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***TOWN OF HOLLIS, NEW HAMPSHIRE***

***SUBDIVISION REGULATIONS***



*Amended*

*November 25, 1986*

*February 23, 1988*

*October 4, 1998*

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*February 6, 2001*

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## SECTION I. AUTHORITY

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

## SECTION II. DEFINITIONS

- A. **ABUTTER** shall mean any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. In addition, those properties lying within fifty (50) feet of the subject property shall also be considered abutters and shall be provided due notice. 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 officers of the collective or association, as defined in RSA 356-B:3, XXIII. 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 manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term “abutter” includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board. In addition, those properties lying with fifty (50) feet of the subject property shall also be considered abutters and shall be provided due notice.
- B. **APPROVAL** shall mean recognition by the Planning Board, certified by written endorsement on the plat, that the final plat submission meets the requirements of these Regulations and satisfies, in the judgment of the Planning Board, all criteria of good planning and design.
- C. **BOARD** shall mean the Planning Board of the Town of Hollis, New Hampshire.
- D. **CERTIFIED SOIL SCIENTIST** shall mean a person whose professional qualifications include certification by the State of New Hampshire as being able to perform on-site field work pertaining to the classification and mapping of soils by soil types, according to the physical characteristics of depth, color, horizon, texture, slope and drainage under the “Site Specific Soil Mapping Standards for New Hampshire and Vermont, Society of Soil Scientists of Northern New England”.
- E. **CERTIFIED WETLAND SCIENTIST** shall mean a person whose professional qualifications include certification by the State of New Hampshire as being able to perform on-site field work to identify, classify and delineate various wetlands and their types on a particular site, by the observation of hydrophytic vegetation, hydric soils and wetlands hydrology.
- F. **COMPLETE APPLICATION** shall mean an application submitted to the Board for the purpose of land subdivision, and containing all submissions and fees as required in Section III., Subdivision Procedure; and as noted in the Subdivision Checklist located in the Appendix.
- G. **ENGINEER** shall mean the duly designated engineer of the Town of Hollis, or, if there is no such official, the planning consultant or official assigned by the Selectmen.
- H. **FINAL PLAT** shall mean the map, drawing or chart on which the subdivider’s plan of subdivision is presented to the Hollis Planning Board for approval, and which, if approved, will be submitted to the Register of Deeds of Hillsborough County for recording.
- I. **LICENSED LAND SURVEYOR** shall mean a person whose professional qualifications include licensure by the State of New Hampshire to engage in the practice of land surveying.
- J. **LICENSED PROFESSIONAL ENGINEER** shall mean a person whom by professional education and practical experience is qualified and licensed to practice engineering in the State of New Hampshire.
- K. **MASTER PLAN** shall mean a plan for the development of the Town of Hollis adopted in accordance with the provisions of Chapter 675:6 of the New Hampshire Revised Statutes Annotated, as amended. Such Master Plan, with the accompanying necessary maps, plats, charts and descriptive matter, shall be designated with the intention of showing as fully as is possible and practical the recommendations of the

Board for the desirable development of the territory, legally and logically within the scope of its planning jurisdiction.

- L. **MINOR SUBDIVISION** shall mean a subdivision of five (5) lots or fewer with no potential for resubdivision, and requiring no new street or extension of existing streets. Minor subdivisions shall not come under Section III.2, Point-Criteria System.
- M. **STREET** shall mean, relate to and include street, avenue, boulevard, road, alley, highway and other public rights-of-way exclusive of driveways serving not more than two (2) adjacent lots.
- N. **SUBDIVISION** shall mean the division of the lot, tract or parcel of land into two (2) or more lots, plats sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes resubdivision, and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among several owners shall be deemed subdivision under this regulation.

## SECTION III. PROCEDURE

### SECTION III.1. SUBDIVISION PROCEDURE

- A. **APPLICATION:** Before any subdivision is made, or before the transfer or sale of any part thereof, or before the construction of streets, or before the installation of municipal services therein, or before any application for a permit for the erection of a structure thereon shall be made, the owner thereof or his authorized agent, shall apply in writing to the Planning Board of the Town of Hollis, for approval of such subdivision. The application shall be made on the form provided by the Hollis Planning Board.
- B. **(1) OPTIONAL PRE-APPLICATION REVIEW:** The Planning Board recognizes the desirability of being able to meet with a potential applicant prior to the submission of a formal application to discuss the concepts of a proposal. The purpose of the conceptual consultation is to ensure complete knowledge of applicable rules and regulations, to save time in the preparation of plans, to ensure that an adequate plan is submitted and to acquaint the Board with the intentions of the applicant.

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

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

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

- C. Application and plans will be reviewed by Planning Staff for conformance with the requirements of these regulations. A Complete Application sufficient to invoke jurisdiction of the Board shall be submitted to and accepted by the Board only at a public meeting of the Board with notice as provided in Section III.1.E. Only the Board can make a final determination as to an application's completeness; if Planning Staff, in its opinion, finds an application to be incomplete, an applicant may nevertheless direct that it be submitted to the Board to determine whether it is sufficiently complete for acceptance.

Final applications must be accompanied by a list including the names and mailing addresses of the following:

- the applicant;
- all holders of conservation, preservation or agricultural restrictions on the subject property or properties, as indicated in town records not more than five (5) days before the day of filing;
- all abutters, including the holders of conservation, preservation or agricultural restrictions on abutting properties as indicated in town records not more than five (5) days before the day of

filing;

- any owner of any upstream dam, if applicable;
- any engineer, architect, land surveyor, wetland or soil scientist whose professional seal appears on any plat submitted as part of the application.

In addition, the application must include the payment of all fees as per the approved schedule of fees; five (5) prints of all the drawings to be recorded, five(5) prints of topography and road profiles.

