirely within the lot lines of the lot and shall not include any drainage easement area or flow

way within the radius. Subdivision of lots proposing to use existing wells whose 75 foot protective radius extends onto public or another individual's property shall require a recordable waiver of municipal liability for the well and, if appropriate, an easement granted by the other individual on whose property the protective well radius extends.

3. **Common Water System:** Common water systems are not favorable. When a common private water supply is allowed, plans similar to those for municipal water supply shall be submitted indicating the source of water, details of any pumping station and other distribution and treatment facilities. Certification from the New Hampshire Department of Environmental Services shall be submitted. The State subdivision approval number shall be shown on the plan. Common water systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services Regulations. The proposed ownership, operation and maintenance plan shall be acceptable to the Town, including all necessary easements, agreements and licenses.
4. **Fire Protection:** The Town Fire Department shall approve flow rate for fire protection and hydrant locations. The Applicant shall provide a written report documenting the required information.

H. Sanitary Sewer System:

1. **Municipal Sanitary Sewer System:** When a project is to be served by municipal sanitary sewer, the Applicant shall submit a plan showing the location of all existing and proposed sanitary sewer lines and all appurtenant structures. A permit is required from the Town Department of Public Works and the permit number shall be shown on the plans. The municipal sanitary sewer system shall be designed and constructed in accordance with the Standards of the New Hampshire Department of Environmental Services, Town Sewer Ordinance, and Town Department of Public Works requirements.
2. **Individual Disposal System:** When a project is to be served by an individual septic system, a copy of the New Hampshire Department of Environmental Services' approval shall be submitted. The State subdivision approval number shall be shown on all plans. Individual disposal systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services and the Town Regulations.
3. **Privately Owned Common Disposal Systems:** Common disposal systems shall be designed and constructed in accordance with the New Hampshire Department of Environmental Services and the Town Regulations. The New Hampshire Department of Environmental Services and the Town shall approve the design and location of the common disposal system. The proposed ownership, operation and maintenance plan shall be acceptable to the Town of Goffstown, including all necessary easements, agreements and licenses.

I. Storm Water Management:

Storm water management design and structures shall be constructed and maintained in accordance with the standards contained in Appendix C, "Storm Water Management."

J. Roadway Standards:

All roadways, driveways, sidewalks and related structures shall be constructed in accordance with the standards and specifications contained in Appendix A, "Roadway

Standards.” A driveway is that roadway accessing three or fewer dwelling units, while a road accesses more than three dwelling units. The characterization of roadways as being driveways or roads in a non-residential or mixed use project shall be determined by the Planning Board.

K. Landscaping:

A landscaping and screening plan shall be required upon application for subdivision or site plan review, excluding minor subdivisions, change of ownership, or when waived by the Planning Board. A landscaping and screening plan shall be required for the entire development. If the development is done in phases, the landscaping shall be implemented in the respective phases. Landscaping shall be in accordance with Appendix F, “Landscaping and Screening Standards.”

L. Site Specific Soil Mapping Standards:

1. **Purpose:** The purposes of these standards are:
 - a. To assure that the land indicated on plat/plans submitted to the Planning Board shall be of such character that it can be used for the building purposes without danger to public health, safety or welfare.
 - b. To protect ground water quality for purposes of public health and safety.
2. **Sources of Soils Information:**
 - a. The subdivision or site plan shall provide soil maps and information in accordance with Site Specific Soil Maps for New Hampshire and Vermont SSSSNNE Special Publication No. 3, June 1997, or the latest version as amended.
 - b. Maps prepared by field examination shall be prepared and stamped by a Certified Soil Scientist.
 - c. All cost of preparing soil data shall be borne by the applicant.

M. Wetland Delineation:

1. **Standards and Specifications:**

Wetlands shall be identified using the following criteria:

 - a. “Army Corps of Engineers Wetland Delineation Manual,” Technical Report Y-87-1 (January 1987); and
 - b. State of New Hampshire Department of Environmental Services, Wetland Bureau, using the current edition of the administrative rules. The wetland delineation shall be performed by and stamped by a certified wetland scientist.
2. **Applicability:**
 - a. Wetlands should be flagged in the field in a manner that the Town might confirm the wetland boundary. Flags shall be consecutively numbered in the field and likewise shown, numbered, on the plans.
 - b. No wetland delineation or site inspection shall be made when the site has snow cover.
 - c. Wetlands shall be delineated for all projects and shown on the plans in accordance with the requirements under Sections 3 and 4 of these Development Regulations.

N. Wetland Protection:

- a. Delineated wetlands shall be protected in accordance with all current NH DES regulations. In addition to any requirements of the Goffstown Zoning Ordinance applicable to subdivisions, for all residential proposals where a site plan review is required, wetlands in excess of 2,000 square feet will be protected by a 100-foot buffer through the site plan review process. The Zoning Ordinance defines the wetland and its buffer as the Wetland and Surface Water Conservation (WSWC) district.
- b. The limits of the WSWC District shall be identified on the property with pink and black flags spaced a maximum of 50 feet apart. The flags shall be sequentially numbered for each distinct wetland line. All plans submitted to the Planning Board shall identify each distinct wetland line and the location of each flag with its unique sequential identification number. The plan shall also indicate the date that the field flagging was performed. Field flagging must have been performed within two years of submission of the plans to the Planning Board.
- c. Uses not permitted in the WSWC district are identified in Zoning Ordinance Section 13.3.5; uses permitted in the WSWC district are identified in the Zoning Ordinance, Section 13.3.6, and uses permitted by conditional use permit in the WSWC district are identified in the Zoning Ordinance Section 13.3.7.
- d. Protection measures shall be taken to ensure that any construction activities occurring within the buffer will not cause siltation into, or degradation of wetlands.
 - i. Orange construction fencing along the edge of the WSWC District; and
 - ii. Silt fencing, and other erosion control measures in accordance with "Best Management Practices" (as defined in *Erosion & Sediment Control Design Handbook* prepared by the USDA Soil Conservation Service, Durham, New Hampshire), and as approved by the Planning Board.
- e. Exemptions from the Wetland Protection:
 - i. Structures and uses lawfully existing in a buffer area at the time of the adoption of this regulation may be expanded or extended provided the expansion or extension does not encroach further upon the wetlands.
 - ii. Relief from the provisions of the WSWC district, Zoning Ordinance Section 13.3, requires that the applicant provide an evaluation of the wetland functions and values for Conservation Commission review and comment to the Planning Board. This evaluation shall be performed by a certified wetland scientist, the cost of which shall be borne by the applicant. The reports shall include the identification and delineation of all wetlands and an assessment of the functions, values, and condition of all existing wetland resources, including the identification of wetlands that function as vernal pools. The Planning Board shall not grant an exemption without making a finding that the functions, values, and condition of the wetland resources will not be compromised as a result of the proposed project.
- f. Bounds, fencing or other markings may be required for designating wetlands,

- wetland conservation district, and exceptions to wetland conservation districts.
- g. Prime wetlands were designated April 8, 2005 and approved by NH Department of Environmental Services May 4, 2006 as being in compliance with its Administrative Regulations, in accordance with RSA 482-A:15. The prime wetland buffer for new lots shall be indicated on-site by permanent designation approved by the Planning Board.

O. Erosion Control Standards:

Erosion control structures and practices shall be constructed in accordance with Appendix D, "Erosion Control Standards."

P. Special Flood Hazard Areas:

1. The applicant shall certify 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. (The federal act regulating dredge and fill activities affecting certain defined waters of the United States.)
2. All subdivision and site plan proposals having lands identified as Special Flood Hazard Areas shall meet the following requirements:
 - a. The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
 - b. The Planning Board shall require that all proposals for development greater than 50 lots of 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals, (i.e. floodplain boundary and 100-year flood elevation.
 - c. Site plan proposals, including their utilities and drainage, shall be located and designed to be consistent with the need to minimize flood damage.
 - d. All public utilities and facilities, such as sewer, gas, electrical and water systems shall be located and constructed to minimize or eliminate flood damage.
 - e. Adequate drainage shall be provided to reduce exposure to flood hazards.
 - d. New and replacement water systems (including on-site systems) shall be located, designed and constructed to minimize or eliminate infiltration of flood waters into the systems and avoid impairment.
 - e. New and replacement sanitary sewage systems shall be designed to minimize or eliminate the infiltration of floodwaters into the systems and discharges from the systems into floodwaters.
 - f. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.
3. In riverine situations, prior to the alteration or relocation of a watercourse:
 - a. The applicant for such authorization shall notify the New Hampshire Civil Defense Agency and submit copies of such notification to the Planning Board and the Federal Emergency Management Agency. Further, the applicant shall be required to submit copies of said notification to those adjacent communities as determined by the Planning Board.

- b. Within the altered or relocated portion of any watercourse, the applicant shall submit to the Planning Board certification provided by a registered professional engineer assuring that the flood carrying capacity of the watercourse has been maintained.

Section 7: Certified Sites Program

A. Purpose:

1. The Town of Goffstown hereby agrees to participate in the Southern New Hampshire Planning Commission (SNHPC) Certified Sites Program.
2. This program provides an opportunity for property owner(s) and/or eligible applicant(s) to voluntarily obtain Certified Sites recognition of specific eligible site(s) and/or building(s) as so designated within the Town of Goffstown.
3. There are three levels of site certification under this program: Level I; Level II and Level III.
4. All applications seeking site certification under this program must be endorsed by the Planning Board before submittal to the Southern New Hampshire Planning Commission (SNHPC) for final certification.
5. A site becomes a “Certified Site” upon approval by the Southern New Hampshire Planning Commission’s (SNHPC) “ReadySetGo!” Advisory Committee.
6. Once certified, essential data and information about the site(s) and/or building(s) shall be posted by the SNHPC on active economic development websites and real estate databases designed to enhance the marketing and visibility of the site to national and international site selectors, real estate organizations and professionals, and companies and businesses seeking sites and buildings to utilize and/or develop.

B. Applicability:

1. Sites and/or buildings eligible for certification under the Certified Sites Program shall be open to eligible existing and/or proposed industrial, office and mixed-used non-residential developments on parcels of land greater than one (1) acre in size within the following zoning districts:
 - a. Industrial;
 - b. Commercial;
 - c. Commercial Industrial Flex Zone;
 - d. Village Commercial.
2. Sites and/or buildings seeking Level I certification under the Certified Sites Program must complete a Pre-Application Review and Preliminary Conceptual Consultation per Section 2, D of these regulations.
3. Sites and/or buildings seeking Level II certification under the Certified Sites Program must obtain Final Site Plan approval, per Section 4 of these regulations.
4. Sites and/or buildings seeking Level III certification under the Certified Sites Program must obtain Final Site Plan approval, per Section 4 of these regulations

and shall provide evidence to the Planning Board from applicable public utilities that the site and/or building is served by or has the availability to be directly connected to required utilities.

5. Applicants must submit, at the time of application, written notification that they are looking to voluntarily participate in the Certified Sites Program and at what certification level.

Section 8: Administration and Enforcement

A. Purpose:

For the purpose of providing for the public health, safety and general welfare, the Board may amend, change, alter, add or rescind the regulations. Notification, public hearings, publications and certification of all proposed amendments shall be in accordance with New Hampshire RSA 675:6 and 675:7.

B. Applicability:

These regulations replace and supersede the former regulations of the Board. Adoption of these regulations is not intended to invalidate any approval or requirement of approval under those former regulations and shall not be considered applicable to any application which has been formally accepted by the planning board pursuant to RSA 676: 4, I(b) prior to the first legal notice of a proposed adoption of regulations.

C. Plan Conditions and Reconsideration:

Any information submitted or stated by the applicant or its agent to the Planning Board or to town staff, in writing or verbally, in public meeting or otherwise, shall be considered as part of the application, and therefore, shall be an approval conditions, whether or not it is specifically indicated on the plan.

All information under cover of a professional stamp, or otherwise submitted, is assumed to be accurate. Hence, if such items, for example: storm water drainage, parking demand or traffic projections, are revealed at some future time to be inadequate, or otherwise incorrect, and cause an impact not previously accounted for, the Board may reconsider its approval and require the property owner to correct that condition.

D. Interpretation, Conflict and Separability:

The provisions herein shall be considered the minimum requirements for the protection of public health, safety and welfare. These regulations are not intended to interfere with the application of other laws or regulations or privately imposed restrictions. Where these regulations may differ from other applicable laws or regulations, whichever provisions are more restrictive or impose higher standards shall govern. If any part of these regulations is determined to be invalid, that determination will be construed applicable to that part only and the remainder of these regulations will be construed to continue in full force.

E. Waivers:

In a case when the strict application of these regulations would cause practical difficulty, the Board may waive specific plan requirements where the Board has determined that such a waiver will not affect the purpose and intent of these regulations. The Applicant shall submit in writing a "request for waiver" to the Board citing the specific regulation and the reason the regulation cannot be met. Any waiver granted shall be shown on the Final Plan.

F. Appeals:

Any person or municipality seeking a rehearing or an appeal of a zoning related order or decision shall follow the procedures as provided for in New Hampshire RSA 677. Any person aggrieved by any decision of the Board may appeal to the Superior Court as provided for in New Hampshire RSA 677:15.

F. Enforcement and Penalties:

1. Authority: These regulations shall be enforced under the authority of New Hampshire RSA 485:20, RSA 485-A:22, RSA 676, and the International Building Code.
2. Plan Approval Breach:
 - a. The development standards contained in these regulations are meant to apply to, and to be enforced, throughout the subdivision and/or site development and building construction processes, as well as for any of its related site work. The issuance and continuation of a building permit also requires, therefore, that its related site be in conformance with these development regulations. Conformance with these development regulations also assumes that all other required local, state and/or federal permits are awarded and their conditions continually met throughout the development process. Such permits include, but are not limited to local driveway and/or building permits, NH Department of Environmental Services Dredge & Fill and/or Site Specific permits, and National Pollution Discharge Elimination System (NPDES) Permits of the EPA in accordance with CFR 122. In addition, continual conformance with the provisions of RSA 483-B, Comprehensive Shoreland Protection Act, is required to be in conformance with these development regulations.
 - b. Failure of erosion control measures shall be termed as “material breaches” of the plan approval, and be subject, therefore, to all the enforcement provisions of RSA 676.
 - c. Infringements into restricted areas shall be termed as “material breaches” of the plan approval, and be subject, therefore, to all the enforcement provisions of RSA 676.
3. Process to Avoid Breach
 - a. The Zoning Code Enforcement Officer, as described in Zoning Ordinance Section 14.7, shall determine that a building permit request is in conformance with the zoning ordinance and with these development regulations prior to the issuance of a building permit.
 - c. The Public Works Department, acting through its Town Engineer, having been delegated the powers under RSA 236:13, shall issue a driveway permit prior to the issuance of a building permit.
4. Remedy to Plan Approval Breach:
 - a. The Public Works Department, acting through its Town Engineer, shall confirm conformance with its driveway and road opening permits and permit conditions throughout the development process.
 - b. The Building Code Enforcement Officer, may enforce these development regulations under all the enforcement provisions of RSA 676 and under the International Building Code, Sections R105.4 and R105.6 where a building permit is valid only if the proposal and work is in compliance with the code and any other ordinances or regulations of the jurisdiction, and may, if invalid, may be suspended or revoked.

- c. The Public Works Department, acting through its Town Engineer, may enforce these development regulations under all the enforcement provisions of RSA 676 throughout the development/construction process.
- d. The Zoning Code Enforcement Officer, as described in Zoning Ordinance Section 14.7, may enforce the Zoning Ordinance and these development regulations under all the enforcement provisions of RSA 676 throughout the development/construction process.
- e. The Zoning Code Enforcement Officer may also enforce state and federal permits, in the absence of state and federal enforcement, to the extent allowed under RSA 485:20 and RSA 485-A:22.

APPENDIX A

ROADWAY STANDARDS

Section 1: General Drawing Standards

Construction plans shall be prepared for all required improvements. Map sheets shall be 22" x 34", the same size as the final plat. Maps shall be separate from final plat maps. The construction plan shall have the following information:

- A. Plans of all areas to be disturbed for construction of streets, drainage ways, and drainage structures, sewer, water and electric lines or other utilities, erosion and sediment control structures, and other improvements shall be shown in solid lines at a contour interval no greater than two (2) feet, plus spot elevations. Soil types boundaries, existing tree lines, proposed trees and other plantings and edge of all paved areas shall be shown in dotted lines.
- B. Location and size of all structures, piping and other materials shall be provided. Centerline stationing of proposed roads shall be at one hundred (100) feet intervals and the location of all adjacent lot lines.
- C. Plans shall be drawn at a scale of no more than 1" = 50'.
- D. Profiles of all proposed roadways, shall show existing and proposed elevations along the centerlines of all proposed roads.
- E. A detail plan shall be provided for all structures, piping, and other materials. Profiles shall be drawn at a scale of 1" = 40' horizontal scale and 1" = 4' vertical scale.
- F. Cross Sections of all proposed roadways shall be provided at one hundred (100) foot stations and at all critical locations showing the roadway and all areas to be disturbed for the construction of proposed roadways, existing grades, proposed subgrades, proposed final grades, and all utilities and other structures.
- G. Cross Sections shall be drawn to a convenient scale of not more than 1" = 10 feet.
- H. Construction details of all roadways, curbing, sidewalks, drainage structures, sediment and erosion control structures, and any other required improvements shall be shown at a convenient scale.
- I. Plans and other information, indicating how increased runoff, sedimentation, and erosion shall be controlled during and after construction of required improvements.
- J. The applicant shall also submit all information and certification of approval required by any State or municipal agency.

Section 2: General Roadway Standards

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

- A. The plan shall conform to the Town's Master Plan and the minimum road construction standards for the Town of Goffstown as described in these regulations and any other pertinent state or local ordinances and regulations. The Planning Board may impose more stringent requirements.
- B. The Board encourages roads that continue and interconnect with other roadways within or outside proposed development, except when limited by environmental constraints. When cul-de-sacs are appropriate, the Board's choice for circular vs. hammer-head will be on a case by case basis.

- C. No subdivision approval shall be granted for which proposed roads enter or exit upon a Class VI road or less. The Planning Board shall make final determination on all proposed roadway layout/design.
- D. Pavement and drainage facilities, curbs and sidewalks (when required), shall be installed and constructed under the supervision of the DPW in accordance with the standard specifications of the Town of Goffstown.
- E. The Planning Board may require that a proposed subdivision plan preserve such natural features as trees, streams, watercourses, and scenic views. The street and lot layout shall be adapted to the topography. Extensive excavation, grading and filling shall be avoided whenever possible.
- F. Where a subdivision is traversed by a natural water course, drainage way, channel, or stream, there shall be provided a storm-water easement or drainage right-of-way conforming substantially with the lines of such water course and such further width or construction, or both, as will assure that no flooding occurs and all storm-water can be disposed of properly.
- G. Parallel streets or parkways may be required.