- D. The Planning Board shall, at the next regular meeting or within 30 days following the delivery of the application, determine if the application is complete and shall vote upon its acceptance. Upon determination by the Board that a submitted application is complete according to the Board's regulations, the Board shall begin formal consideration and shall act to approve, conditionally approve or disapprove the application within 65 days, subject to extensions and waivers per RSA 674:4.
- E. The Planning Board shall send notice of the date upon which the application will be formally submitted to the Board. Such notice will be sent by certified mail at least ten (10) days prior to the meeting to the applicant, all abutters, including the holders of conservation, preservation or agricultural restrictions on abutting properties as indicated in town records not more than five (5) days before the day of filing; all holders of conservation, preservation or agricultural restrictions on the subject property or properties, as indicated in town records not more than five (5) days before the day of filing; and any engineer, architect, land surveyor, wetland or soil scientist whose professional seal appears on any plat submitted as part of the application. For proposals near rivers and streams and downstream of a dam, the Planning Board shall also notify by certified mail the owners of the upstream dam and the Department of Environmental Services Dam Bureau. Notice to the general public shall also be given by posting in two (2) public places in the Town of Hollis at least ten (10) days prior to the meeting. The notice will include a description of the proposal, the name of the applicant, and the location of the proposal. The notice of formal submission may also include the date, time and place of the general public hearing on the proposal. If the time, date and place of an adjourned session of any properly noticed public hearing is made known at the hearing, additional notice for the continuance of the hearing is not required.

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

Expedited Review:

1. The Planning Board may, at its discretion, and upon written request of the applicant, hold the acceptance meeting and the public hearing on the same night. Such expedited review shall be only for minor subdivisions, which create no more than five (5) building lots or for proposals; which do not involve the creation of lots for building purposes.
  2. No application for expedited review shall be approved without full and proper notice to abutters and the public as noted above.
- F. **EXTENSION:** The Planning Board may apply to the Selectmen for an extension not to exceed an additional ninety (90) days before acting to approve or disapprove an application. An applicant may waive the requirement for Planning Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable.
- G. **DISAPPROVAL OF APPLICATION:** In case of disapproval of any application submitted to the Planning Board, the ground(s) for such disapproval shall be adequately stated in the records of the Planning Board.
- H. **FEES:** The Planning Board shall impose fees for subdivision procedures in accordance with the approved fee schedule.

In addition, the Board may impose other fees to cover the administrative expense, including Mylar filing fees, costs of special investigative studies, review and recording of documents, and other matters, which may be required by particular applications. Fees for professional planning, engineering, and legal and other consultant review shall be paid by the applicant. Funds will be collected by the Town of Hollis and held in a separate escrow account. Any monies remaining at the completion of the review process will be returned

to the applicant.

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

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

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

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

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

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

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

#### **CRITERIA**

		<b>Maximum Number Points Allowed</b>
1. Soil Limitations for town planning according to the Hillsborough Co. Soil Conservation Service		10
Slight.....	10	
Moderate.....	5	
Severe.....	0	
2. House lot driveway access:		10
To local subdivision road.....	10	
To minor collector street.....	5	
To collector street.....	0	
To arterial street.....	-5	
3. Layout & Design		10
Conventional layout with interior road, looped connector to other roads.....	10	
Conventional layout with interior road and turn-around.....	5	
Strip development without back lots.....	2	
Strip development with back lots and multiple drives.....	0	

4. Location of subdivision by zone:		10
Residential.....	10	
Rural Lands.....	5	
Recreational.....	2	
Water Supply Conservation.....	-5	
5. Public and private open space included in the development:		10
20% gross area.....	10	
10% gross area.....	5	
5% gross area.....	2	
Minimum to O.....	0	
6. Places land under permanent conservation easement:		10
Two (2) points per five (5) acres for permanent conservation easements		
7. Fire and police protection: should not require unusual expansion of fire or police protection police protection by size of locations of subdivisions.		10
Less than 1 mile from Town Center.....	10	
Less than 1-2 miles from Town Center.....	5	
Less than 2-3 miles from Town Center.....	2	
Over 3 miles from Town Center.....	0	
8. Town road now servicing the subdivision:		10
Paved road in good condition.....	10	
Paved road needs improvement to handle increased traffic.....	5	
Graveled road up to grade.....	0	
Graveled road not up to grade.....	-5	
Unimproved road-not suitable for development.....	-10	
9. Hollis Planning Board Discretionary Points to include such consideration as:		20
Upgrades town facility beyond normal requirements (roads, fire protection, parks, sidewalks, bike paths).....	5	
Develops public open space land for suitable use.....	5	
Site design harmonious with the natural setting, making best use of vegetation and structures for screening, landscaping with minimal disturbance to natural terrain and/or underground telephone and utilities.....	10	
		100 Maximum Total

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

**K. *WAIVERS:*** Pursuant to RSA 674:36, II (n), Waivers may be granted to any of the requirements of these Subdivision Regulations, provided the Planning Board finds, by majority vote, that:

1. Strict conformity could pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or
2. Specific circumstances relative to the subdivision, or conditions of land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.

All requests for waiver(s) pursuant to this section shall be submitted in writing, and shall be included in the package of materials submitted by the applicant with their request for application acceptance. Such waiver request(s) shall be supported by sufficient grounds, supporting one of the two noted criteria outlined above, to demonstrate to the Planning Board why a waiver of a specific regulation is necessary.

**L. *BUILDING IN THE FLOOD PLAIN.*** For subdivisions and site plans that involve land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP):

3. 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.

4. The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).
5. The Planning Board shall require the applicant to submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow a determination that:
  - a. all such proposals are consistent with the need to minimize flood damage;
  - b. all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
  - c. adequate drainage is provided so as to reduce exposure to flood hazards.