Section 3: Requirements for On-Site Inspection

- A. On-site inspection requirements are to be in accordance with the Pre-Construction Meeting Record (Appendix H).
- B. An "As-Built" Plan of the constructed roadway, prepared by a licensed land surveyor, shall be submitted on mylar reproducible and electronic format acceptable to the Town.

Section 4: Roadway Design Standards

Public and private roadways shall be constructed in accordance with the typical roadway cross-sections for urban roads, rural roads and arterial roads included with these specifications and in accordance with the following:

- A. Center lines of roadways shall coincide with center lines of street rights-of-way and shall be designed using the following minimal standards, or their equivalents, per the then current AASHTO standards:

Road	Arterial ****	Local	Low Volume
TYPICAL SPEED (mph)	35 - 45	30 - 35	20 - 30
ADT (AVERAGE DAILY TRIPS)	5,000+	151 - 5,000	0 – 150*
(a) Minimum R.O.W.	60 ft.	60 ft.	50 ft.
(b) Min. width of 4" pavement			
(1) Pavement with straight curb	24 ft.	24 ft.	24 ft.**
(2) Marked turn lane, if required	12 ft.	11 ft.	10 ft.
(3) Marked parking lane, if required	8 ft.	7 ft.	7 ft.
(4) Min. width of 4" pavement, with no curb	24 ft.	24 ft.	21 ft.***
(c) Minimum graded shoulder width	3 ft.	3 ft.	3 ft.
(d) Minimum grade	1.0%	1.0%	1.0%
(e) Maximum grade	8.0%	8.0%	8.0%
(f) Maximum grade w/in 100 Ft. of intersection	2.0%	2.0%	2.0%
(g) Minimum centerline offset of intersections	125'	125'	125'
(h) Minimum angle of intersection	60°	60°	60°
(i) Minimum center line radii on curves	400 ft.	325 ft.	325 ft.*****

(j)	Min. tangent length between reverse curves	100 ft.	100 ft.	100 ft.
(k)	Maximum rate of super elevation per foot	.04 ft.	.04 ft.	.04 ft.
(l)	Roadway crown (Min.)	.25"/ft.	.25"/ft.	.25"/ft.
(m)	Intersection sight Distance	300 ft.	300 ft.	300 ft.
(n)	Minimum pavement radii at intersection	25 ft	25 ft	25 ft
(o)	Roadway base			
	(1) Sub-base	16"	12"	12"
	(2) Base	6"	6"	6"
	(3) Pavement Base Course	2.5"	2.5"	2.5"
	(4) Wearing Course	1.5"	1.5"	1.5"
(p)	Curb radii at Intersections	25 ft.	25 ft.	25 ft.
	Less than 90 degree intersections	30 ft.	30 ft.	30 ft.
(q)	Design Speed MPH	35	35	35
(r)	Crest V>C> "K" Factor*****	55	40	40
(s)	Sag V.C. "K" Factor *****	55	45	45
(t)	Min. V.C. Length*****	150 ft	125 ft.	125 ft.
(u)	Max Cul-de-Sac Length	1000 ft	1000 ft.	1000 ft.
(v)	Dead end on Cul-de-sac Min. R.O.W. width	-	50 ft.	50 ft.
(w)	Maximum grade (w/Cul-de-Sac)	-	4%	4 %
(x)	Sidewalk, if required: 5' in residential areas, and 12' in commercial areas.	-	-	-

Notes:

- * 15 SF or 22 MF dwelling units, and assuming that there is no potential road extension.
- ** 21 ft. if sufficient guest parking, e.g. 1 common space/dwelling unit, or double driveway and the prohibition of on-street parking.
- *** 18 ft. if 5 dwelling units or less, and is a private street.
- **** Arterial roads include:

North Mast St	Goffstown Back Rd	Center St	Elm St
Main Street	Shirley Hill Road	Henry Bridge	Mast Rd
South Mast Rd	Daniel Plummer Rd	St Anslem Dr	Pinard St
- ***** The minimum per "AASHTO Low Volume Regulations.

- B. Multiply the appropriate vertical curve (V.C.) "K" factor by the algebraic difference in grades, in percent, to obtain the required V.C. length for the road's profile.
- C. All roadway intersections shall be designed to have the specified corner sight distances in accordance with section 6.09 of the Site Plan Regulations.
- D. All bridges shall be a minimum of twenty (22) feet wide clear span. Specifications for Road and Bridge Construction, State of New Hampshire, Department of Transportation.
- E. Minimum right-of-way, pavement and shoulder widths may be waived within open space subdivisions and for cul-de-sacs.

Section 5: Staking

- A. All Wetland Conservation District boundaries and other restricted areas as specified by the Town Engineer shall be re-flagged prior to any clearing and grubbing on the site.
- B. Before any clearing has started on the R.O.W., the centerline of the new road shall be staked and sides staked at one hundred (100) foot intervals. Side stakes to be set back off the R.O.W. at right angles from the center line so as to be out of the construction area and with stationing and distances to the center line of the road.
- C. Limits of clearing shall be marked by stakes or flagging. Distances from the centerline shall be obtained from the cross sections.

- D. After clearing and grubbing is done, road construction stakes shall be placed at one-hundred (100) foot stations, a minimum of 15 feet and a maximum of twenty (20) feet off the center line, and grades shall be marked on the tops of side stakes. Cuts and fill shall be computed to finish grade of roadway and said cuts or fills shall be marked on side stakes.

Section 6: Roadway Construction

- A. Paving: The normal paving season shall be from May 1st to November 15th unless the applicant receives written approval from the Department of Public Works. Under no circumstances will paving be allowed under the following conditions:
1. The sub-grade is frozen;
 2. The sub-grade material is unsuitable or did not pass compaction tests;
 3. The grades are not correct;
 4. Weather limitations of NHDOT 401.3.5.2; and
 5. Rain or snow.
- B. All topsoil, stumps, brush, roots, boulders and like materials shall be stripped and removed between the slope lines of the proposed street. Wherever practical, natural vegetation outside of the slope lines shall be retained, protected and supplemented.
- C. All debris, stumps and foreign material shall be removed from the roadbed area prior to the placing of fill or gravel. All construction debris and leftover materials shall be disposed of properly at an approved site.
- D. Sub-base shall consist of 12" of bank run gravel for local and low volume roads or 16" of bank run gravel for arterial roads as defined by the State of New Hampshire Highway and Bridge Specifications; compacted to a minimum of 95% of the soils standard proctor dry density.
- E. All streets shall receive a 6" upper base course of crushed gravel as defined by the most recent addition of the State of New Hampshire Standard Specifications for Highways and Bridges. Said course shall be compacted to 95% of its standard proctor maximum dry density.
- F. No stones, cobbles or boulders of greater than 4" shall be allowed in any of the aforementioned street base material courses.
- G. Local and low volume street surfaces shall consist of a 2.5" binder course of bituminous concrete pavement and a 1.5" wearing course of bituminous concrete pavement. Arterial road surfaces shall consist of a 2.5" binder course of bituminous concrete pavement and a 1.5" wearing course of bituminous concrete pavement. Both binder and wearing courses shall conform to the State of New Hampshire Highway and Bridge Specifications.
- H. The street shall have a cross slope from centerline to edge of shoulder of 1/4" per foot and from edge of street to edge of shoulder of 5/8" per foot.
- I. Ledge and boulders shall be removed to at least 18" below sub-grade and replaced with sand or bank run gravel.
- J. Fill, Gravel and Paving: All unsuitable material, as defined in the NH DOT's current Standard Specifications For Road and Bridge Construction, shall be removed to a depth of 4' below finished grade unless alternative construction methods have been approved in advance by the Board.
- K. Solid fill, laid in compressed local layers no greater than 12" in depth, free from organic matter may be used within 20" from roads and 27" for arterial roads of finished grade. All courses to be measured after compaction and all courses shall meet the appropriate State of New Hampshire Standard Specifications for Road and Bridge Construction standards.

- L. Road Cut and Fill: Side sloped in fills must have finished grades no steeper than one (1) foot vertical and four (4) feet horizontal (1 to 4) unless guardrails are provided, depending upon the height of the slope. Slopes must be stabilized by loaming and seeding, or with "mulch and seed" in acceptable soil types. Roads in cuts may require the addition of perforated under-drains, laid in and to meet NHDOT Specifications. Under drains will be required if the test pits reveal that the seasonal high water table is within 5 feet of the finished road grade.
- M. The pavements shall be applied by a paving contractor in accordance with the State of New Hampshire Standard Specifications for Road and Bridge construction.
- N. Approved street signs and culvert posts shall be installed as directed by the Planning Board and paid for by the developer. All such signs shall be consistent in design and dimension with those used throughout the Town. Further, they shall be installed in conformance with the New Hampshire Traffic Control Standards Statutes and Policies latest edition. All street signs must be erected prior to the issuance of any building permits.
- O. Bituminous pavement wearing course shall be installed by the developer after the sub-base and binder course has been in place for a minimum of one winter season which shall be defined as running from November 15th to April 15th. Wearing course shall not be applied until roadway surfaces have been inspected and approved by the DPW. Shim coat or tack coat will be required.
- P. Topsoil shall be distributed to provide at least four (4) inches of cover to all areas disturbed between the right-of-way limits and the shoulders and shall be established by seeding and mulching or planting during the prime growing season before the onset of winter.

Section 7: Monuments

- A. The front lot corners and all changes in direction of the right-of-way lines shall be monumented with granite bounds with magnetic disks on top. There shall be no more than 500 feet between bounds along the right-of-way line.
- B. Iron pipes located along rivers and streams shall be located along the meander line. All rear lot corners and angle points and side lot line shall be monumented with iron pipes. In the event of natural features, offsets or drill holes will be allowed.
- C. Monuments Material
 - 1. Front bounds shall be of granite, not less than thirty-six (36) inches in length, not less than four (4) inches square or five (5) inches in diameter, and marked on top with a with magnetic disks on top (i.e. brass plug, iron rod, etc.) securely embedded.
 - 2. Iron Pipes shall be at least thirty-six (36) inches long and seven-eighths (7/8) inch in diameter or square.
 - 3. Monuments shall be set flush with finished grade. No permanent monuments shall be set until all construction that might disturb the monuments is completed.
 - 4. All monuments shall be set under the direction of a registered land surveyor.
 - 5. Monuments shall be set prior to final inspection.

Section 8: Driveways

- A. Purpose: In as much as driveways are, in effect, intersections, they require certain controls in order to provide safe and efficient access to and exits from property, as well as to provide for proper and suitable discharge and control of surface drainage in and around the entrance (within the Town Right of Way) to said driveway, this regulation is enacted.

(See RSA 236:13) The driveway standards, including drainage, shall apply to the entire driveway, from the right-of-way to the structure, including parking areas.

- B. Permits: Anyone desiring to construct, repave, pave, or relocate a driveway within the Town right-of-way shall first apply for a permit from the Town of Goffstown Director of Public Works (hereafter ‘Director’), who is hereby delegated the authority to administer these regulations on the part of the Planning Board. The Director shall prescribe the application form for such a permit and shall have the authority, in appropriate cases, to require the applicant to provide satisfactory surety to guarantee the performance of permit conditions. Security, if required, shall be provided prior to a permit being issued. In addition to the foregoing, the Director is empowered to act on behalf of the Planning Board with regard to any and all of the duties and prerogatives set forth in RSA 236:13, (V) and (VI), in order to implement these regulations and the foregoing statutes.
- C. General Requirements: These requirements apply to all new, upgraded or relocated driveways.
1. A plan showing the location, proposed grading and drainage of the driveway, including sight distance requirements must be provided with the application. The proposed location shall be clearly staked in the field.
 2. Driveways shall in no way impede the natural flow of water along or away from the ROW. It is the property owner’s responsibility to properly construct and maintain the apron and drainage structures, e.g. culvert and swale, between the roadway and the property line.
 3. Driveways, as measured from the nearest edge, shall not intersect a public road within 50 feet of the nearest sideline of another public road.
 4. Whenever a common driveway is either proposed or required, the applicant shall provide documents, subject to the approval of the Board, which adequately establishes the perpetual joint easements and maintenance responsibility for the common driveway. The applicant shall also execute the Town’s waiver of liability agreement.
 5. With the exception of shared driveways, no driveway, including any of its flare, shall be within 10 feet of a side property line.
 6. A Dig Safe number must be provided on the application.
 7. The maximum width of any residential driveway, at the Town right-of-way line, shall not exceed 22 feet, including flare radii of 5 feet. Flares of 10-foot radius may be constructed. Industrial and commercial driveways shall be designed for their proposed use.
 8. Driveways should intersect the street at 90 degrees, and shall not intersect at less than 60 degrees.
 9. There shall be no permanent structure, e.g. fences, walls, lampposts or irrigation systems, constructed above or below the finish grade, within the right-of-way. There shall be no filling, or changing, of the town’s drainage ditches, system or structures within the right-of-way.
 10. The grade of the driveway shall slope no less than ¼” per foot, and no more than ½” per foot, downward away from the edge of the traveled surface of the Town roadway, to the center of the roadway ditch line. The maximum allowable grade for a driveway is 10%.
 11. Fire Department Considerations:
 - a. Any gate installed on a driveway must be 30 feet back from the public right-of-way, have a clear opening of 2 feet plus the width of the

- driveway and provide the Fire Department with access to locking mechanisms.
- b. Driveways/private roads serving 2 or 3 dwelling units, no matter their lengths, shall be the same as those for driveways with lengths over 300 feet.
 - c. Driveways over 300 feet must meet NFPA-1 and NFPA-1141 Standards and be approved by the Goffstown Fire Department. Key design criteria include:
 - (1) Minimum driveway width shall be 16 feet, including shoulders.
 - (2) Minimum “clear fire access” shall be 20 feet wide. This centered over the driveway similar to a right-of-way over a road. There shall be no obstructions within this clear fire access, including trees, utility poles, stonewalls, ledge or other obstructions that would impact access on the driveway for the Fire Department. The clear fire access must be kept clear at all times and is the responsibility of the home owner.
 - (3) Driveway surface shall be pavement, crushed gravel, knit pack or other suitable material for supporting the loads of fire apparatus during all weather driving conditions.
 - (4) Turning radii on the driveway shall be a minimum of 25 feet on the inside curve.
 - (5) An approved turn-around is required at the end of the driveway suitable for a fire truck to maneuver.
12. If DPW determines that a culvert is required, the minimum shall be a 12-inch diameter corrugated, smooth-walled HDPE, reinforced concrete or polypropylene. The culvert shall be a minimum of 20 feet long and extend a minimum of 5 feet from the edge of the driveway pavement. Culverts require a minimum of 1 foot cover. Headers, mortared or preset, or flared-end sections to be built to DPW specifications.
13. Site Distance:
- a. The minimum all-season sight distance for a driveway shall be 200 feet. The sight triangle shall begin at a point three feet nine inches (3’-9”) above the driveway surface and be located in the proposed driveway at least 10 feet back from the edge of the traveled way. The other ends of the sight triangle shall also be measured three feet nine inches (3’-9”) above the Town roadway at a point 200 feet to the center of the oncoming travel lanes in both directions.
 - b. Unless an all-season safe sight distance of two hundred (200) feet in both directions from each entrance can be obtained, the DPW shall not permit more than one (1) access to a single parcel of land.
14. A 13-foot paved apron, or to the edge of the Town Right of Way if less than 13 feet, shall be constructed from the edge of the Town road’s traveled way. This is not required if the Town road is not paved.
15. See Zoning Ordinance Section 7.4 for separation of driveways.

Section 9: Sidewalks

- A. Sidewalks shall be required along all roads within 2,000 feet of an educational facility.

- B. Sidewalks shall be required for developments in commercial, retail, and industrial and residential districts, and in all other districts where the Board determines that sidewalks are prudent to allow pedestrian access and safety.
- C. Public, and potentially publicly maintained, sidewalks shall be sufficiently wide to provide a minimum of five (5) feet of unobstructed width, i.e. excepting area for signs, poles and street trees.
- D. Store front sidewalks should be a minimum of twelve (12) feet in width.

Section 10: Street Signs And Intersection Lighting

- A. Intersection street lighting shall be installed where it is deemed appropriate by the Planning Board, subject to approval by the Board of Selectmen. Payment for the installation of a new streetlight shall be borne by the applicant.
- B. Only full cut-off (FCO) street lighting shall be used.
- C. Street signs, signposts and intersection lighting shall be provided at all intersections of new or extended streets by the developer and shall be of a size and type as approved by the DPW. In regards to new development, the cost of the signs shall be borne by the developer. All street signs shall be erected prior to the issuance of any building permits.

Section 11: Utilities

Prior to any new road construction, subdivision approval or the approval of new homes greater than three hundred (300) feet from the public roads, written preliminary approval must be included from all applicable utility services. Any plot plan, subdivision plan or town road construction plans must include underground or aerial service systems. New subdivisions shall be served by underground utility systems. Utility poles should be kept close to the right-of-way line and in no case in the ditch line and always well back from curb.

Section 12: Stumps

Stumps resulting from the road construction must be disposed of out of the road easement on land owned by the principals of the construction project which is to have a State of New Hampshire, Department of Environmental Service stump disposal permit or letter from the DES stating such a permit is not required. The Town of Goffstown will not accept stumps from such projects at the Transfer Station.

APPENDIX B

CISTERN STANDARDS

- A. Purpose: The purpose of these regulations is to assure that there is water for fire fighting purposes at locations and at such times that it might be needed. Where public hydrants or other suitable water sources are not available, cisterns are utilized as this source of water supply.
- B. Design, Installation and Maintenance Process:
1. The number, location and size of all cisterns shall be recommended by the Fire Department. Any cistern that is installed prior to the approval of the Fire Department or installed in the wrong location shall be excavated, removed and reinstalled in the proper location. Qualified personnel shall do the work, and the complete cost of this work shall be borne by the developer/contractor.
 2. The cistern, its installation, and configuration shall be designed and certified by a licensed civil engineer. The plan shall have an engineer's stamp.
 3. A mechanical permit, from the Building Department, is required for the installation of all cisterns.
 4. All cisterns are required to be in place and be fully operational, to the satisfaction of the Fire Department, prior to any combustible materials being stored on site.
 - A. The tank shall be filled by the developer/contractor a minimum of 30 days prior to the cistern being found to be operational.
 - B. A recordable, executed easement deed with warranty covenants for cistern use and maintenance access is required prior to the cistern being found to be operational.
 5. After the system has been found to be operational, the developer/contractor shall provide a 45-day leak test period. Any refilling, repair, maintenance or replacement of the cistern during this period shall be the responsibility of the developer/contractor. The Fire Department shall be notified upon the filling of the cistern and shall be provided with a copy of the daily and weekly inspection sheets for the system, recorded on a form supplied by the Fire Department.
 6. The developer/contractor shall provide maintenance funding, in an amount set by the Board of Selectmen, for maintenance, repair, replacement or upgrading of cistern systems.
 7. After a successful 45-day test period and receipt of maintenance funding, the Town will accept the cisterns and their related deeds.
- C. Design Standards
1. The system shall be located near the roadway with an all weather access surface. In heavily traveled, populated areas, the cistern may be required to be set back from the roadway with a Fire Department located and approved apron provided to allow fire apparatus to set up out off of the immediate road surface.
 2. The easement shall provide sufficient space on all 4 sides for any possible future excavation and tank replacement. The Fire Department shall, therefore, require a minimum of a 10-foot easement on all sides of the cistern for maintenance and possible tank removal. All easement dimensions shall be approved by the Fire Department.

3. The cistern shall be made of concrete and shall have a minimum capacity of 30,000 gallons of available water for fire suppression operations. The exact capacity of the required tank shall be determined by the Fire Department.
 4. The cistern system must be capable of delivering at least 1,000 gallons of water per minute.
 5. The cistern shall be protected from freezing.
 6. The draft pipe shall be located a maximum of 5 feet from the access area's finished grade.
 7. The draft pipe shall be reduced to provide a 4½-inch NST connection on a horizontal pipe. The connection shall be capped with a brass (lugged) cap. The taper shall not allow air bubbles to form in the draft pipe.
 8. The center of the draft pipe connection shall be 36 inches from the finished grade.
 9. A lockable access cover must be provided for all cisterns. It is recommended that a Halliday Products type cover be used. The cover shall be hinged and lockable. A current Halliday model S1R2424 cover would be an example of an acceptable cover.
 10. A vent pipe (3 inch minimum) must be supplied with a fixed screen to protect from small animals and insects from getting inside the pipe.
 11. The cistern fill pipe shall be a minimum of 4 inches with a 4-inch Stortz connection. The connection shall be capped with a matched Stortz end cap that is attached to a tether chain.
 12. All exterior piping shall be painted with a rust inhibitor and be painted red.
 13. The draft pipe shall be supplied with an anti-vortex plate. The plate shall be 16-inch x 16-inch minimum and attached to the bottom of the cistern tank. The plate shall be supported a minimum of 6 inches from the floor of the cistern tank.
 14. Protection from vehicle traffic shall be required for all cisterns. A series of 4-inch round concrete filled steel bollards shall be located along the all road-side sides of the cistern and 8 feet down each side adjacent to the road-side(s). The bollards shall be placed at the road-side corners and at 4 feet on center.
- D. The approved and installed cistern's size is directly related to, and will therefore determine, the maximum building size for which a building permit may be granted. This maximum building size shall be indicated on the plan and recorded as a restricted covenant on the property.

APPENDIX C

STORM WATER MANAGEMENT

Section 1: Low Impact Development

- A. Low impact development, which uses hydrology as an integral part of its design, may be required. Low impact design, being dependent upon system maintenance, is most suitable in larger developments where a maintenance agreement, and its enforcement, is practical.
 - 1. Subdivisions: Requires a site analysis to determine which areas are best for development, where to minimize clearing in order to protect mature trees, and where to minimize road frontage and its associated impervious area.
 - 2. Site Plans: Low impact development site plans also seek to minimize impervious area, by designing with minimum pavement widths and avoiding excess parking, as well as by multiple story buildings and parking garages, both of which utilize less coverage for a greater floor area. Low impact design, being dependent upon system maintenance, is most suitable in larger developments where a maintenance agreement, and its enforcement, is practical.
- B. Bioretention Area: An area intended to capture stormwater runoff from developed areas and to promote infiltration of that runoff into on-site soils.
- C. Bio-retention Usage in Goffstown
 - 1. Bio-retention is required for use on private sites and private roads requiring site plan and/or subdivision approval, unless otherwise waived.
 - 2. Bio-retention is not required and not recommended for public roads.
 - 3. Where bio-retention is utilized,
 - a. There shall be a maintenance easement giving the town access and the right, but not the obligation, to maintain the system, at the owner's expense.
 - b. There shall be a drainage maintenance agreement specifying maintenance procedures and requiring annual report to the Town on maintenance performed.

Section 2: Storm Water Management

- A. Definitions:
 - 1. Erosion: The wearing away of the land surface by the action of wind, water or gravity.
 - 2. Sediment: Solid material, both mineral and organic, that is in suspension, is being transported, or has been moved from its site of origin by air, water or gravity as a product of erosion.
 - 3. Runoff: The portion of precipitation that makes its way overland toward stream channels or lakes.
 - 4. Measure: A specific procedure designed to control runoff, erosion or sediment.
 - 5. The developer shall control runoff, erosion and sediment during and after construction through any measure approved by the Planning Board or Town Engineer. In each instance, the measure or measures shall be suitable to the site and subject to approval by the Planning Board and/or the Town Engineer.

- B. All runoff, erosion and sediment control measures and the design of all drainage structures and systems shall meet the design standards and specifications set forth in these regulations or in the current "Manual on Drainage Design for Highways", published by the New Hampshire Department of Transportation.

Section 3: Hydrology / Runoff Calculation Methods

- A. The calculation of runoff is of prime importance to the overall scheme of drainage design. The Town of Goffstown approves four methods to compute runoff.
 - 1. The Rational Method is primarily used when the drainage area is less than 200 acres. It is also used extensively for on-site design.
 - 2. The NEHL-AWM Method is primarily used when the drainage area is greater than one square mile.
 - 3. The Potter Method is primarily used when the drainage area is between 200 and 1000 acres. This method provides a check on either of the preceding methods.
 - 4. The Soil Conservation Service (SCS) Method is primarily used when the drainage area is greater than 200 acres. The design storm shall be a 10-year or 25 year, 24-hour rainfall of a storm distribution Type III.
- B. The methodology used in computing the runoff for the Rational Method, NEHL-AWM Method and Potter Method is found in the NHDOT Drainage Manual as well as many popular Engineering Texts.
- C. The following four SCS publications, which provide the details on hydrologic analysis using the SCS methods, are widely distributed and used;
 - 1. NEH-4: Hydrology, Section 4, National Engineering Handbook.
 - 2. TP-149: A Method for Estimating Volume and Rate of Runoff in Small Watersheds.
 - 3. TR-20: Computer Program for Project Formulation, Hydrology, Technical Release No. 20.
 - 4. TR-55: Urban Hydrology for Small Watersheds, Technical Release No. 55.

Section 4: Drainage Design Criteria

The following design criteria shall apply to proposed drainage systems:

- A. In proposed new roadways drainage systems must be closed drainage systems. Water is to be channeled into the drainage system through curbing or berms. In rural areas asphalt berms will be allowed. Adequate treatment of the runoff must be provided before the runoff leaves the development site.
- B. Cross culverts pipes: 25-year storm frequency; check surcharge for a 50-year storm.
- C. Closed drain system: 25-year storm frequency; check surcharge for a 50-year storm.
- D. Storm water detention facilities: 50-year storm frequency; check impacts for 100-year storm.
- E. Storm water retention facilities: 50-year storm frequency; check impact for 100-year storm.
- F. Box culverts and bridges: 100-year storm frequency, with 1-foot freeboard.
- G. The Board reserves the right to require that storm drainage systems be designed for less frequent, more intense rainfalls where conditions warrant.

Section 5: Drainage Design

- A. All computations for culvert pipes and drainage systems shall be documented and included in the drainage report. These shall be performed by a registered engineer who shall stamp and sign the drainage report.

- B. All available records concerning rainfall and floods shall be used in the design of culverts and storm sewers.
- C. Pipe culverts will be designed as open flow channels. They will either be under inlet or outlet control. The exact control can be found by following the procedure outlined in "Hydraulic Charts for the Selection of Highway Culverts", published by the Bureau of Public Roads as H.E.C. No. 5. This material can also be found in the NHDOT Drainage Manual.
- D. No surcharging in catch basins or drain manholes allowed for the design storm.
- E. Minimum pipe culvert sizes are as follows:
 - 1. Roadways-18"
 - 2. Drives-12"
- F. Pipe culverts with a span of 10 feet or more shall be considered as bridges.
- G. It is preferred that culverts be located to fit natural channels in lines and grade.
- H. The minimum grade of culverts shall be 0.4% or able to maintain a velocity of 2 feet per second (fps) while flowing one-third full.
- I. Collars will be designed for culverts whose grades exceed 20%.
- J. When the computed outlet velocity is in the range beyond normal design of 10 fps, additional outlet protection shall be considered.
- K. Pipe velocities in excess of 20 fps at the design flow shall not be allowed unless special energy dissipation devices have been designed.
- L. The maximum headwater depth of flow immediately upstream from a pipe culvert shall be controlled by the following:
 - 1. Damage to adjacent property;
 - 2. Damage to culvert and the roadway;
 - 3. Traffic interruption;
 - 4. Hazard to human life; and,
 - 5. Damage to stream & floodplain environment.
- M. As a guide, the following table may be used under "normal conditions":

<u>Pipe Size</u>	<u>Maximum Allowable Headwater</u>
12"-30"	2 times pipe diameter
36"-48"	1-1/2 times pipe diameter
54" & up	1 times pipe diameter
- N. Minimum cover for culverts, measured between the pipe crown and finished grade, shall be as follows:
 - 1. Paved Roads - 3' for all type of pipe material.
 - 2. Unpaved Roads - 3' for all type of pipe material.
 - 3. Under Drives -1' for all type of pipe material.
 - 4. Under Grass -2' for all type of pipe material.
- O. Acceptable Pipe Materials for Roadway Culverts include: reinforced concrete; and smooth interior corrugated HDPE (Hi-Q Sure Lok or equal) or SDR-35 PVC pipe, also, for driveway materials CMP is acceptable. PVC and HDPE must be bedded and covered in accordance with the typical detail in the appendix..
- P. All culverts shall be constructed with end sections, headers, or stone slope paving as specified below. End sections shall be permitted on all pipes less 48" diameter, except where there is an active stream.
- Q. Any drainage structures must be readily accessible by Town forces or an association must be formed to provide for private maintenance of the drainage facilities.
- R. Ditches: (if permitted by Board)

1. A maximum length of 400 feet for a ditch to a catch basin or drop inlet is required. Local conditions may require variations. The DPW Director must approve any variations.
 2. In order to keep the ditch self-cleaning, a minimum grade of 0.5% shall be required, except for "Site Specific Swales" as required by R.S.A.
 3. Acceptable methods of treatment include matting for erosion control, stone for erosion control, stone fill and rip rap.
 4. All ditches steeper than 5% shall be adequately protected against soil erosion. Matting for erosion control or stone linings shall be provided, as determined by an engineering evaluation.
 5. Ditches shall be used at the top of back-slopes only when excessive off site runoff damages slopes and/or overtaxes on-site systems.
- S. Subsurface Drainage (Under-drains):
Subsurface drainage systems (under-drainage pipe) shall be provided where the seasonal high ground water table is within five feet (5') of the finished roadway grade. Test pits or borings in roadway cut sections shall be taken, as required or ordered by the DPW, to locate the Seasonal High Water (SHW) Table and determine the need for under-drain pipe. This pipe shall be in accordance with NHDOT Standard Specification Section 605. Alternate under-rain pipe material shall require specific approval by the DPW. A professional engineer shall supervise this design.
- T. Detention and Retention Facilities
1. Outlets: Detention ponds shall have an outlet designed to drain the bottom of the pond. The preferred outlet is a "V" notch, in lieu of a pipe. Retention ponds shall be designed to have an overflow structure or level spreader.
 2. A 10' wide gravel road, is required for detention pond maintenance and to the last structure of a retention pond system.
 3. Detention ponds shall be designed with 1 foot of freeboard for a 50-year storms and shall not intercept the seasonal high ground water table. The 100-year storm must be provided with an appropriate overflow design.
 4. Retention ponds shall be designed with 1 foot of freeboard for a 50-year storms and pond bottom shall be 4 feet above the seasonal high water table. The 100-year storm must be provided with an appropriate overflow design.
- U. Underground Detention Systems for Private Sites. Require 2-4 feet of separation to seasonal high water from bottom of infiltration chambers, as determined by Town Engineer depending on soil type.

APPENDIX D

EROSION CONTROL STANDARDS

Section 1: Erosion Control Regulations

- A. General:** The purpose of this Regulation is to control runoff and soil erosion and sedimentation resulting from site construction and development. Subdivision plans shall include plans for managing stormwater and controlling erosion and sedimentation as provided herein.
- B. Definitions:** The following definitions apply to this Stormwater Management and Erosion Control Regulation:
1. **Best Management Practice (BMP):** A proven or accepted structural, non-structural, or vegetative measure the application of which reduces erosion, sediment, or peak storm discharge, or improves the quality of stormwater runoff.
 2. **Critical Areas:** Disturbed areas of any size located adjacent to Wetland Conservation Districts; disturbed areas exceeding 2,000 square feet in highly erodible soils; and disturbed areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent.
 3. **Development:** Any construction or land alteration or grading activities other than for agricultural or silvicultural practices.
 4. **Disturbed Area:** An area where the natural vegetation has been removed exposing the underlying soil.
 5. **Erosion:** The detachment and movement of soil or rock fragments by water, wind, ice, or gravity.
 6. **Highly Erodible Soils:** Any soil with an erodibility class (K factor) greater than or equal to 0.43 in any layer as found in the National Cooperative Soil Survey (NCSS).
 7. **Project Area:** The area within the subdivision boundaries.
 8. **Sediment:** Solid material, either mineral or organic that is in suspension is transported, or has been moved from its site of origin by erosion.
 9. **Stabilized:** When the soil erosion rate approaches that of undisturbed soils. Soils which are disturbed will be considered protected when covered with a healthy, mature growth of grass or a good covering of hay or straw mulch (2 tons/acre). Mulch is only a temporary measure; ultimately, the site needs vegetation.
 10. **Stormwater Runoff:** The water from precipitation that is not absorbed, evaporated, or otherwise stored within the contributing drainage area.
 11. **Stream:** Areas of flowing water occurring for sufficient time to develop and maintain defined channels, but may not flow during dry portions of the year. Includes, but is not limited to all perennial and intermittent streams located on U.S. Geological Survey maps.

Section 2: Applicability

- A.** The applicant shall submit a stormwater management and erosion control plan to the Planning Board for any tract of land being developed or subdivided, where one or more of the following conditions are proposed:
1. A cumulative disturbed area exceeding 20,000 square feet.
 2. Construction or reconstruction of a street or road.
 3. A subdivision of more than three building lots.
 4. Disturbed critical areas in accordance with Section 1.B.2 of this appendix.

- B. The Planning Board may waive the requirement for all or part of a stormwater management and erosion control plan if it determines that a plan is unnecessary because of the size, character, or natural conditions of a site. All requests for waivers and action thereon shall be made in writing by the applicant, and shall be accompanied with supporting technical documentation to demonstrate minimal environmental impact.

Section 3: Minimum Requirements

- A. The following minimum requirements shall apply to all projects, regardless of size:
 - 1. Site drawing of existing and proposed conditions;
 - 2. Locus map showing property boundaries;
 - 3. North arrow, scale, date;
 - 4. Property lines;
 - 5. Easements;
 - 6. Structures, utilities, roads and other areas of development;
 - 7. Topographic contours at 2' intervals;
 - 8. Critical areas;
 - 9. Surface water and wetlands, drainage patterns, and watershed boundaries;
 - 10. Existing and proposed vegetation;
 - 11. Soils information for design purposes or for determining highly erodible soils shall be determined from a National Cooperative Soil Survey (NCSS) soil series map;
 - 12. Temporary and permanent stormwater management and erosion and sediment control BMPs;
 - 13. Areas and timing of soil disturbance; and
 - 14. A schedule for the inspection and maintenance of all BMPs.
- B. A narrative section including discussion of each measure, its purpose, construction sequence, and installation timing as they apply to the site.

Section 4: Design Standards

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

- A. All measures in the plan shall meet, as a minimum, the Best Management Practices set forth in the National Cooperative Soil Survey (NCSS).
- B. Whenever practical, natural vegetation shall be retained, protected or supplemented. The stripping of vegetation shall be done in a manner that minimizes soil erosion.
- C. Appropriate erosion and sediment control measures shall be installed prior to soil disturbance.
- D. The area of disturbance shall be kept to a minimum. Temporarily disturbed areas to remain idle for more than 30 days, and areas which have received final grading, shall be stabilized within 72 hours.
- E. Seeding shall occur from spring through to May 20th, or August 10th to September 1st. Seeding may be done from spring thaw to early October if mulch is applied to the seeded areas.
- F. Any alteration of the terrain disturbing over 100,000 square feet of area or 50,000 square feet if within a protected shoreline (R.S.A. 483-B) requires a permit from the New Hampshire Department of Environmental Services under R.S.A. 485-A: 17.
- G. All graded areas shall be seeded, fertilized and mulched in accordance with the NCSS Manual.
- H. Measures shall be taken to control erosion within the project area. Sediment in runoff water shall be trapped and retained within the project area using approved measures. Wetland

areas and surface waters shall be protected from sediment. Compost socks or check dams are appropriate for use in swales, while protecting the perimeter of a property or wetlands would call for utilizing silt fence or compost socks.

- I. Off-site surface water and runoff from undisturbed areas shall be diverted away from disturbed areas where feasible or carried non-erosively through the project area. The integrity of downstream drainage systems shall be maintained.
- J. Measures shall be taken to control the post-development peak rate of runoff so that it does not exceed pre-development runoff for the 2-year 24-hour storm event and for additional storm event frequencies as specified in the design criteria of the National Cooperative Soil Survey (NCSS)."
- K. Priority should be given to preserving natural drainage systems including perennial and intermittent streams, wetlands, swales, and drainage ditches for conveyance of runoff leaving the project area.
- L. All temporary erosion and sediment control measures shall be removed after final site stabilization. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized within 72 hours.

Section 5: Completed Application Requirements

The Planning Board shall require each of the following minimum requirements in the final construction drawings.

- A. Existing and proposed conditions;
- B. Locus map showing property boundaries;
- C. North arrow, scale and date;
- D. Property lines;
- E. Structures, roads, utilities, staging areas, equipment storage, and stump disposal;
- F. Topographic contours at 2-foot intervals;
- G. Critical areas and earth stockpiles;
- H. Within the project area, and within 400 feet of the project boundary, surface waters, wetlands, drainage patterns and watershed boundaries;
- I. Vegetation;
- J. Extent of the 100-year flood plain boundaries, if published or determined;
- K. Soils information for design purposes shall be obtained from a National Cooperative Soil Survey (NCSS) soil series map. Highly erodible soils shall be determined by soil series;
- L. Easements;
- M. Areas of soil disturbance;
- N. Areas of cut and fill;
- O. Areas of poorly and very poorly drained soils, including any portion to be disturbed or filled;
- P. Location of all structural, non-structural, and vegetative stormwater management and erosion control BMPs;
- Q. Identification of all permanent control BMPs;
- R. Tabulated sequence of construction;
 - 1. Construction schedule
 - 2. Earth movement schedule
 - 3. A proposed start schedule for the inspection and maintenance of all BMPs, including responsible parties and documentation.
- S. Description of temporary and permanent vegetative BMPs, including seeding specifications.
- T. Description of all structural and non-structural BMPs with detailed drawings of each, as appropriate.
- U. Report section, including:

1. Appropriate design calculations for all temporary and permanent structural control BMP measures
2. A drainage report with calculations showing the volume, peak discharge, and velocity of present and future runoff
3. When detention structures are planned to reduce future condition peak discharge, the NRCS TR55 or TR26 Methodology shall be used to compute the runoff volume and peak discharge for designing the structure. The design will conform to the criteria outlined for those types of structures given in the RCCD Manual.