## SECTION IV. GENERAL REQUIREMENTS FOR LAND SUBDIVISION

### SECTION IV.1. GENERAL REQUIREMENTS

- A. **PUBLIC SAFETY:** Land of such a character that it cannot be safely used for building purposes because of exceptional danger to health or peril from fire, flood, or other menace shall not be platted for residential occupancy nor for such other uses as may increase danger to health, life or property or aggravate the flood hazard, until appropriate measures have been taken by the owner or his agent to substantially eliminate such hazards.
- B. **SCATTERED OR PREMATURE SUBDIVISION:** Scattered or Premature Subdivision of land for building purposes which would create one of the following conditions shall be prohibited:
  1. Danger or injury to health, safety or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire department or other public services;
  2. Necessitate an excessive expenditure of public funds for the supply of such services;
- C. **ACCESSIBILITY:** Spaces of adequate proportions shall be maintained to afford light, air and access for firefighting apparatus and equipment to buildings. A determination of adequate accessibility will be made by the Chief of the Fire Department.
- D. **WETLANDS, SWAMPS AND WATER COURSES:** No residential, commercial, or industrial use shall be platted that requires filling of or destroying of natural wetlands, nor shall natural swamps, potable water supplies and water courses be destroyed or diverted to provide access to or enlarge adjacent dry land areas without approval of the appropriate State agencies as well as the Planning Board as per (Reference Wetlands Ordinance)
- E. **CONSTRUCTION:** No construction shall be permitted in any subdivision in accordance with RSA 149-E:s (Sewage Disposal Systems) until final approval has been granted by the Planning Board.
- F. **ADDITIONAL STUDIES:** For major subdivisions, the Planning Board may require, as part of the subdivision application, the submittal of studies to address specific site related impacts. The required studies may include, but not necessarily be limited to:
  - a. **Environmental Hazard Analysis:** An environmental impact assessment (EIA) is an assessment of the possible impact, positive or negative, that a proposed project may have on the natural environment. It is the process of identifying, predicting, evaluating and mitigating the biophysical, social, and other relevant effects of development proposals prior to major decisions being taken and commitments made.
  - b. **Wildlife Habitat Inventory and Assessment:** The Wildlife Habitat Inventory and Assessment (WHIA) shall be completed on site by a wildlife biologist *approved by the Hollis Conservation Commission*. In order to complete a thorough inventory and assessment of the habitats and wildlife on the site, the Planning Board may require that the Wildlife Habitat Inventory and Assessment be completed over the course of all four seasons. All season assessments may be necessary to identify unique wildlife areas including, but not limited to: vernal pools, deer

wintering areas, bird migration stopover habitats, mast production areas utilized by wildlife, and hibernation sites of bats and other mammals.

The Wildlife Habitat Inventory and Assessment shall include:

- The subdivision or site plan. The plan shall include total acreage; total proposed developed acres; total proposed open space acres; and the subdivision or site plan layout. In the case of site plans the layout shall include the location of any proposed structures; parking lots; roads; driveways and stormwater treatment facilities. In the case of subdivisions, the plan shall show the locations of any proposed roads; driveways; house lots and stormwater treatment facilities.
- A locus map of the site showing surrounding land uses (i.e. residential, commercial, industrial, agricultural, recreational, conservation, et.al.).
- Aerial photos showing habitat types, wildlife corridors, wetlands, vernal pools and other key site features overlaid on the proposed subdivision or site plan.
- A description of the methodologies used to identify, inventory and assess wildlife habitats and corridors, wetlands, and vernal pools.
- A memo from the Natural Heritage Bureau regarding the occurrence of rare, threatened and/or endangered species of plants and animals on or within the vicinity of the site.
- An inventory of observed and potential species of plants and animals, especially state-listed species or those listed in the NH Wildlife Action Plan as species of conservation or management concern. This inventory should also include indicators (scat, tracks, bird calls, et.al.) of the presence of species not directly observed.
- Photos taken during the site visit of the representative habitat types and, if possible, of observed species.
- A risk assessment of the potential impacts to wildlife and wildlife habitat from the proposed development. This assessment should include, but not be limited to wetland dredging and/or filling, habitat fragmentation and non-point source pollution of surface waters (i.e. stormwater runoff). It should also include a description of the type (positive, negative, neutral) and magnitude of impact, and likely influence on the long-term sustainability of local populations of each species listed in the inventory.
- Recommendations to minimize and mitigate the potential impacts.

The completed WHIA Study shall be submitted to the Hollis Conservation Commission and the Hollis Planning Board for review and comment.

NOTE: The Hollis Conservation Commission and the Hollis Planning Board strongly advises the use of the New Hampshire Fish and Game Wildlife Action Plan (2005, as revised) as a guide to completing the WHIA Study

Source documents for the compilation of this Wildlife Habitat Inventory and Assessment include:

1. *Identifying and Protecting New Hampshire's Significant Wildlife Habitat: A Guide for Towns and Conservation Groups*, authored by John Kanter, Rebeca Suomala and Ellen Snyder, published by the Nongame and Endangered Wildlife Program of New Hampshire Fish and Game Department, 2001.
  2. *New Hampshire Wildlife Action Plan*; New Hampshire Fish and Game Department, 2005.
- c. **Traffic:** An analysis of the traffic that will be generated by the proposed development and the projected impact on the surrounding area. The scoping of this type of study shall be developed in concert with the Board and other town Departments (Police & DPW). The study scope may include: peak hour details, key intersection capacity analysis, level of service impacts, anticipated construction- related traffic, existing and projected traffic counts, and traffic signalization analysis.
- d. **Stormwater management:** An engineering study of both the existing conditions and the methods for handling storm water runoff during and after the proposed development occurs. The study shall, at a minimum, include a description of the pre and post developed areas – including any offsite areas that either are affected by or contribute to the runoff, soils type, ground cover, rainfall amounts, how the peak rate of flow is to be abated, how the runoff volume is to be maintained and how or what measures are to be used to treat runoff and control erosion both during construction and after the site is developed. Each area (study point) where the runoff leaves the site is to be

analyzed separately. The study shall provide a peak rate of flow and volume of runoff for each catchment and each study point. A statement shall also be provided as to which other permits (State & Federal) are required for the project.

- e. ***Fiscal Impact:*** Provide information pertaining to the fiscal ramifications of a proposed development project, including projected revenues and expenditures (town & school). For residential developments, include projected school enrollments, along with a projected time frame of when these students will enter the school system. As a reference document, housing unit school age multipliers detailed in “Housing and School Enrollment in NH: An Expanded View, May/2005”, or as amended, prepared for NHHFA and prepared by AER, Laconia, NH, or the most up-to-date resource available for such data shall be used to project anticipated school enrollment impacts. An alternative data source may only be used with prior approval from the Planning Board. In addition, the fiscal report should detail the Town’s current school capacity. Existing and past enrollment trends shall be analyzed to gauge the ability of the existing facilities to accommodate future enrollments anticipated from the proposed project.
- f. ***Visual Impact:*** A visual impact study shall be submitted for review during the application process. The visual impact study is a tool to assist the Planning Board and others to see what the proposed development will look like, usually at its entrance. Except when directed otherwise, all designed features of the proposed development that are visible from one or more points on the adjacent public way are to be realistically rendered in perspective view. These features include, but are not limited to:
- Proposed grade changes: roads, stormwater management, driveways, slopes, etc;
  - Structures (reasonable architectural representations in anticipated locations) and signage;
  - Landscaping (new plantings should be shown at their relative size within 3-5 years of planting). No cut zones and other undisturbed areas should also be shown on plans.
  - Aspects unique to the site, or to the application, that the Planning Board may wish to see depicted.