Section 6: Responsibility For Installation/Construction

- A. The applicant shall re-flag all wetland conservation districts, and other restricted areas specified by the Town Engineer, prior to clearing and grubbing.
- B. The applicant shall bear final responsibility for installation, inspection, maintenance and disposition of all stormwater management and erosion control measures required by the provisions of this Regulation.
- C. The Planning Board may require a bond or other security in an amount determined by the Board, providing for the actual construction and installation of such measures in accordance with the approved plan.

Section 7: Plan Review And Approval

- A. Technical review of any stormwater management and erosion control plan prepared under this Regulation shall be conducted by the Hillsborough County Conservation District, the Town Engineer, or other qualified professional consultant, as determined to be appropriate by the Planning Board, at the expense of the applicant.
- B. The Planning Board shall indicate approval of the stormwater management and erosion control plan, as filed, if it complies with the requirements and objectives of this Regulation. Such approval shall be a condition of subdivision plan approval. If disapproved, a list of plan deficiencies and the procedure for filing a revised plan will be given to the applicant.

Section 8: Maintenance And Inspection

The Planning Board may require routine inspections to verify on-going maintenance of water quality protection measures. A consultant hired by the Planning Board and paid for by the applicant, at reasonable times to the landowner shall perform such inspections.

APPENDIX E

OPEN SPACE DEVELOPMENT STANDARDS

Section 1: Purpose and Objectives

The purpose and objectives are as stated within the Zoning Ordinance.

Section 2: Site Analysis

A site analysis plan, as required by the Zoning Ordinance, should consider the following:

- A. Wetlands, as defined by the NH Department of Environmental Services.
 - B. Wetland Conservation Districts.
 - C. Water areas, such as streams and ponds.
 - D. Woodlands and farmlands.
 - E. Exposed ledge or large boulders.
 - F. Soils and topography.
 - G. Drainage patterns
 - H. Historic and/or cultural features.
 - I. Wildlife habitat corridors (Current Independent Wildlife Study).
 - J. View sheds and view corridors.
 - K. Existing rights-of-way and easements of record.
 - L. Existing utilities.
 - M. Existing development within two hundred (200) feet of site.
- A site analysis shall also define the buildable area.

Section 3: Density Determination and Yield Plan

The allowed density shall be as required in the Zoning Ordinance for single-family use of the property. Board approval of a different number of dwelling units than first applied for will not be considered a "significant material change".

Density shall be reviewed via a "yield plan", defined in the Zoning Ordinance as "a plan submitted by the applicant showing a feasible conventional subdivision under the requirements of the specific zoning district in which the property is located and the requirements of any and all State and local subdivision regulations." A yield plan should indicate: (a) parcel boundary, (b) parcel topography, (c) parcel natural features including: complete wetland and wetland buffer delineation; ponds, streams and other watercourses; areas of steep slopes, both those between 15%-25% and those at or over 25%, areas of ledge; forest, fields or other cover type; walls, fences and other structures; and (d) proposed rights-of-way and driveways, with center-line data as appropriate; (e) set-aside areas for probable drainage retention or detention needs; and (f) proposed lots, size and area, with buildable area rectangles, 4K areas, wells and well protective radii. The Board, in considering the yield plan's feasibility, will consider road and driveway slopes, the usefulness of the buildable areas relative to its size, slope and drainage, the desirability of proposed wetland crossings, the estimated amount of cut and fill and the resulting character of the proposed lots and their compatibility within their immediate neighborhood in accordance with Design Review Guidelines, as well as the plan's engineering practically and its financial feasibility. Through this consideration, the Board is determining the maximum number of lots that it might most likely have approved. The final open space subdivision plan, however, may be approved for fewer lots than the yield plan had indicated.

Section 4: Conceptual Plan

Prior to submittal of a formal application, applicants are encouraged to submit a conceptual plan for review by the Planning Board. The plan should be sufficient to consider: (a) a preliminary site analysis; (b) a preliminary yield plan; and (c) a preliminary open space concept.

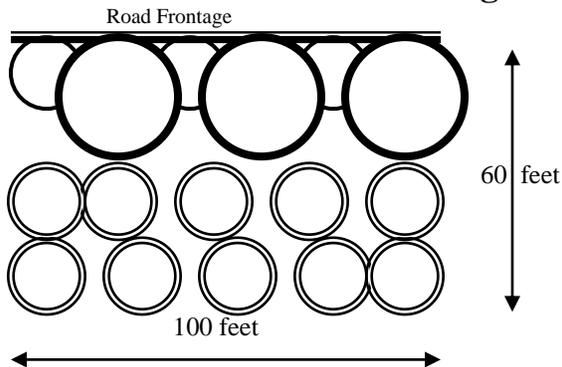
Section 5: Development Standards

- A. Permitted Uses:
 - 1. All uses as allowed by the underlying zoning district.
 - 2. Open space in a form, for a use, under an ownership, and as otherwise restricted by the Planning Board.
- B. Parking: Each dwelling unit shall require two (2) exterior on-premise spaces, in addition to any garage space that is provided, except these spaces may be grouped into small parking areas, as approved by the Board. No overnight on-street parking is allowed in any open space development unless specifically approved by the Planning Board.
- C. Shared Driveway Agreement: A "shared driveway agreement", in a form acceptable to the Board, shall be recorded as a part of any deed transferring a property serviced by a shared driveway. No more than three (3) single-family residential buildings shall be served by one common driveway. Common driveways may require street names in order to meet the addressing requirements for enhanced 9-1-1 purposes.
- D. Flag Lots: The use of flag lots is to be discouraged unless the front-yard-to-back-yard relationship of the adjoining lots can be sufficiently buffered. The fee simple strip of a flag lot shall be at least twenty-five (25) feet wide over its entire length, that is, from the lot proper to its frontage onto the right-of-way. The fee simple strips of no more than two flag lots shall lie adjacent to each other.
- E. Wells / Well Radius / Waste Disposal Systems / Detention Ponds/Drainage: Plans must show proposed wells, well radii, waste disposal systems, detention ponds and drainage delineation. Drainage systems, ditches, culverts, detention ponds, well radii and waste disposal systems may be located within Open Space areas. Well radii areas may extend into wetlands or wetland conservation districts.
- F. Cisterns: The area used for cisterns may be counted in the calculation of buildable area. Cisterns may be located within the dedicated Open Space area. The system of cistern maintenance will be determined prior to plan approval.
- G. Accessory Structures: Any structure(s), children's play area apparatus, or buildings accessory to a recreation, conservation or agriculture use may be located within the dedicated open space. Accessory structures, in total, shall not exceed 3% of the required open space area.
- H. Open Space Boundaries: Typically, accessory buildings, lot perimeter fencing or project perimeter fencing should be located adjacent to open space. There should, however, be a perceived distinction between open space and the resident's private outdoor space.
- I. Utilities: All utilities will be placed underground.
- J. Landscaping: The use of native species is encouraged.
- K. Lot Size / Frontage, Side and Rear Setbacks May Be Reduced: Lot size may be reduced to twenty-five (25%) percent of the underlying zoning district, but no smaller than ten thousand (10,000) square feet where the lot is to be served by individual on-site sewer and water systems, and five thousand (5,000) square feet where the lot is to be served by both off-site sewer and water systems. Frontage may be reduced to twenty-five (25%) percent of that allowed by the underlying zoning district, but no less than fifty (50) feet. Front and rear setbacks and side yards may be reduced to a minimum of fifteen (15) feet,

provided all Fire and Safety codes and regulations are met and to the satisfaction of the Fire Department.

- L. **Development Layout / Connectivity:** The development layout is encouraged to include roads that are single loaded, referring to homes along only one side of the street, so that there might be views and vistas onto the open space. The open space should be interconnected via roadways, sidewalks and pathways to abutting properties to insure appropriate connectivity. Such connections may be through the development's open space.
- M. **Public Ownership / Access Easement:** When there is a public purpose, e.g. wildlife corridors, views, water frontage, scenic beauty, or public access is desired relative to the open space, all or part of the open space may be deeded or public access easement given to the Town.
- N. **Vegetative Buffer:** To protect the rural character, scenic vistas and impact on adjacent properties a vegetative buffer consisting of shrubs and trees shall be preserved or created around the subdivision.
 1. This buffer shall be a minimum of sixty- (60) feet deep on town roads, and a minimum of one hundred (100) feet on State Roads.
 2. This buffer shall be a minimum of a sixty- (60) feet deep on any abutting lot.
 3. Where existing vegetation does not exist, or is insufficient, the Planning Board may require an applicant to plant an appropriate buffer of trees and shrubs. Plans must clearly show the number of and detailed layout of under-story trees and canopy deciduous trees, mixed evergreen trees, and shrubs as shown in Exhibit A, Vegetative Buffers.
 4. The Planning Board may reduce the depth or waive the buffer along roads for lots containing existing houses, or if the proposed building design and site design significantly contribute to maintaining a rural character.
 5. Vegetative buffers will generally be secured by easement to the Town.

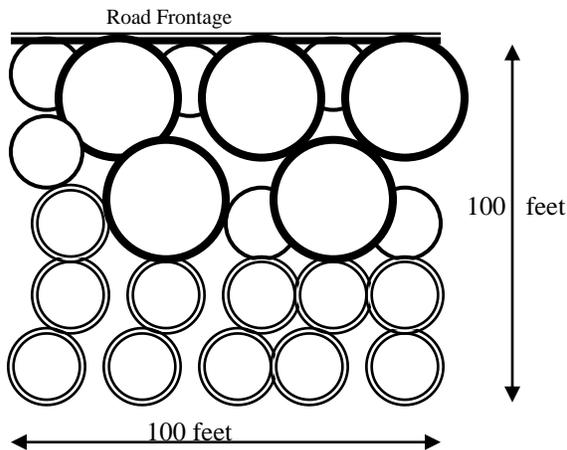
Vegetative Buffers



60' Deep Roadway Buffer

- 3 Large Canopy Deciduous Trees
- 3 Under-story Deciduous Trees
- 10 Mixed Evergreen Trees
- 10 Mixed Shrubs (not shown)

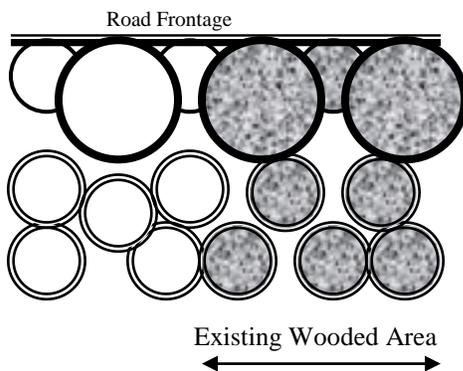
- (2 Under-story trees may be substituted for one canopy tree)



100' Deep Roadway Buffer

- 5 Large Canopy Deciduous Trees
- 6 Under-story Deciduous Trees
- 11 Mixed Evergreen Trees
- 16 Mixed Shrubs (not shown)

(2 Under-story trees may be substituted for one canopy tree)



Roadway Buffer in Partially Wooded Area

For partially wooded areas, plant Quantities may be adjusted on a case by case basis. Existing trees retained may substitute for planted trees on a tree for tree basis.

- O. Contiguous Area: At least 75% of the designated open space should be contiguous with no portion less than one hundred (100) feet wide. The Planning Board may apply flexibility in the application of these standards, should it provide a better final product.
- P. Pedestrian Circulation: There shall be adequate on-site pedestrian circulation. Access, identified by sign, shall be provided to all open space and related facilities from the residential areas. Natural paths or bike paths are encouraged within the development. Paths provided within the development shall be constructed of gravel, woodchip, or other material as approved by the Planning Board.
- Q. Overall Architectural Character: A diversity of housing styles, colors, and configurations are encouraged throughout the development. Clustering of dwelling units is encouraged.
- R. Homeowners' Association or Other Forms of Community Management: In order to insure that community open space is well managed, the Planning Board must approve the specific Association or management plan. Covenants typically address the method of maintenance, maintenance fee and insurance arrangements, mandatory membership and assessment requirements, sales disclosure in the case of some public access open space, improvement of common property, timing of governance transition to the Homeowners, and maximum assessments.
- S. Open Space Management Delineation Requirements: The boundaries of designated open space areas, recreation areas, storm water management facilities, and any use restrictions shall be clearly delineated on plans and marked in the field with signage approved by the Planning Board.
- T. Designation of Open Space: Open space land shall be designated as a specific category, or categories, as part of plan approval, and be limited to that category or categories. The

development of specific items or facilities may be designated as required, or allowed as optional, within any category. Specific uses of open space include those listed below.

1. Natural Open Space – area that is to remain contiguous and undisturbed by roads, buildings, and lawns. This area may include steep slopes in excess of 25%, floodplains, streams, open water bodies, wetlands and their buffers. Reasonable attempts should be made to link natural open space to other types of open space.
2. Farm Reserve Open Space- land that has been cleared for use as cropland, orchards, pasture or meadow and which is of an adequate size and configuration to continue to function as cropland, orchards, pasture or meadow. Use of these areas shall be reserved for agricultural operations that do not create a nuisance to nearby residential uses. Subdivision under this provision is an acknowledgment by the applicant and existing and subsequent property owners that there is no existing agricultural operation, and no immunity from public or private nuisance suit as would otherwise be allowed by RSA 432.
3. Recreation Open Space - space required to serve the active and passive recreational needs of the residents of the open space development. This may include, but is not limited to ball fields, playgrounds, tennis courts and walking trails.
4. Public Access Open Space - Land which meets any of the following criteria:
 - a. Land which is to be deeded, or provided by easement, to a government agency or non-profit land trust which agrees to provide public access to the open space.
 - b. Land that is to be developed for other recreational uses open to the public, such as, but not limited to horse stables, riding rinks/trails and cross-country ski areas, or as commercial recreation, e.g. golf course, horse stables, and cross-country ski areas, may be allowed with the following conditions:
 - The amount of open space shall be appropriate for the proposed use, but a minimum of 25 acres.
 - No more than 75% of the project's required total open space shall be used for this recreational use.
 - No more than 3% of the project's required total open space shall consist of impervious surfaces.
 - The buildings and parking area associated with the recreational or commercial use, e.g. club house, pro shop, maintenance barns, parking areas, shall be located on a lot or lots which are separate from the project's open space area. Small accessory buildings, however, may be located within the project's open space.
5. Ownership of the Open Space -
 - a. In the case of Non-Public-Access Open Space, the developer shall convey that open space to the associated residential properties by equal undivided interests. Such open space shall be protected by covenant, in a form approved by the town. If a condominium, also see Section 2.7.1 Special Procedures: Condominium and Condominium Conversions.
 - b. In the case of Public-Access Open Space or Farm Reserve Open Space, the individual or business entity operating the business may lease or retain title to the open space associated with the operation of the business (golf course, riding facility, etc.) while still being part of the related Homeowner's Association.

- c. The dedicated open space shall be transferred by the developer through an irrevocable conveyance that is found acceptable to the Planning Board. Such conveyance shall assure that the Open Space will be protected from all forms of development, except as shown on the approved site plan.

U. Scheduled Phasing:

1. When proposed construction is to be phased, whether presented by the applicant or required by the Planning Board, the project shall be designed in a manner that allows each phase to fully function on its own regarding services, utilities, circulation, facilities, and open space. Each phase shall contain the necessary components to insure protection of natural resources and the health, safety, and welfare of the users of the open space development and the residents of the surrounding area.
2. Implementation deadlines and their extensions shall be as described in Section 3: Subdivision Specifications for Plans and Documents
3. Surety shall be as described in Section 5: Assurances for Completion and Maintenance of Improvements.

APPENDIX F

LANDSCAPING AND SCREENING STANDARDS

Section 1: Purpose and Definitions

- A. Purpose: The purpose of this regulation is to improve the aesthetic qualities of the Town of Goffstown and to protect and preserve the appearance, character and value of its community.
- B. Definition: Unless specifically defined below, words or phrases used in this regulation shall be interpreted so as to give them the same meaning as they have in common usage and so as to give this regulation its most reasonable application.
1. Ground cover: A low growing plant, other than turf grass, which forms a continuous cover over the ground surface.
 2. Landscape Materials: Any combination of living plant materials and nonbinding materials such as rock, pebbles, sand, fencing, walls, fountains and other decorative materials.
 3. Landscaping: Landscaping shall consist of trees, shrubs, vines, turf, ground cover and other landscaping material which are utilized to enhance the aesthetic and functional qualities of a site.
 4. Plant Materials: Living plants which include trees, shrubs, ground covers, turf and vines which are suitable for ornamental and/or functional use.
 5. Screen: Screening shall consist of fencing constructed of cedar, redwood or other durable wood or masonry walls for the purpose of this regulation, a screen shall be opaque to a height of six (6) feet above the ground surface.
 6. Shrub: A self-supporting wood plant which normally reaches a height of less than (15) feet.
 7. Tree: A self-supporting wood plant which normally reaches a height of more than (15) feet.
 8. Turf: Ground cover composed of one or more species of perennial grass that is grown as a permanent lawn.
 9. Vine: A plant which is typically woody and climbs by supporting itself on some other plant or structure.

Section 2: Landscaping and Screening Plan

1. Landscaping and Screening Plan: This plan shall include the following information:
 - a. A scale at 1" = 20 to 1" = 50.
 - b. North point.
 - c. The location and size of all above-grade utilities on site.
 - d. The location of all existing and proposed parking.
 - e. The location of all existing and proposed buildings.
 - f. The location of all existing and proposed screening.
 - g. The location, condition, size and quantity of all existing plant materials to be retained, and all proposed landscape materials.
 - h. Plant species shall be identified by both common and botanical name, and shown on the plan by indicating their crown spread drawn to scale.
 - i. The location and common name of all 12" diameter or larger (at 4.5 feet above ground) trees that are to be removed.