The rendering may be hand-drawn, 2- or 3-D CAD, a digitally-altered photograph, a scale model, or a combination of such images.

- g. ***Historical Significance Documentation:*** As part of EPA’s National Pollution Discharge Elimination System (NPDES) permit program, which is now required for any project that disturbs an area of one (1) acre or more, the New Hampshire Division of Historical Resources must be contacted. If the site is noted as potentially historically significant based on their data sources, NHDHR will determine if additional on-site studies are necessary. If, based upon local knowledge, a project is proposed in an area of a known historical resource, the Planning Board may require an applicant to undertake an archeological study to determine the extent of the resource and what impact could occur from the proposed development. The exact scope of the study shall be determined through discussions with the applicant and the historical consultant. The Planning Board may also request the assistance from the Hollis Heritage Commission to obtain input and advice.

After determining which studies may be necessary for application acceptance, the Planning Board reserves the right to amend or reverse such decision and require additional studies when, in the course of the review process, it deems it necessary to require the same in order to properly evaluate the development proposal.

## **SECTION IV.2. DESIGN REQUIREMENTS**

- A. Proposed subdivisions shall conform to the requirements of the Zoning Ordinance of the Town of Hollis.

Lot areas and frontage shall conform to the requirements of the district in which the subdivision is located. Where new lots and lot lines are created, resulting lot shapes shall be reasonable and compact.

Easements and rights-of-way shall not be counted in the determination of buildable area of a lot or tract, whether it is proposed for subdivision or not.

- B. Slope and drainage easements are to be provided as required prior to final approval.
- C. Pavement and drainage facilities, curbs and sidewalks, when required, shall be installed and constructed in accordance with the standard specifications of the Town of Hollis, and in all cases must be constructed under the supervision of the Director of Public Works or designee.
- D. The reservation of strips of land which, in the opinion of the Board, show an intent on the part of the subdivider to control access to land dedicated or to be dedicated to public use shall not be permitted.
- E. The distance between two essentially paralleling streets defining a block shall not be less than four hundred feet.
- F. Permanent monuments shall be set at all principal corners and as required by the Director of Public Works or designee at locations shown on the approved plats. The subdivider or his agent shall be responsible for placing all monuments to be set. No new streets will be accepted by the Town prior to the setting of all required bounds. All lot corners shall be set prior to the issuance of a Certificate of Occupancy.
- G. Property lines shall be perpendicular to street line one hundred (100) feet back from the street.

### **SECTION IV.3. PERFORMANCE GUARANTY**

#### **A. Estimate of Cost**

Prior to the recording of a plat by the Planning Board, the Applicant or owner shall obtain from their engineer an estimate of the cost of construction of all improvements including site stabilization and erosion control and revegetation plan (if required), which shall be required by the Board as a condition of final approval up to the standards set forth in these Regulations. The applicants engineer shall calculate the performance guaranty estimate which will then be reviewed and approved by the Town's Consulting Engineer/Inspector.

#### **B. Posting of Performance Guaranty**

As a condition of the approval of a plat by the Board, the Applicant shall provide the Town with a performance guaranty to assure the Town of the completion of improvements required under these Regulations and repair of potential damage to existing public improvements.

The construction of a new proposed road may proceed under one of two scenarios:

- a. After posting an adequate performance guaranty to cover the cost of site stabilization and erosion control, road construction may proceed but no building permits shall be issued. Building permits will be issued once all remaining improvements have been secured by a performance guaranty. In no case shall a Certificate of Occupancy be issued until such time the binder course of pavement has been satisfactorily installed.
- b. The complete performance guaranty covering all required improvements including landscaping (if required) is posted and in full effect prior to any construction of any improvements. Building permits shall not be issued until an acceptable Performance Guaranty has been submitted and Certificate of Occupancies shall not be issued until such time the binder course of pavement has been satisfactorily installed.

***Failure to maintain proper completion assurances shall result in the denial of a Certificate of Occupancy and the revocation of all building permits outstanding for the subdivision.***

#### **C. Form of Security**

The performance guaranty shall be in the form of a bond issued by a **financially responsible** surety company registered and licensed to do business in the State of New Hampshire, a **self calling** letter of credit or other collateral or surety arrangement, all in form and substance satisfactory to the Planning Board, or a cash escrow, or a savings bank deposit book properly endorsed to the Town and deposited with it. The Town's Attorney shall review all performance guaranty documents, other than cash, to ensure the proposed document language protects the Town's interests.

#### D. Term

1. The performance guaranty shall remain in full effect until the completion of all required improvements and repair of all damages to public improvements in accordance with the provisions of these Regulations
2. The amount of the guaranty may be reduced during the course of construction when portions of the required improvements have been satisfactorily installed, provided that in no case shall the Security be less than 10% of the total original full road performance guaranty estimate.
3. Release of the final Performance Guarantee shall be requested in writing by the Applicant to the Planning Department and the Town's Consulting Engineer, with the Planning Board and the Board of Selectmen approving such release.

#### E. Default

If the required improvements and repairs to public improvements have not been installed and completed in accordance with the requirements of these Regulations or if any latent defects in such improvements or repairs appearing have not been corrected as required, then the Town shall be entitled to exercise its rights under the appropriate documents to require the surety or issuer of the letter of credit to provide the Town with sufficient funds to complete such work.

#### F. Road Maintenance

The Applicant/owner of the subdivision project shall be fully responsible for all costs associated with maintaining the proposed town road until such time all work have been satisfactorily performed to town standards and accepted as a town road.