- j. Area of trees retained or removed may be generalized if appropriate to the scale and purpose of the plan. All landscape and screening information may be combined with other submitted plans, in lieu of a separate plan, if appropriate to the proposal's scale and legibility.
2. Minimum Standard for Landscaping:
 - a. The minimum landscaping requirements for all commercial, industrial, institutional and religious development shall be one (1) tree and two (2) shrubs per 5,000 square feet of total lot area.
 - b. All portions of the site not covered with impervious material or building shall be landscaped, open areas not covered with other materials shall be covered with turf or ground cover. Ground cover shall be utilized on all slopes in excess of 15%.
 - c. Landscaping of parking lot interiors, exclusive of automobile storage and sales lots, shall be required for lots which are more than one aisle in width in all zoning districts. This requirement shall apply to all for which a site plan review is required. The trees and shrubs used to meet the requirements of Paragraph 2.a above may not be counted toward this requirement.
 - d. Street shade trees shall be provided, at approximately 40' intervals, along existing and new roads, public and private, in cases where they do not exist. The Board may waive this requirement in naturally wooded areas, or where there is insufficient area or other physical constraint.
 3. Landscaping for Parking Lot Interior:
 - a. The minimum requirement for parking lot interior landscape shall be as follows: no less than two and one half percent (2 ½ %) of the total parking lot square footage shall be landscaped. The number of trees used in the parking lot interior shall not be less than one (1) for each two hundred (200) square feet of required parking lot interior landscaping.
 - b. Interior landscaped area shall be situated within the lot so as to be surrounded by parking lot pavement on at least (3) sides.
 - c. Each landscaped area shall contain at least one (1) tree that is adaptable to the environment of parking areas and the remaining area shall be landscaped using shrubs, ground cover and other suitable landscape material.
 - d. Each landscaped area shall be separated from the pavement material by curbing, stone walls or other materials so as to prevent vehicle encroachment.
 4. Minimum Standards for Screening:
 - a. All exterior trash storage containers shall be screened so that they are not visible from off the property, and a permanent masonry or wood frame enclosure shall be provided each such area. A detailed drawing of the enclosure shall be included in the landscape plan.
 - b. For all buildings, except single and two family residential structures, in the commercial, professional business and industrial zoning districts, a solid screen fence or wall shall be provided not less than six (6) feet in height, along one side and rear property lines which are common property zoned or used for residential purposes except that such screening shall not extend in front of the building line or adjacent

- dwelling and shall not be required where such screening exists on the abutting residential property.
- c. In all zoning districts, parking lots shall be screened from single family or duplex residential uses or zones of both of the following criteria are next:
- (i) The parking lot is within 50 feet of the property line, and,
 - (ii) The residential district is adjacent to the property on which the parking lot is constructed.

Section 4: Plant Material

A. General:

1. **Plant Size Definitions:**

Small trees	15'-30' ultimate height
Medium trees	30'-70' ultimate height
Large trees	over 70' ultimate height
Dwarf shrub	< 4' ultimate height
Small shrub	4'-6' ultimate height
Medium shrub	7'-10' ultimate height
Large shrub	over 10' ultimate height
2. The American Standard for nursery stock, published by the American Association for Nurserymen, is hereby incorporated by reference for the determination of plant standards.
3. Plant species that are highly susceptible to disease or early demise are prohibited.

B. New Plant Material: The following are the minimum plant sizes and conditions to be used in satisfying the requirements of this regulation:

1. New Plant Material shall be balled and burlapped, except ground cover plants. Container grown stock may be utilized where appropriate.

Small ornamental tree	6'-8' tall
Shade tree	2 ½ " Caliper
Evergreen tree	4'-5' tall
Shrub, medium to large	18"-24" tall
Shrub, dwarf to small	12"-18" tall
Ground cover	2 ½ " peat pot
2. Existing trees that are to be retained to satisfy the requirements of this regulation shall meet the following standards:
 - a. Shade trees a minimum of 3 inches in diameter at 4½ feet above grade.
 - b. Ornamental trees shall be a minimum of eight (8) feet in height.
 - c. Evergreen trees shall be a minimum of six (6) feet in height.
 - d. Trees shall be free from mechanical injuries, insect infestations and disease.
 - e. Trees shall be protected from injury of roots, trunks and branches during grading and construction. Protective fencing, tree wells, and/or retaining walls shall be utilized to avoid damage and ground compaction, to insure tree vigor upon completion of construction.

C. Installation: Landscaping, as required by the provisions of this regulation, shall be installed as approved by the board before the certificate of occupancy is

issued. Plant installation shall be completed within two (2) planting seasons in a twelve (12) month period. For the purpose of this regulation, planting seasons are from March 21 through June 21, and September 21 through November 30. Screening fence(s) shall be installed prior to certificate of occupancy.

- D. **Maintenance:** The owner, tenant and their agent, if any, shall be jointly responsible for the maintenance of the landscaping and/or screening. The plant materials shall be kept in a healthy, neat and orderly condition. Plants that are not in sound growing condition, or are dead, shall be removed and replaced with a plant of the same species. Plants and other landscape material and all screening shall be maintained in proper repair, and shall be kept clear of refuse and debris.
- E. **Obstruction of Sight Distance at Intersections:**
1. Landscaping and/or screening materials shall not interfere with the line of sight between a height of two (2) feet and eight (8) feet above the roadway within the triangular area formed by the right-of-way lines and a line connecting them at a point twenty-five feet from their point of intersection.
 2. Landscaping and/or screening materials shall not interfere with the line of sight within twenty (20) feet of the point of intersection of any number of access or driveways and sidewalks.
- F. **Plant Material: Invasive Species:** Plant species prohibited by the NH Department of Environmental Services shall not be used. These include:

Latin Name	Common Name	Latin Name	Common Name
Acer platanoides*	Norway Maple*	Lonicera bella	Showy Bush Honeysuckle
Ailanthus altissima	Tree of Heaven	Lonicera japonica	Japanese Honeysuckle
Alliaria petiolata	Garlic Mustard	Lonicera morrowii	Morrow's Honeysuckle
Berberis vulgaris	European Barberry	Lonicera tatarica	Tartarian Honeysuckle
Berberis thunbergii*	Japanese Barberry*	Lythrum salicaria	Purple loosestrife
Butomous umbellate	Flowering Rush	Myriophyllum aquaticum	Parrot Feather
Cabomba caroliniana	Fanwort	Myriophyllum heterophyllum	Variable Milfoil
Celastrus orbiculatus	Oriental Bittersweet	Myriophyllum spicatum	European Water-Milfoil
Cynanchum nigrum	Black Swallow-wort	Najas minor	European Naiad
Cynanchum rossicum	Pale Swallow-wort	Nymphoides peltata	Yellow Floating Heart
Egeria densa	Brazilian elodea	Phragmites australis	Common Reed
Elaeagnus umbellate	Autumn Olive	Polygonum cuspidatum	Japanese Knotweed
Euonymus alatus*	Burning Bush*	Potamogeton crispus	Curly-leaf Pondweed
Heracleum mantegazzianum	Giant Hogweed	Rhamnus carthartica	Common Buckthorn
Hydrilla verticillata	Hydrilla	Rhamnus frangula	Glossy Buckthorn
Hydrocharis morsus-ranae	European Frogbit	Rosa multiflora	Multiflora Rose
Iris pseudacorus	Water flag	Trapa nunans	Water Chestnut
Ligustrum obtusifolium	Plunt-leaved Privet		

* Effective date for these species: January 1, 2007.

APPENDIX G

DESIGN REVIEW GUIDELINES

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Section 1: Introduction

A. Purpose

The purpose of these guidelines is to assist the Planning Board, Goffstown Main Street, Inc., property owners, tenants, developers, and citizens in understanding and applying urban design concepts to the subdivision and site plan review processes. In March 1981, Town Meeting authorized the Planning Board, under RSA 674-43, to development and adopt regulations and to review site plans for non-residential and multifamily projects. As part of this review process, the Board, by practice, has sought an advisory opinion of Goffstown Main Street, Inc. for proposals within the Main Street Program area. The Planning Board may also seek advisory opinions from other boards.

Because the site plan review process will deal with design experts and novices, this guide will begin with a discussion and example photographs of various urban design concepts. These concepts and situation unique criteria should then be applied to various areas of Goffstown that have differing basic design characteristics. Several of these areas, for example, include Goffstown Village, Pinardville, the Route 114 corridor area, and other suburban areas.

B. Guideline Goals

The goals of these guidelines is to affect the built environment in the following manner:

- Protect and enhance the “village” scale and character of the several village centers;
- Retain the rural character of the areas outside of the village centers;
- Enhance historic properties and their environs;

- Foster an enhanced quality of life for residents and visitors, including pedestrian safety and physical comfort, design compatibility, and the creation and enhancement of a “sense of place.”

C. Americans with Disabilities Act

A first criterion for any design proposal is accessibility. ADA “Standards for Accessible Design” is available on the web at:

www.usdoj.gov/crt/ada/stdspdf.htm

Section 2: General Design Concepts

There are several design concepts utilized in the review of site plans, subdivisions and other proposal before the Planning Board having urban design implications. Photographs and drawings will be utilized as examples to illustrate each of these concepts.

A. Public Space

Public space has many characteristics by which it is defined or described. Some of these characteristics are physically quantified and some are only perceived. For example, a plaza may have specific physical dimensions, or may only be perceived as large or small.

Public space is not just outside area, but also has specific public purposes. While some may be only pathways between destinations, public spaces also encompass the areas utilized for public experiences. These are the areas, the civic spaces, in which people gather for public activities and celebrations. They are also, however, the places that are

quiet for conversation, or contemplation and relaxation. Hence, public space requires specific design to be effective.



Public space designed for contemplation.



Public space designed only as an entry.

Public space is found on both public and private properties. There is the public space of the public plaza and of the outdoor dining area of the privately owned restaurant.



Dining and socializing al fresco.

- **Enclosure**

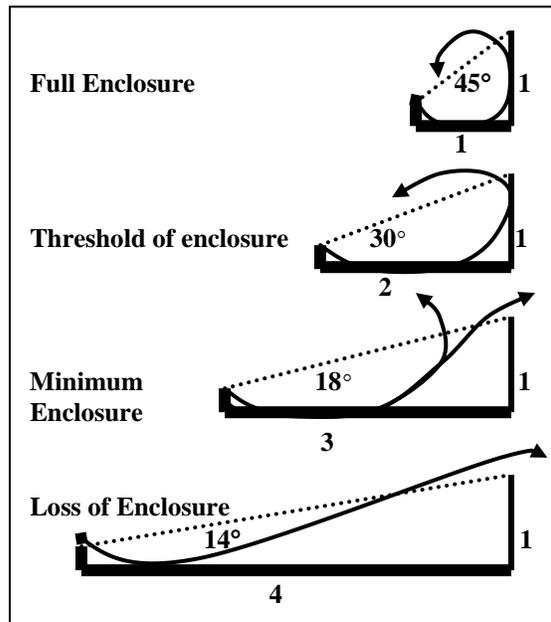
Unlike indoor space that is enclosed by walls, floor and ceiling, outdoor space enclosure involves perception. This perception is that of the pedestrian.



Paving variety.

An outdoor space has its floor. This may be gravel, asphalt or some special paving. This floor helps to define the space, more particularly if it changes at the edge of the space. That change might be in material, color or pattern.

Outdoor space is also defined by its perception of walls. A small space surrounded by tall buildings feels enclosed. Without the surrounding buildings, or dense landscaping, the sense of an enclosed space is weak.



Enclosure defined by edge height.

When the edge is as high as the space is wide, one perceives full enclosure. When the space is only one fourth as high as its width, the sense of enclosure is lost.

Space may also be enclosed when it is perceived to have a top or roof. This may be suggested when there is a canopy of trees, an awning or series of awnings, or a trellis over the space.



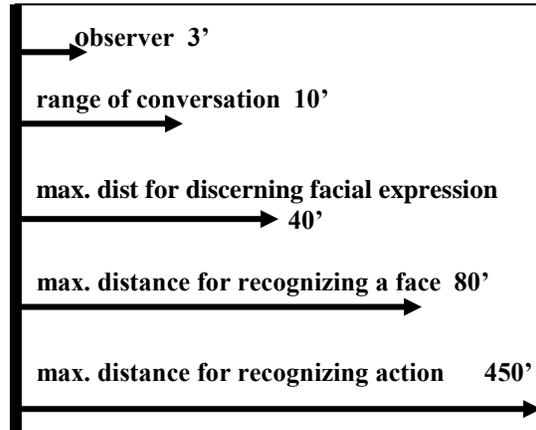
Strong enclosure defined by canopy trees, awnings, buildings and parking.



Moderate enclosure suggested by curb and landscaping.

- **Scale**

Spaces may be large or small. This relative measurement is called scale. For example, there is a scale at which conversation is comfortable, usually in the range of ten feet. There are also maximum distances to recognize facial expression, to recognize a face, and to recognize an action.



Maximum distance for a function.

Hence, there is an appropriate scale for public space that is related to that space's intended use.

- **Sense of Place**

A "sense of place" is a perception one has of a public space sometimes caused by a landmark or other defining element. There is usually a name associated with these spaces. A name, however, is not sufficient by itself. A pedestrian will feel a sense of place if the space is clearly and strongly defined, has a function, and has some unique or individual characteristic or element. Such spaces are also thought of as "people places", where people feel comfortable and will naturally gather.



Sense of place from distinctive design for relaxation and contemplation.



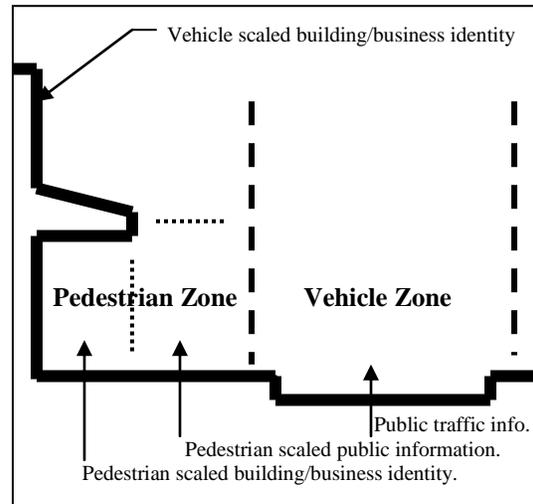
Sense of place from symbolism.

A sense of place may also be accomplished through adaptive reuse and historic preservation. While there may be additions and deletions to a historic structure, the continuity of our built environment makes one community different from another, and is another major factor in “sense of place.”

B. Building-Pedestrian Relationship

The strongest relationship between a building and the pedestrian occurs with

the first two stories of the building’s façade. Here the pedestrian’s perception of the building is greatest. Within this zone are the entries, displays, windows, and graphic communications significant as visual cues for the pedestrian. This “pedestrian zone” is where the opportunity for rapport between the building and the pedestrian is the strongest and should be encouraged.



Zones and their functions.

- **Scale**

Scale, human scale, first relates to the pedestrian. The size relationship between the building and the pedestrian, therefore, can have a significant impact on scale, particularly within the sidewalk zone.

One element that creates the scale is the height of the building. The pedestrian is comfortable and relates most directly to the lower 20 – 30 feet of a building. Excessive building height is typically not an issue in Goffstown’s setting as almost all buildings are thirty-five feet or less in height.

The other aspect that can destroy the pedestrian scale is the lack of architectural detail. For example, the “big box” retail store presents a

relatively blank façade to the sidewalk. This lack of doors and windows, or other wall surface variation is felt as a more massive, non-pedestrian scale. The pedestrian is less comfortable walking along such a sidewalk.



A blank retail store wall.

- **Penetrability**

One of the pedestrian's primary interaction with a building is through visual communication. Windows are one main source of this visual penetration. Well designed penetrations serve a number of desirable functions, including: (1) giving information relative to a building's use and providing identity through the establishment of a rapport between the pedestrian and the building's purpose; (2) providing a softer edge to the sidewalk zone; (3) providing visual rhythm with solids and voids; (4) breaking up monotonous building surfaces and providing visual interest; and (5) as an element giving a pedestrian scale to the building. Hence, a series of windows at the ground floor provide a good scale relationship for the pedestrian. This is true whether the interior activity is geared to the pedestrian as would be a retail use, or is an office use that would not normally utilize show windows and product displays.



Grade level windows.



Window displays add scale and interest

This is not true, however, in the extreme. A pedestrian scale may be lacking and the values of penetration lost when a building has an unbroken glass surface or utilizes reflective glass and is, as a result, perceived as glass box.

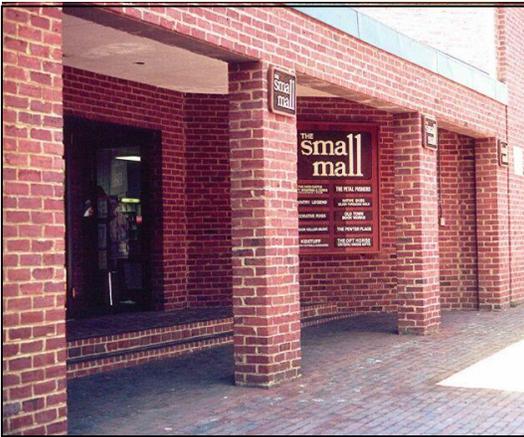
- **Entry Delineation**

Another of the pedestrian's primary interactions with a building is through physical communication. Entry is through the door. This is a key element, then, because the pedestrian walks through this opening which should always reflect the human dimension.



Human scaled entry.

Entries may extend into or be back from the sidewalk edge, and may involve level changes. They should, however, always allow handicapped accessibility. In addition, these aspects should reflect the pedestrian dimension and provide an easy, comfortable pedestrian transition. Well designed, the entry can be a comfortable, inviting experience.



An inviting recessed entry.

- **Streetscape Continuity**

In urban areas, there should be a sense of continuity of the streetscape for both the driver and the pedestrian. Such continuity is a function of a sense of enclosure, created by a small or modest building setback and from that building

wall being perceived as continuous. Hence, along the street, the open space between buildings should be relatively small, creating the perception of a continuous building wall of activity. Individual buildings should also have similar setbacks, except where a public space is to be formed. For example, it is usually desirable to present the street with only the short side of a parking lot, that is a single bay of parking, and to bridge this streetscape break with the strong rhythm from street trees.

- **Building Location-Activity Relationship**

Buildings encompass or promote, and are associated with, various activities. Relative locations, or building placements, can strengthen or harm their neighboring activities. Typically, similar uses can reinforce each other, providing the critical mass for a successful activity. This is the theory behind shopping centers and the clustering of “fast-food” retailers, and is a “Main Street” principal.



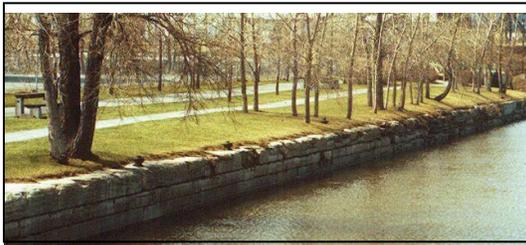
A fast food court.

The location of uses can also affect the adjoining urban space. For example, a retail or restaurant activity will have a positive impact on the pedestrian use and pedestrian comfort of an adjoining public plaza. In contrast, an office building containing only a “back-office”

function and having no continuous pedestrian traffic would have the opposite affect. In summary, a careful balancing of adjacent uses can provide a “cross-fertilization” of business ideas, as well as a flow of customer/pedestrian activity throughout the day.



Use of a river edge, and its potential design with a fixed water level.



An urban edge between water and public open space.

The open space might also have its own use. The river might have a boat dock, canoe concession, or adjacent snack bar, generating activity to the benefit of the river-walk. A building’s service entrance toward the river edge would have the opposite affect. A parking lot might be neutral, but would certainly add nothing to the pedestrian activity level.

Individual buildings also have their own diverse activities that must be accommodated. Any building, for example, requires utilities and servicing. The most obvious needs are to bring in and remove material. Physical space must allow, for example, loading docks,

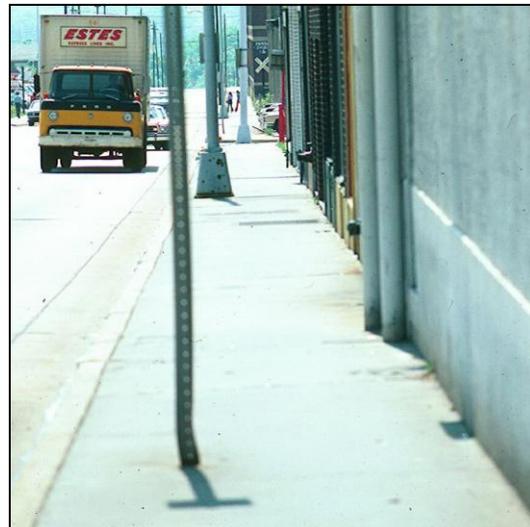
truck parking, as well as for trash and garbage removal, different for various classes of building. Buffering of these functions is also desirable. Some buffering may be achieved by placement of the activity relative to its being seen. Other buffering is achieved by physical distance, landscaping or by fencing. It is important to insure that the buffering is effective during all seasons and is permanent and easily maintained.

C. The Pedestrian

The pedestrian is the most critical aspect of urban design. Vehicles might travel through the village center, and they do need to be stored somewhere. In the end, however, no matter how one might arrive at the village center, Pinardville, or other location, one only uses this location as a pedestrian.

- **Safety**

Pedestrian safety is one major concern. This concern usually relates to automobiles and their interaction with the pedestrian, applicable to both the street and within parking lots.



Narrow sidewalk.

There are two conditions at the street to be considered. First is between the sidewalk and the vehicle travel lanes. The sidewalk should be wide enough for the anticipated pedestrians and pedestrian activity so that one is not crowded off the sidewalk. Second, car parking along the street is desirable for two reasons. It provides physical protection, a wall, between the pedestrian and moving vehicles. Such parking also tends to slow the street traffic through “friction”. That is, the driver slows due to his perception of a potential conflict from cars parking or persons exiting vehicles. When car parking cannot be accommodated along a street, a landscaped area between street and sidewalk will provide visual separation.



Trees and streetlights serve as a buffer.

The second consideration is for pedestrian street crossing. This is best done at highly visible, dedicated crossing points, and across a shortest distance of street pavement as possible. Hence, crosswalks are well marked for both pedestrians and vehicles and differentiated with street markings and an extension of curbing and sidewalk through the parking area. With wide streets, traffic islands are desired to provide pedestrian places of refuge. Pedestrian crossings should also be close enough together to allow convenient movement. Crossings are

usually desired at street corners and mid-block, or 100–150 feet apart in areas of pedestrian activity.



Crossing the street with children.



Extended curbs shorten the crossing distance.



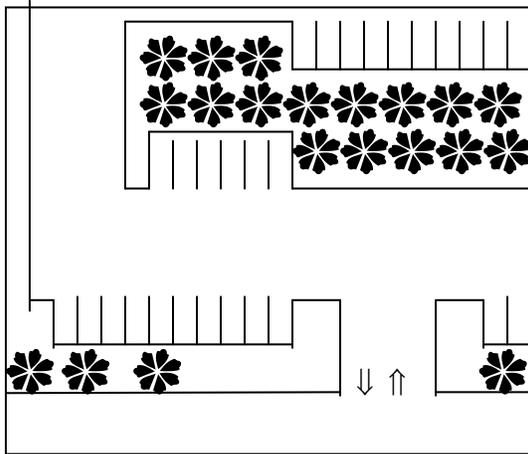
Students crossing Mast Road are hidden by waiting cars at Bartlett Elementary School.

Parking lots are another place of potential pedestrian-vehicle conflict. The primary concepts are to have smaller parking lots, to provide some pedestrian protected access out of the lot, rather than depending on the

pedestrian's use of the vehicle roadway. Sidewalks at the edge of parking lots should be provided with the same considerations as along streets. In essence, the side or rear parking area should be viewed as just another street with sidewalks and on-street parking as is found at the building's front.



Designation of a public-private boundary with curbing and a small grade change.



10-15 parking spaces appear to be a small parking lot. A larger parking lot will be perceived to be at this same scale if the lot is divided with enough landscaping.

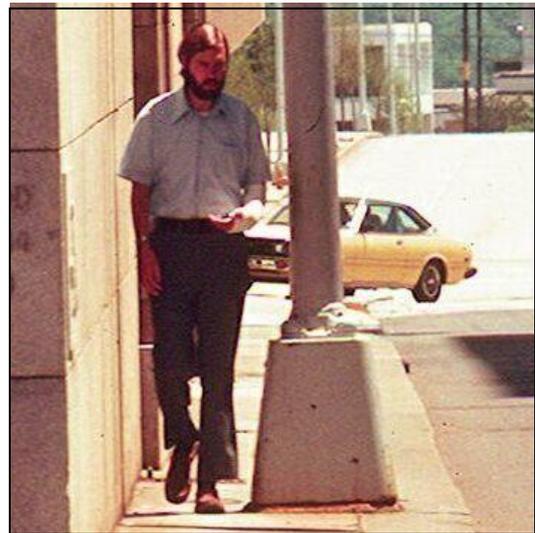
A last consideration of pedestrian – automobile safety deals with snow storage and removal practices. Snow must be dealt with. Sufficient space is required in order not to block visibility, required by both pedestrians and motorists for their safe interaction.

Another form of safety is personal security, both real and perceived, which is enhanced in places of public visibility and activity. Hence, public spaces, both sidewalks and open spaces should be visible from a roadway or from other public spaces. Additionally, both sidewalks and spaces should be designed to meet their functions and to be comfortable in order to encourage public use.

Security also relates to public-private property distinctions, letting the pedestrian know where he should not be. For example, a fence, shrubbery, or a curb and grade change can designate the public-private boundary in clear, but inoffensive, manner.

- **Impedances**

Impedances are those things that interrupt or hinder pedestrian activity and movement. Usually, this is caused by a sidewalk being too narrow. Usual impedances along sidewalks are utility and sign poles, vending machines, signs or street furniture where there is insufficient space.



Impedances may be caused by a later decision.

- **Physical Comfort**

Physical comfort is achieved through all of the preceding considerations and through the detailed design and the provision of amenities.

The pedestrian will feel a greater sense of belonging when his needs are met. This raises questions such as: (1) can one get to the center and find parking easily in order to become a pedestrian; (2) are there landmarks to describe where to meet a friend or find a particular activity; (3) is the walking surface smooth; (4) are stairs and ramps well configured; (5) is the area well lighted at night; (6) are there trees and shrubs to soften hard surfaces; (7) is there somewhere comfortable to sit, (8) is there a drinking fountain; (9) is there a clean public restroom; and (10) is public information easily available? Public information includes location, public service, memorial and historical information.



A logical place for trash, next to seating.



A public drinking fountain at the Common.



Comfortable seating, trees, and a fountain.

D. Building Form and Compatibility

Building form, its scale, character and design detail are the primary building blocks of the built environment. This built environment creates the community's village and rural character that Goffstown wishes to retain, and is the environment in which the Goffstown pedestrian functions.

- **Preservation**

An existing village center has existing buildings. Some are historically architectural gems and some are background buildings. They may be unaltered from the date of their construction, or there may have been alterations and demolitions and additions. Remembering the importance

of sense of place and the part played by the unique architecture of the village center, there are several considerations.

The first consideration should generally be to preserve existing structures. Here one should:

1. Avoid false historical themes, creating “fake” architectural styles;
2. Remove slipcovers, that is building coverings typically added in the 1960’s and 1970’s to “modernize” facades;
3. Retain or replace blocked doors, transoms and windows;
4. Save, uncover, repair and replace cornices, moldings, brackets and other architectural details that have been damaged or lost; and
5. Use materials appropriate to the existing construction and its architectural style.



A Strong Architectural Statement.

- **Building Size and Scale**

While it is not desirable to have identical or uniform buildings, there are scale and compatible considerations. In terms of buildings, there are a number of aspects to consider.

First, it is not Goffstown’s objective to create a village of identical architectural styles. Today, they are many styles of building, Federal and Victorian, to name just two. A building’s orientation is also part of that architectural style, either parallel or at right angles to the street.

Compatibility with existing buildings, however, is desired. Consideration of relative size and mass of the building is, therefore, important.



Approximately 7,500 square feet in multiple stories and component parts is compatible with a village size and scale.



Approximately 12,500 square feet in multiple stories is compatible with a village commercial center’s size and scale.



Approximately 11,000 square feet, in a one story rectangular building is compatible in size, but not in scale with the surrounding buildings.

- **Roof Forms and Canopies**

Another strong element of a building is its roof form. Homes and other wood frame structures in Goffstown and New

England have typically had steeper roof forms than in other parts of the country. Slopes of 10/12 and 12/12 are common. The flatter slopes of 3/12 and 4/12 are more typical of the “ranch house” found outside of New England. The exception to this is commercial and industrial buildings that were built both in the late nineteenth century and contemporarily, and which are relatively larger scale structures.



*A 12/12 roof slope,
Meaning: 12" vertical to 12" horizontal.*

Compatibility in terms of roof form is also important when there are canopy structures. With modestly scaled projects, the canopy area is in scale with the adjacent building area. One good answer is to then connect the building and the canopy.



Compatible New England Village Architecture

When the canopy is too large to be in scale with the building, a connection may not be the best design response. In these cases, it may be best if the canopy does not have a 12/12 roof, but is designed with a simple form with a

narrow fascia, and plain in color so that it does not visually dominate the building, the site, or the streetscape.

- **Materials and Colors**

Compatibility in materials and colors relates somewhat to the type of structure. For example, Goffstown’s residential architecture is primarily of wood frame construction while masonry was utilized in the Goffstown village mill. School buildings and many newer commercial and industrial buildings in Pinardville are also of masonry.

Compatibility in materials and colors, however, are more influenced by contemporary, community taste. While one may think of the all-white New England village, “barn red” was used as an inexpensive paint color, and with Victorian architecture, a single building typically included multiple colors and/or varying values of the same hue.

Community taste, however, would probably dictate against bold, abstract paint patterns, or the regional earth tones color palette found in the southwestern United States.

- **Fencing**

Another “build element” that potentially has a great visual impact is fencing. This is because fencing is typically placed at the property’s boundary where it is highly visible.

In-character, pedestrian friendly fencing may be masonry, wooden or wrought iron, though decorative wrought iron in the “New Orleans” style is typically not in character. Additionally, woven wire, barbed wire and chain link fencing are undesirable forms of metal fencing, due to their physical and visual character. Where this degree of security is needed, the fencing itself should be screened with landscaping. An electric power

substation is an example of where this treatment is recommended.



Plain picket, wooden fencing with gate.



Plain, nearly solid, wooden fencing.



In-character metal fencing

When fencing is being utilized to separate public and private space, consideration may also be given to a grade change, or to landscaping, as a solution that requires less on-going maintenance, such as painting.

Fencing may also be utilized to screen service areas for non-residential uses. Here, the screening should be perceived as solid. It might, therefore, be either solid fencing or sufficiently dense evergreen plantings.

- **Landscaping and Other Elements**

Compatibility and visual comfort also relates to landscaping and other elements of visual interest. Because of limited rights-of-way, the building setback is usually needed as a space for street trees, as well as for landscaping to “set-off” the building. Because of this and of the village character in both Pinardville and the center of Goffstown, parking lots should not be placed in the setback. There may be vehicles parked in residential driveways, but in no case should the road, the pedestrian or sidewalk access, or the needed visibility for pedestrians or vehicles be blocked.

In addition to street trees and in-ground planting, landscaping includes various plant containers.



A large pot planter.



Concrete planters.



Wooden planters.

Other elements of visual interest might include such street furniture as a clock or the use of water in pools or fountains.



A small fountain with seating.

E. Village Housing

While there is a great deal of existing single-family housing in these village areas, most

new housing units will tend to be multifamily in character, whether the division of large existing homes, or new construction. Additionally, such multifamily housing is likely to be incorporated within, or in close proximity to, non-residential uses. Design review concerns, therefore, include the unique concerns arising from these circumstances, as well as the usual housing considerations.

- **Entries**

Entries should be off of public areas so that there is the natural security of visibility. There should be no natural “lurking” areas that are difficult to observe. Multiple entries in close proximity to each other assist in this security consideration.

At the same time, individual entries are most desirable. They provide a clear sense of identity and possession, and the resulting husbandry. For this reason, a duplex, triplex or a four-unit style of housing is usually preferred over a single apartment with one entry and corridor. A converted structure with several apartment units typically offers the opportunity for, and usually provides, separate, individual entries.



Residential entry with grade change.

The entry, itself, needs to be designed to provide a clear public-private distinction. This may be done, for

example, with a stoop, porch deck, or entry gate.

- **Private Outdoor Space**

With the higher density that is usually found in village areas, private outdoor open space is desirable. Such space may be small in size. The space, itself, might be a front porch, a small patio or a balcony. The privacy may be only implied, and might be achieved by low fencing, landscaping, or even by vertical distance.



An individual deck, screened from the side and to the rear, provides private outdoor open space at grade level.



A front porch is private outdoor open space, defined by level change and sense of enclosure.



Balconies provide private outdoor open space in multi-story situations.

- **Residential Parking**

While vehicle ownership is typically less from those living in village areas, parking still needs to be considered. Obviously, some degree of shared parking is expected, while dealing with the combined complexity of overnight parking, parking lot cleaning and winter snow removal.

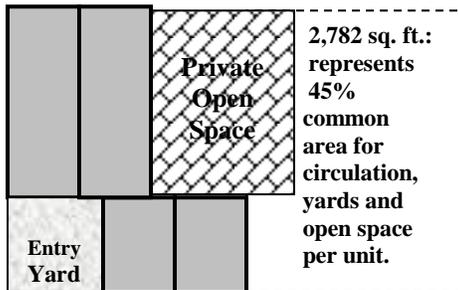
There is also the issue of other vehicles, that is, the outdoor storage for trailers, recreational equipment and boats. For these needs, the best solution is probably an off-site-secure facility.

F. Mixed-Use Development

Mixed-use development includes both residential and nonresidential uses. The non-residential portion has no specific density limitation, but is controlled by an approved site plan. The residential portion is controlled by density, i.e. maximum number of dwelling units per acre, and an approved site plan. The residential density, however, is based one of several typical building types.

- ### Density Basis and Typical Building Types

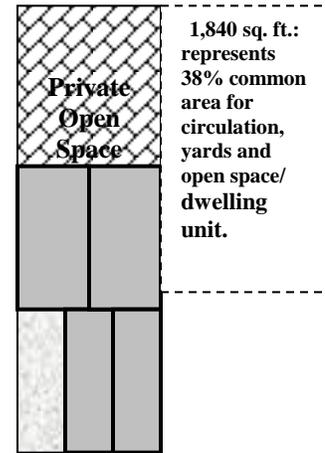
Patio homes, one-story units separated by patios, are typically developed at 6-8 du/acre. This assumption is based on an average of 30' x 40' home (1,200 sq. ft.), 20' x 30' garage/storage (600 sq. ft.), with 1,600 square feet of private yard and entry yard area, for a total of 3,400 square feet of ground per dwelling unit. It is also assumed that the dwelling unit spaces utilize 50-65% of the residential area, leaving 35-50% for common circulation, yards and open space.



PATIO HOME 30' x 40' home
@ 7 DU/Acre 20' x 30' garage/storage

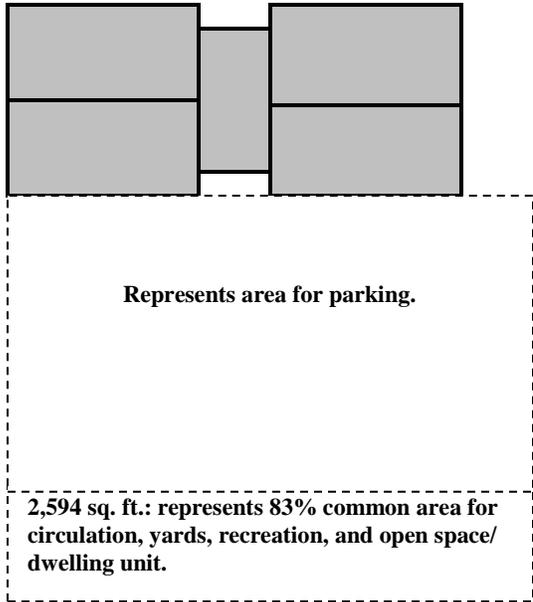
Town homes, two or three story units, connected at their sidewalls, but where units are not placed above each other, are typically developed at 8-10 du/acre. This assumption is based on a 30' x 30' building footprint (900 sq. ft. footprint and a 1,800 sq. ft. home) and 20' x 30' garage/storage (600 sq. ft.) and 1,500

square feet for private yard, and entry yard area, for a total of 3,000 square feet of ground per dwelling unit. It is also assumed that dwelling unit spaces utilize 48-60% of the residential area, leaving 40-52% for common circulation, yards and open space.



TOWN HOME 30' x 30' 2-story home
@ 9 DU/Acre 20' x 30' garage/storage

Apartments, three story units where units are above each other, are typically developed at 10-15 du/acre. This assumption is based on a walk-up garden apartment of 12 - 800 square foot units on 3 floors utilizing approximately 3,800 square feet of building land area and 3,600 square feet of parking, for a total of 7,400 square feet of ground, or 617 square feet per dwelling unit. Balconies typically provide the private open space. It is also assumed that dwelling building and parking spaces utilize 16-24% of the residential area, leaving 76-84% for common circulation, recreation, yards and open space.



APARTMENT 20' x 40' apartment unit
@ 14 DU/Acre 600 sq. ft parking area/unit

- **Applied Density**

Because property may include areas that are not available for residential use, there is a second standard to be compared to the zoning limitation. Here, one would look at the actual residential buildable area. This is the area that is buildable as defined by the zoning ordinance less the portion of the site that is not otherwise available for residential use because it is being utilized by for other uses. One would then apply the full density for the specific appropriate development type to this actual residential buildable area. This would be compared to the zoning limitation for a mixed-use project. The lesser number of units would be allowed via site plan review.