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

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

- A. Adequate information (from test pits and percolation tests) to prove that the land and area of each lot is adequate to permit the installation and operation of an individual sewage disposal system. Such information shall be in accordance with the provisions of RSA 149-E, as amended, and approval obtained from the Town of Hollis and the New Hampshire Water Supply and Pollution Control Commission.
- B. In addition to the requirements of RSA 149-E, and where ledge and high seasonal water tables are involved, at least four (4) feet of in-place soil shall exist above ledge or any other impermeable strata and two (2) feet of in-place soil shall exist above the seasonal high water mark before the fill. In the Aquifer Protection Overlay Zone, at least four (4) feet of in-place soil shall exist above the seasonal high water

table before fill, and the bottom of the leaching field shall be at least six (6) feet above the seasonal high water table. The subdivider or his agent shall be required to provide the necessary equipment and labor for the making of these tests. The Planning Board shall have the right to require re-testing, if necessary.

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

- A. Any water supply constructed or upgraded for the purpose of fire protection shall be approved by the Planning Board after review by the Fire Department. All major subdivisions will require a cistern to be installed, inspected and operational at a location and time predetermined by the Fire Department. It is the goal of the Fire Department to have access to a reliable water source that is no more than 2,500 feet from any residential development. In the case that a cistern is already in adequate close proximity to a major subdivision, the Fire Department will establish the necessity of another cistern. For minor subdivisions, a \$7,500.00 (seven thousand five hundred) contribution per lot must be made towards the installation of a cistern at issuance of certificate of occupancy. The determination of the development of a cistern or a monetary contribution will be the responsibility of the Planning Board under advisement from the Fire Department.
- B. A dry hydrant connected to the water supply shall be provided and located so as to be readily accessible to a town street. The dry hydrant shall be located no further than twenty (20) feet from the traveled way of the street and shall be no higher than twelve (12) feet in vertical height above the season low water elevation.
- C. Fire ponds shall be entirely enclosed by fencing of a coasted chain link design, the height of which shall be five (5) feet. A swing or sliding gate of sufficient size to permit maintenance vehicular entry and which shall be secured in the closed position by a lock, a key to which shall be provided to the Hollis Fire Department, shall be provided to permit access for any necessary maintenance.
- D. During the application review process, if the Planning Board, in consultation with the Fire Department, determines that the installation of a fire cistern will be necessary at some future time to protect the public's health, safety and welfare, then the Board may require that an appropriate easement area on the subject property be provided to allow for such future installation by the Town.

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

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

#### **SECTION IV.7. MINIMUM ROAD STANDARDS – (SEE ROAD STANDARDS SECTION.)**

To help preserve the natural character of the Hollis landscape, new subdivision streets and driveways shall be logically located with respect to the topography of the site to minimize cuts and fills, and to provide for reasonable grades and safe intersections. New streets and driveways shall not be located where cuts or fills would have to exceed 4 feet in depth, as measured from the roadway/driveway centerline to the existing natural grade, for any consecutive distance exceeding 150 feet along the length of the street/driveway. Cuts or fills that do exceed 4 feet shall be limited to one occurrence for every 1000 feet along the length of the street/driveway. In addition, streets and driveways shall not be located where the natural slope of the land, averaged over any 150 foot length, would need to be changed by more than 5 percent in order to achieve the maximum grade standard for new streets or driveways, as applicable. The applicant shall demonstrate that driveway access from the lot's Frontage can be provided to the Building Area, as defined in the Zoning Ordinance, without the need for any waivers from this provision.

## **SECTION IV.8. VISUAL IMPACT IMPLEMENTATION**

In reviewing a proposed subdivision plan the Planning Board may request a Visual Impact Study be undertaken. This Study would confirm the proposed projects compliance with the Rural Character Preservation Ordinance. In cases where re-vegetation or plantings are required the following requirements/standards shall be adhered to:

- a. During the subdivision plan review process, the Applicant shall outline and clearly note on the plan the specific timing of when all required re-vegetation or plantings will be installed. If a new town road is proposed, all buffering shall be installed as soon as the initial road (binder course) & drainage work is completed. If re-vegetation or plantings are required as a condition of a subdivision that does not involve a new town road, then landscaping shall be installed prior to the issuance of a building permit or an alternative installation time table agreed to by the Planning Board.
- b. As part of the landscaping plan details, the Applicant shall note all loam replacement needs, a watering schedule once the plants are installed and a maintenance plan detailing inspections over at least a two – three year growing season. Weed management and mulch details shall be included as necessary.
- c. Prior to any site development, an itemized list of all plantings, quantities and cost per item, along with loam and watering costs shall be submitted from a reputable landscaping company for review and approval by the Planning Board or its designee. All required re-vegetation or plantings shall be secured by a Performance Guaranty following the Requirements for Landscape Performance Guaranties outline that is a component of the Town's Subdivision Bond Estimate Form. If a new road is proposed, then the cost of all landscaping shall be included in the total amount of the security.

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

Subdividers shall file with the Board a mylar and five (5) copies of a plat at a scale of not more than one hundred (100) feet to the inch showing, or accompanied by, the following information.

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

facilities required for storm run-off and to control erosion and improper routing of run-off onto private property. Erosion control and stabilization plans shall be in accordance with Hillsborough County Conservation District – Vegetative Standard and Specifications for Seeding Grasses and Legumes for Long Term Cover on Excavated Areas.

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

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

## **SECTION VI. PLAT SPECIFICATIONS**

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

- A. A mylar of the plat for approval and subsequent recording, and five (5) prints shall be submitted. The plat shall be in accordance with the provisions of Chapter 478:13A RSA 478:1-a. New Hampshire Revised Statutes Annotated, as amended. All plans submitted for recording shall be on suitable reproducible tracing material, other than paper, with all markings on the material to be permanent. The size of all plans shall be limited to any of the following dimensions:

- (1) 11"x17"

- (2) 22"x34"

A margin of at least one (1) inch shall be provided outside ruled border line on three (3) sides and of at least two (2) inches along the left side for binding. Adequate space shall be available for the necessary endorsement by the proper authorities. The drawings shall be of a scale of not more than one hundred (100) feet to the inch.

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

- A. The angular closure error as surveyed shall not exceed  $\sqrt{n}$  times 30 seconds where N is the number of angles in the boundary traverse. The linear closure error calculated after angular balancing divided by the perimeter of the boundary traverse shall not exceed 1/5000. The linear closure error after balancing shall not exceed 1/10,000 for the perimeter or any closed area of the subdivision. Positional error shall not exceed 1/3700.
- B. The surveyor shall certify on the plat that his field survey and plan meet the above requirements as a minimum, and that all permanent monuments shown were found or set. The statement shall be as follows:

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

*Signature*

Any exceptions to this statement shall be noted.