For example, for a 2-acre site in the VC district, the zoning ordinance would allow a maximum of 30 units, at 15 DU/acre. For a mixed-use project, the maximum would be 20 units, at 10/acre. If, however, the nonresidential use utilized 50% of the site and the

residential use was not to be above the nonresidential, 50% of the site would be the actual residential buildable area. Applying the development regulation standards for apartments, the site would support 15 units. The site plan would, therefore, be judged relative to these 15 units, in lieu of the 20 allowed by zoning.

If the non-residential use utilized only 25% of the site, 1½ acres would be available for residential use. Applying the development regulation standards for apartments in this situation, the development regulations would have allowed 22 units, but the zoning ordinance would limit this area to a maximum of 20 units.

- **Development Standards**

Development standards relate to how the pieces, that is the residential building and its parking and the nonresidential building and its parking, are designed together within the neighborhood. The basic objective of a mixed-use development is to integrate the parts so that there are not essentially two independent projects.

Housing Types: While the maximum allowed residential density is calculated based on a typical housing type, a lesser dense type of housing may be developed. In fact, while the choice of building type is the developers, patio homes and town homes are encouraged for the benefit of private open space, even though they provide much less common open space than with apartment structures.

Compatible Uses: The specific nonresidential use should be compatible with residential uses. For example, professional offices, retail or restaurant uses could be compatible with residential uses, while an automobile

repair facility or a drive through facility would likely be deemed not compatible.

Pedestrian, Bicycle Sidewalk

Connections: One primary way of interconnecting projects is through pedestrian/bicycle trails and sidewalks, which, therefore, should link residential and nonresidential uses, as well as parking areas.

Vehicular Circulation: Another primary way of interconnecting projects is through roads, which, therefore, should link residential and nonresidential uses, as well as their parking areas. One would also expect one, or coordinated, access patterns.

Parking: Depending on the specific nonresidential use, some degree of shared parking would be expected. Typically, one parking space per unit might be reserved and the others shared. Total parking demand would also reflect the specific characteristics of the location, the uses involved and any neighborhood alternatives.

The Larger Neighborhood: A mixed-use project should be integrated into its neighborhood, meaning that roads, sidewalks and parking resources should be considered as a whole and potentially inter-connected within the larger neighborhood.

G. Signs

The following design concepts are in addition to the regulations and limitations of the zoning ordinance. While signage relates to the pedestrian, it also relates to the other urban design topics. The subject of signage has, therefore, been put into its own section.

- **Legibility**

One part of legibility relates to the ability of the sign’s audience to read the sign’s words. This ability is dependent upon the distance to and the movement speed of the audience related to letter style, size and the amount of information being conveyed. Generally, depending upon color contrast, type style, size of letters conveying that information should increase depending upon the distance from the right-of-way.

Legible Letter Size by Viewing Distance

Viewing Distance	50'	100'	150'	200'	250'	300'
Minimum Height	2"	4"	6"	8"	10"	12"
Recommended Height	5"	8"	12"	16"	20"	24"

A sign designed for visibility from 40 mile per hour traffic should be entirely different from that message to be read from the sidewalk by a pedestrian. Additionally, because the pedestrian is much closer to the message, there is a maximum, as well as a minimum size. These, also depending upon type style, typically range between 3 and 8 inches in height.

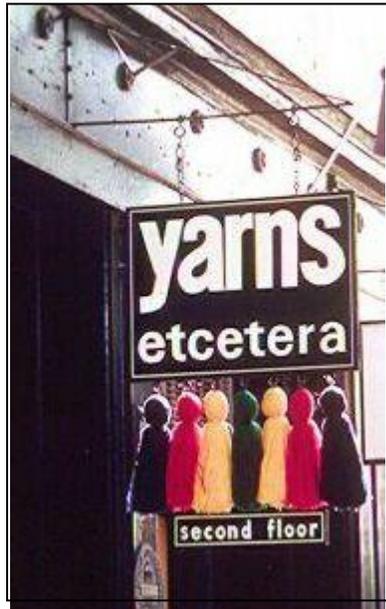


A small sign with few words and a clear style of print is legible from a passing vehicle.



Too many words and small lettering is not easily legible from a passing vehicle.

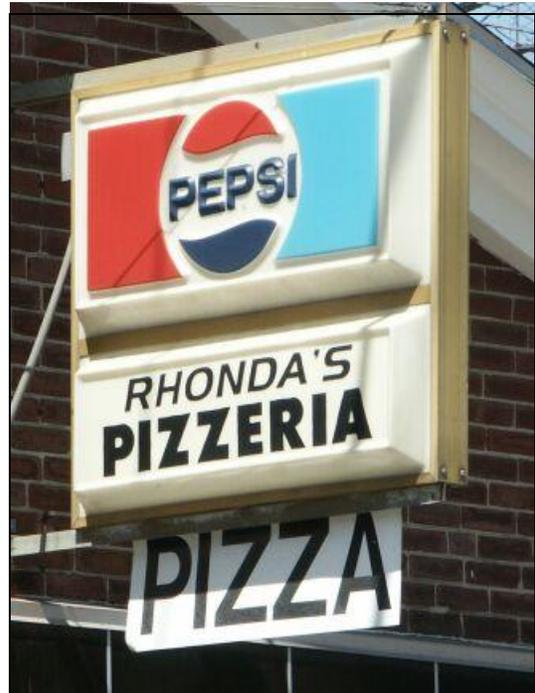
Legibility also relates to ability of the sign's audience to read the sign's imagery. Here, a business may strengthen its message by being clearer. A sign may indicate the business by a picture, a symbol or by its sign shape.



This product is evident.



This product symbol is classic.



Signs displaying national product logos are not compatible with Main Street design objectives.

Lastly, legibility required a lack of visual clutter between messages. Competitive messages can cancel each other out, harming our visual environment without successfully providing any discernable message.



Visual clutter cancels out all messages.

- **Compatibility**

Site-sign compatibility relates to freestanding signs. Generally, these signs should not be placed within the setback, an area that should be reserved for landscaping. If the building itself is placed at the setback line, then wall signage is usually sufficient for legibility from the right-of-way, without causing visual confusion. This objective applies to all existing and new non-residential areas.

Additionally, the ground-mounted or low sign, as opposed to the pole or pylon sign, is more in character with Goffstown's design objectives. This is particularly true for industrial parks, office parks and subdivision signs. It is also desirable for retail uses along the Route 114 corridor. The one potential exception might be those commercial areas of Pinardville that currently have pole or pylon signs, though a change away from non-ground mounted signs is desirable.



Low-Mounted Sign

Building-sign compatibility, on the other hand, is achieved by the sign's appropriate placement relative to the building's architecture and to the intended recipient of the sign's message.



The architecture usually provides appropriate areas for sign locations. In this case the awning is the most appropriate location. This clear lettering style with high color contrast is easily legible from moving vehicles.

In addition to how signs fit within the architecture, all the signs on one building should be compatible with each other. While signs need not be identical

they might use either the same color pallet or the same lettering style.

There are several sign examples that the Goffstown Main Street Program, Inc. would view as being incompatible with the character of the village center.

These include (1) internally illuminated or backlit signs or letters, (2) translucent internally lit canopies, and (3) extensive use of neon, (4) unframed porcelain enamel signs, and (5) signs sponsored by national products or displaying their product logos.

- **Buildings as Signs**

Sometimes the building itself is designed as a sign. This is usually done through building shape, roofline or color, not withstanding where the building is located or what its architectural context might be.



The Building Designed as a Sign

A less obvious situation is where a sign, meeting all sign size restrictions, is placed on the canopy fascia, and then the canopy itself displays the retailer's corporate colors. In effect, the whole canopy fascia has become the sign.



The entire canopy fascia has become a sign.

All of these ways of treating buildings as signs are undesirable as being out of the New England architectural character, and of usually dominating the otherwise positive scale of Goffstown's village-scaled visual character and streetscape.

- **Public Information**

There are several scales of public information, relative to its function. One scale is for that information directed to vehicles and their drivers. In addition to regulatory sign, the driver needs to orient himself, understand where he is located, where his destination is, and where he might park his vehicle. The objective should be clarity, as the driver must simultaneously be focused on his driving. Such clarity is achieved by utilizing only as many signs as required, utilizing standard message symbols, placing them in a uniform way so that their location is anticipated, and by insuring 9-1-1 approved street numbers are on all commercial buildings.

A second scale of public information is for the pedestrian. Such information deals with where things are located and what is going on. In terms of location, stores need small-scaled signage at the sidewalk zone, not just above their awning. Buildings with multiple tenants need directories in this same zone near their entries, with such directories meeting the compatibility tests.

Public information also tells about events. The classic element for these signs is the kiosk. Public information might also be educational. A building's historic plaque is just one form of such potential education. Other signs might explain where historic events happened or where certain businesses were located. An example might be descriptions relative to the Lion's Popcorn Stand.

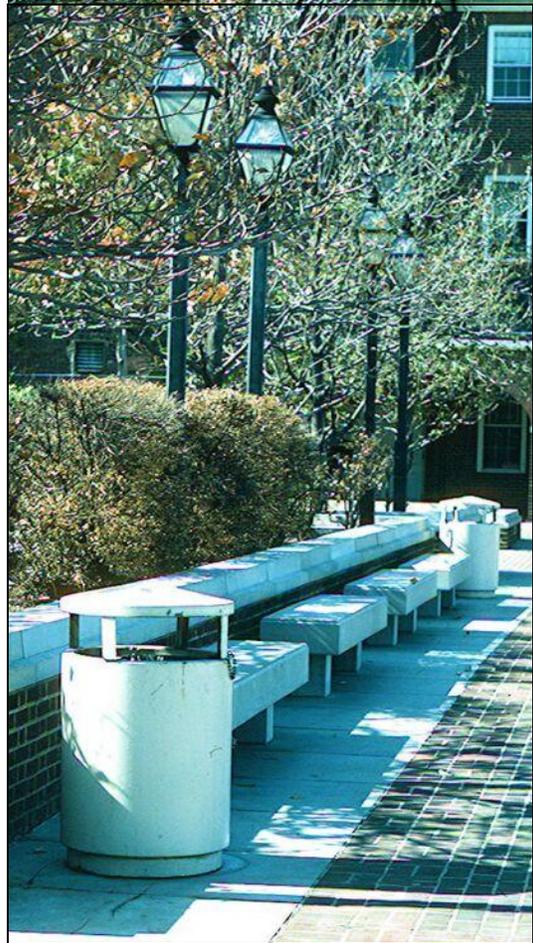


A building's historic plaque.

H. Lighting

While lighting relates to scale, security, physical comfort and visual comfort, the first consideration is to look at its function. It may be used to make a vehicle intersection more safe, to provide a rhythm as one proceeds down a boulevard, or to light a pedestrian walking surface.

One should, therefore, first be concerned with the height of the light fixture relative either to the road or to the sidewalk, the spread of its light, as well as limitation of its spread and glare.



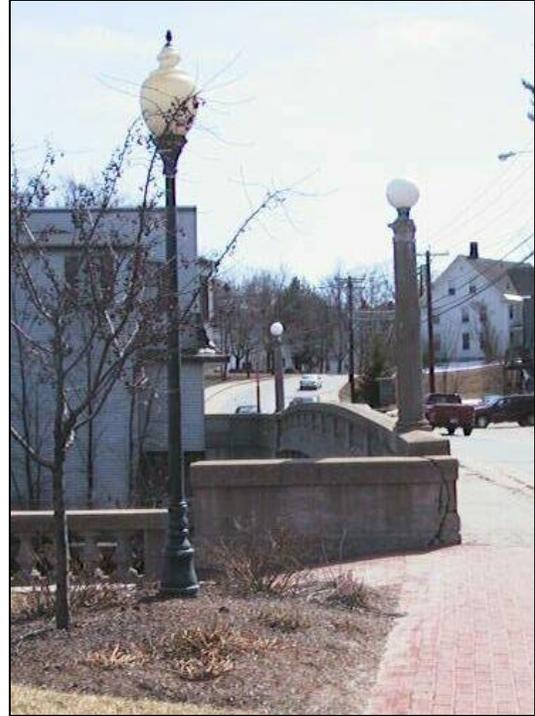
Height of lighting relates to its use, for pedestrians in this case.

The second aspect to be considered is the rhythm of light fixtures. One rhythm is appropriate for the pedestrian walking on a sidewalk, and another for the automobile moving at a much great speed. This rhythm also relates to other such elements like banners or hanging flower containers that utilize the same poles.



Rhythm of trees and streetlights

Lastly, one considers the choice of light fixture design. Here, the choice is one of design compatibility with the neighboring architecture.



These lights are compatible with Goffstown's historic villages architectural character.



These lights are less compatible with Goffstown's historic architectural characters.

Section 3: Additional Design Guidelines for Specific Locations

Based on on-going planning studies, there are some additional design guidelines that will vary by specific location, in addition to the general design guidelines that should be applied to all site plans. The specific locations have additional criteria because they have differing anticipated development densities and differing edge conditions.

- **Goffstown Village Mixed Use Center**

The mixed-use village center is that area within the Goffstown Main Street Program and the areas adjacent to it that include similar characteristics.

In addition to all the general design criteria, an affirmative response is desirable for each of the following questions?

1. Is retail space included where appropriate and feasible?
2. Is residential space included where appropriate and feasible?
3. Are front and side yards of commercial properties minimized?
4. Are buildings at least two stories in height?
5. Do the building's mass and proportion complement existing historic structures?
6. Is the dominant façade and entry similarly oriented to the street as other like, nearby buildings?
7. Do roofs harmonize in pitch and type within the proposal and adjacent buildings?
8. Do buildings have appropriate rear entries and rear show windows?
9. Are buildings constructed of appropriate materials?
10. Are building façades in appropriate scale and rhythm in terms of openings?
11. Is the building of appropriate color?
12. Is the signage of appropriate size and properly located?
13. Does the signage utilize symbols?
14. Is the adjoining outdoor space designed in relationship to the building?
15. Is the sidewalk of sufficient size and well designed, or should it be widened onto the property through easement area?
16. Is the landscaping sufficient and appropriate?
17. Are service areas appropriately screened?

- **Goffstown Village Water Front**

These criteria apply to properties in Goffstown's mixed-use center that are adjacent to the Piscataquog River. Here, in addition to the general design guidelines and the Goffstown Village Mixed Use Center guidelines, an affirmative response is desirable for each of the following questions:

1. Does this project make use of the unique opportunities provided by the river?
2. Does the project add to the river view for properties across the river?
3. Does the project add to the river view for the public from a street or public area?

- **Goffstown Village Residential Edge**

The village's residential edge is currently composed primarily of single-family homes on small lots. It is anticipated that duplex and multi-family buildings will be added to this area. It is important that the scale and character of these changes is done in a fashion that is in scale and character with the surrounding buildings and provides private outdoor area for their residents. An affirmative response is desirable for each of the following questions:

1. Is the front yard setback minimum allowed?

2. Is the front yard use similar to other neighborhood homes?
3. Is there a front porch facing the street?
4. Is the building of similar height as the adjacent buildings?
5. Do the building's mass and proportion complement existing neighborhood buildings?
6. Do roofs harmonize in pitch and type with the neighborhood dwellings?
7. Is there private outdoor open space for each dwelling unit?
8. Is the distinction clear between public and private outdoor spaces?
9. Are any accessory uses or structures in line with or behind the principal building's front?
10. Is all required off-street parking for home occupations in the side or rear yard?
11. Is all parking visually screened from the street?

- **Pinardville: Mast Road**

Pinardville is largely developed and is urban in character. No major land use changes are anticipated. An affirmative response, however, is desirable for each of the following questions:

1. Are front and side yards minimized along Mast Road?
2. Do the building mass and proportion of the proposal complement the scale of existing traditional buildings of similar type within close proximity?
3. Are the project's roof pitches and types in harmony?
4. Does the proposal reflect regional architectural traditions?
5. Does the proposal link, or allow the linking of, adjacent properties?
6. Does the proposal provide appropriate links, or their opportunity, to the rail trail, Saint Anselm College and other activities?

7. Are sidewalks and street trees provided along all adjacent streets?
8. Is signage appropriate in design and placement for its intended use?

- **Route 114 Corridor Activity Nodes**

Route 114 corridor nodes are located in the vicinity of Wallace, Normand and Henry Bridge Roads. These nodes are to be small concentrations of service and retail developments geared to the surrounding residential areas, not to the through traffic. An affirmative response is desirable for each of the following questions:

1. Are the structures in scale with the surrounding residential structures?
2. Does the architecture and landscaping closely resemble a traditional village?
3. Are the customer and service access points the side roads, not Route 114?
4. Is the parking clustered for joint common use?
5. Are parking lots screened from Route 114?
6. Are parking lots and service areas screened from surrounding residential uses?
7. Are parking areas not parallel to the street?
8. Is signage designed and located to be read from the side road, not Route 114?

- **Route 114 Corridor Between Activity Nodes**

The area between corridor nodes is to have minimum impact on the travel capacity of Route 114 and to appear rural. An affirmative response, is, therefore, desirable for each of the following questions:

1. Has there been, and is there proposed to be minimum clearing and grading of the site?

2. Is there a 100-foot deep greenbelt, existing or being replanted, along Route 114?
3. Have the number of curb cuts been minimized?
4. Is the access to this development from a side road?
5. Is the side road available for access to other developments?
6. Is the development, including its signage, designed to face the side road, not Route 114?

- **New Mixed-Use Village**

The new mixed-use village is located near the intersection of Routes 114 and 114A. This area's objective is to replicate the successful attributes of the traditional village without rigidity that would result in "cookie cutter" sameness. An affirmative response is, therefore, desirable for each of the following questions:

1. Are existing landscape features preserved to the extent practical?
2. Does architectural massing produce an arrangement of visually smaller, discrete units that create continuity along the street?
3. Do new buildings reflect regional architectural traditions?
4. Does the proposal allow for typical mixed-use?
5. Are accessory buildings and off street parking located to the side or rear of primary structures?
6. Are sidewalks and street trees proposed along all village roads?
7. Are service areas appropriately screened?
8. Is signage appropriately designed and located to be read?

- **Office and Industrial Parks**

It is anticipated that new business parks may be built on largely undeveloped, wooded land. An affirmative response, is, therefore, desirable for each of the following questions:

1. Do natural landscape features define the proposed road and lot configurations?
2. Does the project propose minimal clearing and grading?
3. Is open space coordinated between projects to maximize contiguous areas?
4. Is parking to the rear or side of buildings?
5. Does the architecture and signage design respect the rural character and adjacent properties?
6. Is there discrete directional signage from Route 114, informational signage at the park entrance?
7. Does the project provide an appropriate trail link through the area?