## **SECTION VII. EXPENSE**

Any expense involved in meeting the requirements of these Regulations shall be borne by the subdivider or potential subdivider. See Section III.1.H. Fees.

## **SECTION VIII. SEPARABILITY**

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

## **SECTION IX. ENFORCEMENT**

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

## **SECTION X. AMENDMENT**

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

## **SECTION XI. FILING**

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

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Chairman, Hollis Planning Board

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Date

***ROAD STANDARDS SECTION  
of  
SUBDIVISION REGULATIONS***



*(Adopted 10/7/08)  
Amended 11/18/14  
2016*

## **SECTION IV. GENERAL REQUIREMENTS FOR LAND SUBDIVISION**

### **SECTION IV.7. ROAD and DRIVEWAY DESIGN STANDARDS**

1. The purpose of these standards is to ensure safe vehicular and pedestrian travel on streets, whether public or private. Proper design requires the integration of safe roadway layout and grade with minimization of impacts to the existing terrain and the environment. These standards are also intended to be flexible in consideration of various traffic volumes and environmental conditions.

#### **A. Street Arrangement**

1. All subdivisions shall have adequate provision for safe and suitable access to a Class V or better road or shall make provisions for the construction and dedication of a Class V or better road in order to obtain safe and suitable access to the subdivision. The arrangement of streets in the subdivision shall provide for the continuation of the principal streets in adjoining subdivisions or for their proper projection when adjoining property is not subdivided. The minimum right-of-way should be 50' in width.

#### **B. Hammerheads and Cul-de-sacs**

1. The maximum length of a cul-de-sac (dead-end road) shall be no greater than fifteen hundred linear feet (1,500) as measured from the right-of-way of an adjoining through street to the top of the radius point of the cul-de-sac. The maximum length shall be measured along the center line of the proposed road to the furthest point on the street(s), including cascading cul-de-sacs. Cul-de-sacs shall only be extended if the street connects with a planned or existing through street. Roads must be provided with a turnaround at the closed end. Roads with a hammerhead shall include a two (2) leg minimum with each leg of the hammerhead measuring at least fifty-five (55) feet of driving surface. The turnaround or cul-de-sac must meet the following minimum dimension:
  1. Right-of-way radius (center to outside edge) 150-foot radius
  2. Pavement radius (center to outside edge) 135-foot radius

#### **C. Street Names**

1. Road and Street Names - Names of proposed streets will be selected by Department of Public Works staff. Road names will be chosen from historical records of past Hollis residents that lived in the area. The names will be subject to approval by the Hollis Board of Selectmen. The Fire Chief and Police Chief will be consulted to avoid duplication or phonetic resemblance. All extensions of existing streets must bear the name of the original.
2. Private drives containing more than two (2) dwellings will be named to comply with E-911 requirements. These names will be chosen from the historic records of past Hollis residents, however first names will be used with the designation "Way".
3. The Planning Board will inform the applicant of the name chosen prior to final approval of the plat.

#### **D. Bonding**

1. For a common driveway a bond will be posted prior to a building permit being issued.
2. In circumstances where public health and safety could potentially be compromised, emergency responses by the Department of Public Works crews shall be charged to the owner/developer and shall be added to the bond.

#### **E. Minimum Road Design Standards**

The construction of new streets shall only be permitted for subdivisions creating a minimum of four (4) lots total. The total lots shall include any lot containing an existing house, and all proposed back lots. Roads shall be a minimum of two hundred (200) feet in length, excluding hammerheads, and shall be laid out in conformance with the recommendations of the Master Plan and as required by the Subdivision Regulations.

1) **Roadways shall be constructed in accordance with the following table:**

**TABLE OF GEOMETRIC AND OTHER STANDARDS**

1.	Minimum right-of-way	50'*
2.	Centerline of right-of-way to be centerline of road	
3.	Minimum width of gravel (bank run + crushed)	28'
4.	Minimum width of pavement	22'
5.	Minimum road grade	0.5%
6.	Maximum road grade	8%
7.	Maximum grade 100' from intersection	3%
8.	Angle of intersection	60-90 degrees
9.	Minimum centerline radii on curves	125'
10.	Minimum gravel base depth	16"
11.	Minimum crushed gravel base	6"
12.	Minimum bituminous paving	4"
	Base or binder course	2 ½"
	Finish or wearing course	1 ½"
13.	Minimum road crown	¼" per foot
14.	Drainage system	Open
15.	Catch basins to have self-cleaning type grate	
16.	Minimum shoulder slopes	2:1
17.	Minimum intersection curve of street line and property lines	20'
	<p>*NOTE: The Planning Board is empowered to require:</p> <ol style="list-style-type: none"> <li>1. a greater than fifty (50) foot right-of-way; and/or</li> <li>2. a slope or road maintenance agreement</li> </ol> <p>These additional requirements would be imposed by the Planning Board, at its discretion, in order to</p> <ol style="list-style-type: none"> <li>1. accommodate required grading;</li> <li>2. maintain adequate clearance from existing structures; and</li> <li>3. require an alternative road location.</li> </ol>	

2) **New streets shall slope away from the edge of the existing travel lane between 2 and 3 percent for a minimum distance of 20 feet to provide a vehicle platform.**

**F. Cut and Fill-Side Slopes**

1. **Roads in Cut and Fill.** Side slopes must be finished grade no steeper than two (2) feet horizontal and one (1) foot vertical (2:1). Ditches on both sides of right-of-way shall be a minimum of twenty-four (24) inches below centerline of finished pavement and graded so as to prevent "ponding" of water. All slopes must be stabilized so as to prevent erosion. Slopes must be stabilized with loam and seed or through the use of "mulch and seed"

in acceptable soil types or at the discretion of the Public Works Director or designee. All seeded areas shall have no less than four (4) inches of humus-type soil and be seeded with a mixture that will produce at least one hundred (100) plants per square foot. Any part of the seeded area which fails to produce a uniform stand will be reseeded until all areas are covered with grass.

2. **Limits to Cut and Fill.** To help preserve the natural character of the Hollis landscape, new subdivision streets and driveways shall be logically located with respect to the topography of the site to minimize cuts and fills, and to provide for reasonable grades and safe intersections. New streets and driveways shall not be located where cuts or fills would exceed four (4) feet in depth, as measured from the roadway/driveway centerline to the existing natural grade, for any consecutive distance exceeding one hundred and fifty (150) feet along the length of the street/driveway. Cuts or fills that do exceed four (4) feet shall be limited to one (1) occurrence for every 1,000 feet along the length of the street/driveway. In addition, streets and driveways shall not be located where the natural slope of the land, averaged over any 150 foot length, would need to be changed by more than five (5) percent in order to achieve the maximum grade standard for new streets or driveways, as applicable. The maximum disturbed width of land associated with the construction of a road or driveway shall not exceed 100 feet. Retaining walls shall not be used to reduce the area of disturbance.

#### G. Signage

The Department of Public Works shall provide street sign posts and signs for new or extended streets at all new intersections. All costs associated with street signs shall be charged back to the developer.

#### H. Design Standards for Driveways and Other Accesses to the Public Way

In as much as driveways and entrances are, in effect, intersections, they require certain controls as to size, location and construction in order to provide safe and efficient access to property fronting on the public way, as well as surface drainage in and around said driveway, and for the purpose of such control this regulation is enacted.

Pursuant to the authority vested in the Hollis Planning Board in accordance with the provisions of RSA 236:13 New Hampshire Revised Statutes Annotated, as amended, the Hollis Planning Board adopts the following regulations governing driveways and other accesses to the public way in the Town of Hollis, New Hampshire.

1. **Permit.** Anyone desiring to construct, alter, repair, repave or relocate a driveway in order to obtain access to an existing public way or a proposed street or public way, shall first apply for and obtain a permit from the Public Works Director or his designee. This permit shall provide for the construction, alteration, repair, repaving, or relocation of such driveway in accordance with the specifications provided in the *Guidelines for Driveway Construction*, in Appendix B.

Said permit shall:

- a. Describe the location of the driveway, entrance, exit or approach. The location shall be selected to most adequately protect the safety of the traveling public.
- b. Describe any drainage structures, traffic control devices and channelization islands to be installed.
- c. Establish grades that adequately protect and promote highway drainage and permit a safe and controlled approach to the highway in all seasons of the year.
- d. Include any other terms and specifications necessary for the safety or the traveling public.

Permanent house numbers will be assigned by the Department of Public Works at the time the driveway permit is issued.

2. **Access Points.**

- a. If a property is adjacent to a side road the access to the main road should be via the side road.
- b. Curb cuts shall be limited to one per residential lot, except where the Planning Board has determined that a second cut is warranted. A scale drawing indicating the features necessitating the second access must be submitted for the Planning Board to make a determination. A second curb cut may be granted under the following conditions:
  - 1) A second curb cut is necessary for access to a secondary use or structure, and the physical constraints of the lot, including natural features, unusual lot shape or size, or elevation change necessitates the second access.

- 2) A second curb cut is necessary to allow for handicapped access for an individual who is a permanent resident of the property.
- 3) A permit is required from the Department of Public Works for temporary access entrance. A bond in the amount of \$1,500 shall be required to guarantee restoration of the area disturbed by the temporary access.
- c. Street areas and the public right-of-way shall be cleared daily of debris such as mud, stone, construction vehicles and equipment.
- d. Common driveways are allowed to access up to two (2) lots. The common driveway must measure twenty (20) feet of hard surface, including shoulders. A waiver by the Planning Board is required to access three (3) or more lots with a common driveway. Common driveways must also meet *Town of Hollis Guidelines for Driveway Construction* included in Appendix B.
- e. The driveway location as indicated on the approved septic plan is the ONLY driveway to be utilized unless a change is authorized in writing by the Public Works Director or designee. (Emphasis Added).
- f. No more than two (2) driveways to a single commercial or industrial establishment entering on a single highway shall be permitted unless frontage along said highway exceeds five hundred (500) feet.
- g. At new street intersections, the Town shall not permit more than one (1) access to a single parcel of land unless all-season safe sight distance in both directions along the highway can be obtained.
- h. To prevent hardships to owners of small parcels of land or special land uses, exceptions to the sight distance requirements should be allowed for individual homes, agricultural land, public works land, highway department land, and temporary accesses for vehicles such as construction vehicles, gravel trucks and log trucks. The road should then be properly signed for "Blind Drive" or "Trucks Entering."
- i. All new driveways must have an all-season sight distance depending on the speed limit of the area.

### 3. Design Requirements.

The proposed use and layout will be of such a nature that it will make vehicular or pedestrian traffic no more hazardous than is normal for the area involved. Factors for the Planning Board to consider in this determination include: turning movements in relation to traffic flow, proximity to and relationship to intersections, adequacy of sight distances, location and access of off-street parking and pedestrian traffic. To satisfy these requirements the applicant may be required to improve existing connecting roads at no expense to the Town.

- a. The design of the proposed driveway construction shall conform in all aspects to the *Town of Hollis, NH Driveway Permit: Typical Driveway Sections* schematic reference in Appendix B. It is understood that the applicant shall confer with the Public Works Director, or designee, who shall determine specifications as to sloping, culverts, and other aspects of construction of said driveway only when it deviates from the typical profile and standards. The deviations shall be noted in writing on the Driveway Permit. Upon written application, the Public Works Director, or designee, may waive any of the design requirements when it is shown that strict compliance would cause undue or unnecessary hardship, so long as such waiver shall not result in any injury to the public health or welfare.
- b. Where frontage exceeds five hundred (500) feet, no more than three (3) driveways or approaches will be permitted. For proposed developments with frontage, which exceeds five hundred (500) feet, the construction of internal street systems or service roads outside of the highway right-of-way is necessary to provide greater safety for the development, as well as the highway users.
- c. The maximum width of any driveway shall be fifty (50) feet except that a driveway, entrance, exit, or approach may be flared beyond a width of fifty (50) feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway, entrance, exit, or approach. The maximum width of any one-way entrance or exit driveway to a divided highway or one-way street shall not exceed thirty-five (35) feet measured parallel to the highway or street centerline at the curb or ditchline except that such driveway, entrance, exit, or approach may be flared beyond a width of thirty-five (35) feet at its junction with the highway.
- d. The angle of the driveway with respect to the pavement edge shall not be less than sixty degrees (60°) with desirable range between sixty degrees (60°) and ninety degrees (90°) except that a smaller angle may be used for entrance driveways along a divided highway, permitting only one-way operation of the driveway.