- **Suburban Areas**

There will be some development of residential subdivisions, but very limited development requiring site plan review, in other suburban areas. In either event, an affirmative response is desirable for each of the following questions:

1. Are existing landscape features preserved to the extent practical?
2. Do natural landscape features define the proposed road and lot configurations?
3. Has there been, and is there proposed to be minimum clearing and grading of the site?
4. Is the area's rural character retained and enhanced?

Section 4: Design Review Checklist

General Design Review Checklist

	<u>Yes</u>	<u>Marginally</u>	<u>No</u>
Public Space and Sense of Place			
Is there good definition, or sense of enclosure, of outdoor space?	_____	_____	_____
Is the outdoor space of appropriate scale for its intended use?	_____	_____	_____
Is there, if possible, adaptive reuse and historic preservation?	_____	_____	_____
Are public spaces handicapped accessible?	_____	_____	_____
Building Pedestrian Relationship			
Is building height compatible with the neighborhood buildings?	_____	_____	_____
Is the building's façade, where seen, of a human scale?	_____	_____	_____
Is the streetscape's continuity strengthened by similar setbacks?	_____	_____	_____
Is the streetscape's continuity strengthened by minimal gaps?	_____	_____	_____
Penetrability			
Are windows well designed for their specific purpose?	_____	_____	_____
Is non-reflective glass used at grade level?	_____	_____	_____
Are pedestrian entries easily found within the façade?	_____	_____	_____
Are building entries at a human scale?	_____	_____	_____
Are buildings handicapped accessible?	_____	_____	_____
Building Location-Activity Relationship			
Are building uses compatible with neighboring activity or space?	_____	_____	_____
Is the location appropriate for activity being generated?	_____	_____	_____
Are inappropriate site activities screened from other properties?	_____	_____	_____
Is screening permanent and easily maintained?	_____	_____	_____
Sidewalks and Pedestrian Crossings			
Are sidewalks of sufficient width for unimpeded flow?	_____	_____	_____
Are sidewalks separated or buffered from vehicular traffic?	_____	_____	_____
Are pedestrian traffic crossings locations conveniently located?	_____	_____	_____
Parking Lots			
Is the parking kept out of the building setback area?	_____	_____	_____
Is there an easily comprehended vehicular circulation pattern?	_____	_____	_____
Are parking lots small in size, less than 20 spaces, or in scale due to their landscaping?	_____	_____	_____
Are there sidewalks between parking lots and probable destinations?	_____	_____	_____
Do buildings present a "front" to the adjacent parking lot?	_____	_____	_____
Are there clear public-private property boundaries?	_____	_____	_____
Physical Comfort			
Are all building entries connected by sidewalks?	_____	_____	_____
Are walking surfaces comfortable?	_____	_____	_____
Are stairs and ramps safe and comfortable?	_____	_____	_____
Is night lighting sufficient, but not glaring?	_____	_____	_____
Are appropriate street trees provided along all sidewalks?	_____	_____	_____
Is landscaping designed for the pedestrian's comfort?	_____	_____	_____
Is information sufficient to find on-site places or activities?	_____	_____	_____
Preservation			
Are all historically or architecturally significant buildings retained?	_____	_____	_____

	<u>Yes</u>	<u>Marginally</u>	<u>No</u>
Is the renovation of historically or architecturally significant buildings sensitively done in terms of preservation and reuse principals, as are recommended by the National Trust for Historic Preservation and its Main Street Program?	_____	_____	_____
Is the building's size and mass compatible with the surrounding environment?	_____	_____	_____
Is the roof form compatible with the building's architectural style and the surrounding built environment?	_____	_____	_____
Are all canopies compatible with the building's architectural form and with the surrounding built environment?	_____	_____	_____
Is the building's color compatible with its architectural style and with the surrounding built environment?	_____	_____	_____
Are the building's materials compatible with its architectural style and with the surrounding built environment?	_____	_____	_____
Urban Housing			
Are entries designed to provide clear public/private distinction?	_____	_____	_____
Is there private outdoor open space with each dwelling unit?	_____	_____	_____
Is the overnight parking vs. snow removal issues resolved?	_____	_____	_____
Are there outdoor storage opportunities available, or nearby?	_____	_____	_____
Signage			
Will the street related signage be easily comprehensible from a vehicle on the street, in relation to posted travel speeds?	_____	_____	_____
Will the pedestrian related signage be easily comprehensible from the sidewalk?	_____	_____	_____
Is the signage kept out of the building setback area?	_____	_____	_____
Is the signage appropriately placed on the building?	_____	_____	_____
Is signage not overly competitive and distracting?	_____	_____	_____
Is the building itself designed to function as the sign?	_____	_____	_____
Lighting			
Is there appropriate lighting for security and safety?	_____	_____	_____
Are fixture heights appropriate for their use, 12'-15' for pedestrian, and 30'-40' for vehicle, lighting?	_____	_____	_____
Do lighting pole placement provide for potential rhythm, 30'-50' apart for pedestrians and 150'-200' apart for vehicles?	_____	_____	_____
Are pole and fixture designs appropriate to the project's architecture style and the surrounding built environment?	_____	_____	_____

Area Specific Design Review Checklist

Goffstown Village Mixed-Use Center

Is retail space included where appropriate?	_____	_____	_____
Are buildings at least two stories in height?	_____	_____	_____
Do the building's mass and proportion complement existing built environment?	_____	_____	_____

	<u>Yes</u>	<u>Marginally</u>	<u>No</u>
Do roofs harmonize in pitch and type within the proposal and adjacent buildings?	_____	_____	_____
Do buildings have appropriate rear entries and show windows?	_____	_____	_____
Is the signage of appropriate size and properly located?	_____	_____	_____
Is the adjoining outdoor space designed in relationship to the building?	_____	_____	_____
Is the sidewalk of sufficient size and well designed?	_____	_____	_____
Is the landscaping, including street trees, sufficient and appropriate?	_____	_____	_____
Are service areas appropriately screened?	_____	_____	_____

Goffstown Village Water Front

Does this project make use of the unique river opportunities?	_____	_____	_____
Does the project add to the view form streets and other properties?	_____	_____	_____

Goffstown Village Residential Edge

Is there a front porch facing the street?	_____	_____	_____
Do the building's mass and proportion complement existing neighborhood buildings?	_____	_____	_____
Do roofs harmonize in pitch and type with the neighborhood dwellings?	_____	_____	_____
Is there private outdoor open space for each dwelling unit?	_____	_____	_____
Is the distinction clear between public and private outdoor spaces?	_____	_____	_____
Is all required off-street parking for home occupations in the side or rear yard?	_____	_____	_____
Is all parking visually screened from the street?	_____	_____	_____

Pinardville: Mast Road

Are front and side yards minimized along Mast Road?	_____	_____	_____
Do the building mass and proportion of the proposal complement the scale of existing traditional buildings of similar type within close proximity?	_____	_____	_____
Are the project's roof pitches and types in harmony?	_____	_____	_____
Does the proposal reflect regional architectural traditions?	_____	_____	_____
Does the proposal link, or allow the linking of, adjacent properties?	_____	_____	_____
Are sidewalks and street trees developed along all adjacent streets?	_____	_____	_____
Is signage appropriate in design and placement for its intended use?	_____	_____	_____

Route 114 Corridor, at Nodes

Are the structures in scale with the surrounding residential structures?	_____	_____	_____
Does the architecture and landscaping closely resemble a traditional village?	_____	_____	_____
Are the customer and service access points the side roads, not Route 114?	_____	_____	_____
Is the parking clustered for joint common use?	_____	_____	_____
Are parking lots screened from Route 114?	_____	_____	_____
Are parking lots and service areas screened from surrounding residential uses?	_____	_____	_____
Is signage designed and located to be read from the side road, not Route 114?	_____	_____	_____

	<u>Yes</u>	<u>Marginally</u>	<u>No</u>
New Mixed-Use Village			
Are existing landscape features preserved to the extent practical?	_____	_____	_____
Does architectural massing produce an arrangement of visually smaller, discrete units that create continuity along the street?	_____	_____	_____
Do new buildings reflect regional architectural traditions?	_____	_____	_____
Does the proposal allow for typical mixed-use?	_____	_____	_____
Are sidewalks and street trees proposed along all village roads?	_____	_____	_____
Are service areas appropriately screened?	_____	_____	_____
Is signage appropriately designed and located to be read?	_____	_____	_____

Route 114 Corridor, between Nodes

Has there been, and is there proposed to be minimum clearing and grading of the site?	_____	_____	_____
Is there a 100-foot buffer, existing or being replanted, along Route 114?	_____	_____	_____
Have the number of curb cuts been minimized?	_____	_____	_____
Is the side road available for access to other developments?	_____	_____	_____
Is the development, including its signage, designed to face the side road, not Route 114?	_____	_____	_____

Office and Industrial Parks

Do natural landscape features define the proposed road and lot?	_____	_____	_____
Does the project propose minimal clearing and grading?	_____	_____	_____
Is contiguous open space maximized between adjacent projects?	_____	_____	_____
Is parking to the rear or side of buildings?	_____	_____	_____
Does the architecture and signage design respect rural character?	_____	_____	_____
Does the project provide an appropriate trail link through the area?	_____	_____	_____

Suburban Areas

Are existing landscape features preserved to the extent practical?	_____	_____	_____
Do natural landscape features define the proposed road and lots?	_____	_____	_____
Has there been, and is there proposed to be minimum clearing and grading of the site?	_____	_____	_____
Is the area's rural character retained and enhanced?	_____	_____	_____

Other design opportunities. _____

Overall design review conclusions. _____

APPENDIX H

PRE-CONSTRUCTION MEETING RECORD

Project Name: _____ **Tax Map/Lot No.:** _____
Developer: _____ **Contractor:** _____
Reference No.: _____ **Date:** _____

THE FOLLOWING REQUIREMENTS ARE TO SUPPLEMENT THE TOWN OF GOFFSTOWN SUBDIVISION REGULATIONS AND THE NHDOT STANDARD SPECIFICATIONS AND IN NO WAY SUPERCEEDS THOSE REQUIREMENTS

1. Preliminary Actions

- a) Install a project sign at the beginning of the project with all pertinent emergency/contact information (Contractor and Developer names and phone numbers).
- b) Re-flag all wetland conservation districts, and other restricted areas specified by the Town Engineer, prior to clearing and grubbing.

2. Erosion Control

- a) Submit a copy of the Stormwater Pollution Prevention Plan (SWPPP) to the Town Engineer for review if more than 1 acre is disturbed. Keep a copy of the SWPPP on site at all times.
- b) It is the responsibility of the Contractor to install and maintain all erosion control throughout the project until such time it is deemed by the Town Engineer that adequate vegetation is established to warrant its removal.
- c) All permanent erosion control measures shall be constructed and stabilized prior to accepting any stormwater runoff.
- d) Stabilized construction entrances shall be installed prior to any off-site trucking and properly maintained throughout the project. DPW minimum requirements are as follows: 1-1/2 in. stone size, 6 inch thick, 24 feet wide, 50 feet long, and place filter fabric beneath entire stone entrance.
- e) It is the responsibility of the Contractor to control blowing dust, soil and other airborne materials. A water truck or other appropriate dust control measure must be available on site at all times.
- f) In the event of failure, the Town Engineer will issue a written notice and allow a reasonable amount of time to fix the issue. If the failure is not corrected the job site can be shut down or fines can be applied per the Development Regulations.

3. Clear and Grubbing

- a) After the roadway has been cleared and grubbed, the subgrade material shall be proof rolled prior to the placement of subsequent materials.
- b) All trees whose roots have been significantly damaged shall be removed.
- c) If water is encountered within 3' of the subgrade, it must be brought to the attention of the Town Engineer immediately. The Town Engineer will evaluate the need for underdrain.
- d) All ledge and boulders encountered within 18" of subgrade shall be removed and replaced with granular material (NHDOT Standard Specifications - Section 209).
- e) Grade stakes shall be placed every 50 feet and shall be clearly labeled with finish centerline grade, station number and offset distance.
- f) Wetland areas shall be properly flagged.
- g) Approval of clearing and grubbing is required prior to commencing other work.

4. Placing Fill

- a) Fill material shall be a granular material (NHDOT Standard Specifications - Section 209).
- b) Loose lift thickness shall not exceed 24" in depth.

- c) No stones greater than 2/3 the lift thickness (24" lift - 18" maximum stones) will be allowed.
- d) Any segregation of larger stones shall be filled in with a sand material ensuring no voids within the subgrade.
- e) Fill material shall be compacted to 95 percent standard Proctor and tested for all fills greater than 4 feet.
- f) Fill material shall **NOT** be placed on frozen ground.
- g) Unsuitable material as defined by the NHDOT Standard Specifications shall be removed to a depth of 2 feet below subgrade.

5. Drainage

- a) All pipes shall be approved by the Town Engineer prior to placement.
- b) Any pipe not true in alignment and grade or shows undue settlement after placement or is damaged shall be removed and replaced.
- c) Reinforced concrete gasket pipe or HDPE pipe shall be used per the plans or as called for by the Town Engineer.
- d) Pipe shall be placed on a minimum of 6" bed of crushed stone up to 1/2 the diameter of the pipe. Place fabric layer over stone and backfill with sand or gravel material free from stones greater than 3" in diameter or other unsuitable material.
- e) All trenches must be inspected by the Town Engineer after pipe has been installed with stone to halfway up pipe.
- f) After the Town Engineer approves installed drain pipes, the Contractor can then place and compact the sand or gravel to a depth of 12" above the pipe. The Town Engineer will then inspect the trench and approve it for backfilling.
- g) Remaining backfill shall be thoroughly compacted in 12-inch lifts and be free from stones greater than 3" in diameter.
- h) 10 foot wide access roads are required to all drainage outlet structures and pipes. The access road should be constructed per the recommendations of the Town Engineer.
- i) At no time can pipe be backfilled without approval from the Town Engineer.
- j) Approval of all installed drainage is required prior to subgrade preparation.

6. Subgrade

- a) Prior to subgrade approval:
 - i) Install fire cistern.
 - ii) Install all drainage pipes and shape all treatment swales and detention basins. (Roadside swales will be built in conjunction with the gravel lifts.)
 - iii) Stabilize all treatment swales, detention ponds and side slopes
- b) Subgrade shall be properly crowned to a 2% minimum and withstand a tolerance of 1-inch
- c) Complete an as-built of the subgrade centerline to verify that the elevations of the road are per the approved plan. Submit to Town Engineer for review.
- d) The Town Engineer will string subgrade to check crown only after the centerline as-built has been approved.
- e) Approval of the subgrade elevations and crown by the Town Engineer is required prior to placement of gravels.

7. Gravels

- a) Prior to placement of any gravel material, a sieve analysis and standard Proctor shall be done and the results sent to the Town Engineer for review. The material shall meet the requirements of the NHDOT Standard Specifications – Section 304.
- b) Each gravel lift shall be properly crowned to a 2% minimum and withstand a tolerance of 1/2- inch.
- c) Bank run material shall be placed in one, 12-inch lifts and compacted to 95 percent standard Proctor and tested.
- d) Only after the Town Engineer approves bank run gravel can the crushed gravel be placed.
- e) Crushed gravel shall be placed in one; 6-inch lift compacted to 95 percent standard Proctor and tested.

8. Driveway Permits/Building Permits

- a) Prior to the issuance of any driveway permits, the following must be completed:
 - i) Complete steps 1 through 6 on this Pre-Construction Form.

- ii) Maintain erosion control as called for on the plans or where required by the Town Engineer.
- iii) Install lot signs on each lot.
- iv) Complete all roadside swales and stabilize.
- v) Install all signage (street signs, stop signs, etc.) per the plans.
- b) Prior to the issuance of a building permit for a new building, the following must be completed:
 - i) Permanent driveway culvert and headwalls shall be installed.
 - ii) Obtain approval from Fire Department for functioning cistern, including pump test and both leakage tests.

9. Pavement

- a) Complete an as-built of the crushed gravel centerline, after fine grading, to verify that the elevations of the road are per the approved plan. Submit to Town Engineer for review a minimum of 1 business day prior to placement of the base course pavement.
- b) No paving will be allowed between November 15 to May 1 without written approval from the DPW Director or Town Engineer.
- c) The ground temperature for base course pavement shall be 40 degrees and rising.
- d) Base course pavement will not be accepted until it has been in place for a minimum of one winter season at which time the wearing course can be placed.
- e) Base course shall be 2 ½ inches compacted (Type B).
- f) If a 2% minimum crown does not exist, a shim course may be required prior to placement of top course to obtain proper crown.
- g) The ground temperature for wearing course pavement or a shim course shall be 50 degrees and rising.
- h) Wearing course shall be 1 ½ inches compacted (Type E).

10. Certificate of Occupancy

- a) Prior to the Town issuing any Certificate of Occupancy, the following must be completed:
 - i) Complete steps 1 through 8 (e) on this Pre-Construction Form.
 - ii) Install any curbing (granite or bituminous). Curbing is to be backfilled with gravel material and patched with base course.
 - iii) Install all safety features such as guardrail.
 - iv) Install all street poles and lighting per the plans.
 - v) Install all bounds as approved. All granite bounds shall have a magnetic disk or rod for relocation purposes. Submit certification of bounds.
 - vi) Stabilize entire site even if only with temporary means (jute matting, hay, mulch), to the satisfaction of the Town Engineer.

11. Final Acceptance

- a) The following must be completed to obtain final acceptance of the road by the Town:
 - i) Complete steps 1 through 9 on this Pre-Construction Form.
 - ii) Install top course pavement.
 - iii) Submit stamped/certified as-builts (plan and profile sheets) to the DPW in paper, mylar and approved digital form.
 - iv) Submit all recordable easements and deeds, using provided templates, to the Town for Selectman acceptance.
 - v) Submit certification of bounds.
 - vi) Finish all site improvements per the approved plan and any other conditions of approval listed on the Notice of Decision by the Planning Board.
 - vii) Schedule a final site walkthrough with the Town Engineer. A punch list will be generated after that site walk and all punch list items must be completed.
 - viii) All improvements, or if phased, the currently approved phase, shall be completed within two years of approval. If this is not done, the Town will review the need to draw down the bond and complete the work.

12. Other Requirements

- a) The Town Engineer requires a minimum of 1 business day’s notice prior to any inspection.
- b) The Town Engineer shall be present for all compaction testing. All compaction test results shall be forwarded to the Town Engineer.
- c) The Town Engineer may send a representative to complete an inspection if necessary.
- d) All electrical transformers, hand holes and pedestals shall be setback a minimum of 8 feet beyond the curb line. If any of these are beyond the ROW, they shall be defined within an easement.
- e) Sewer placement shall comply with NHDES Standards of Design and Construction for Sewerage and Wastewater Treatment Facilities.
- f) Well placement shall be as shown on the approved plan. Required protective well radius shall not encumber other private properties or the ROW without an easement or an executed waiver of liability.
- g) All approvals must be in written form by the Town Engineer.

I agree to the above requirements:

Contractor Representative:

Developer Representative:

Date

Date

Note: (1) Subgrade approval requires an installed cistern.