- e. Return radii for driveways shall not exceed fifty (50) feet, nor be less than fifteen (15) feet.
- f. It is recommended that a minimum of fifteen (15) feet be provided between the right-of-way line and the near edge of any service facility. In any event, this distance should be sufficient so that no vehicles will be serviced on state property or use any portion of the island area.
- g. All mailboxes will be placed as stated in the *Town of Hollis, NH Driveway Permit Application*, Appendix B.
- h. Flat driveway side-slopes (4:1 to 6:1) are required to minimize hazards to vehicles which leave the pavement for any reason. All paved roads shall require an asphalt apron from the town or to the property line, said apron being constructed of a minimum of three (3) inches of asphalt with emulsion applied at the joint with the town road.
- i. All new driveways established to serve structures intended for human occupancy shall have a maximum grade of eight (8) percent. The purpose of the maximum grade requirement is to ensure public safety and accessibility for emergency vehicles. This standard shall not apply to driveways intended to serve non-occupancy structures, such as utility service buildings, and other private ways intended for purposes such as logging, silviculture, agriculture, and recreational access.
- j. Where required, culverts shall be a minimum of fifteen (15) inches in diameter and shall be constructed of reinforced concrete, high density polyethylene or approved equal.
- k. This access shall be at the location the Planning Board determines to be the safest. All-season safe sight distance is defined as a line which encounters no visual obstruction between two (2) points, each at a height of three (3) feet nine (9) inches above the pavement, and ten (10) feet back from the road pavement as to represent the critical line of sight between the operator of a vehicle using the access and the operator of a vehicle approaching from either direction.

Safe sight distance shall be compatible with the maximum speed limit posted on the road.

<b><i>SPEED LIMIT (mph)</i></b>	<b><i>SIGHT DISTANCE (feet)</i></b>
0-39	200
40-49	300
50 +	400

- l. Parking, loading, or servicing of vehicles shall not take place on the highway right-of-way. No structures including permanent or portable buildings, signs, lights, displays, fences, walls, sanitary facilities, shall be permitted on, over or under the highway right-of-way limits.
- m. At rural intersections, the minimum distance between the nearest edge of the driveway and the crossroad edge of pavement, measure along the edge of pavement, shall be one hundred (100) feet for both the major and minor routes. The Public Works Director, or designee, shall have the authority to increase these distance if, in his opinion, such action is necessary for the protection of traffic.
- n. Driveway configuration should be located to accommodate snow removal at the discretion of the Public Works Director, or designee.

#### **4. Easement and Bond.**

- a. The applicant shall, at the discretion of the Public Works Director or designee, be required as a condition of the granting of the Driveway Permit, to provide to the Town of Hollis, its successors or assigns, an easement for the purpose of entering upon the premises of the applicant to control or maintain surface drainage on the property and do all things necessary for, and incidental to, such drainage easement in

question.

- b. Furthermore, and where appropriate and necessary, in the opinion of the Public Works Director, or designee, the applicant may be required to provide a bond of a minimum of \$1,500, or an amount necessary as security for the proper construction of any culverts, piping, ditching or other efforts incidental to and necessary for the proper discharge and control of surface drainage in and around the vicinity of the proposed driveway as well as the proper construction of the driveway entrance both on the property of the applicant or on the property of the Town of Hollis.
- c. The purpose of this provision is to control the construction of the driveway to the extent that it may impact any town road and/or town right-of-way. An additional purpose is the extent to which the construction of the driveway on the property of the applicant shall interfere with, impede or in any way affect surface drainage so as to create a need for the Town to regulate the same.
- d. Failure to begin construction within six (6) months of application will render the driveway permit null and void. Failure to complete construction within one (1) calendar year from date of posting of bond shall result in the automatic calling of same unless extended by the Public Works Director, or designee.
- e. Funds may be withdrawn from the bond by the Town of Hollis and applied against the cost of said construction which the Town of Hollis is obliged to complete. No funds shall be expended at any site in excess of the amount of the bond pertaining to said site.

#### **5. State Approvals.**

It shall be the responsibility of the subdivider or individual lot owner to obtain state approval for proposed driveways and other accesses to the public way which access a Class I, II, or III highway. Such approval shall be in accordance with the provisions of Chapter 236, Section 13, New Hampshire Revised Statutes Annotated, as amended. (Effective July 1, 1981, Routes 111, 111A, 122, 130, Depot Road and West Hollis Road are Class II highways. There are no Class I or III highways in the Town of Hollis.)

#### **I. Monuments**

Permanent monuments shall be set at all principal corners and as required at the locations shown on the approved plats. The subdivider or his agent shall be responsible for placing all monuments to be set. No new streets will be accepted by the Town prior to the setting of all required bounds.

#### **J. Drainage Easements**

When required for the drainage of an area to be subdivided or otherwise developed, drainage easements shall be of such dimensions as are necessary to permit proper construction, access and maintenance of drainage facilities based on the drainage system of the area. The relationship between the type of drainage system and minimum width of the easement shall be considered and plans shall show the boundaries of proposed easements over or under private property.

#### **K. Conditional Road Acceptance**

No road shall be conditionally accepted by the Town of Hollis during the period between November 1st through May 1st. Conditional road acceptance will be subject to the criteria for substantial completion of roadways listed below. The purpose of the conditional road acceptance is to provide winter maintenance (which includes plowing, sanding, salting and road sweeping) to a subdivision prior to the final completion of all improvements. All road repairs and other maintenance required (other than winter maintenance) shall be the responsibility of the owner/developer until the end of the one (1) year maintenance period and after final approval. Roads will only be accepted after a public hearing and approval, in writing, by the Hollis Board of Selectmen.

- 1. All roadway and utility improvements shall be installed and approved up to and including binder grade (base coat of asphalt).
- 2. All drainage structures shall be installed, functional and to binder grade to facilitate winter maintenance.
- 3. All guardrails and required curbing shall be installed and approved.
- 4. Fire cisterns and public safety items shall be installed and approved.
- 5. Hammerheads and/or cul-de-sacs need to be accessible and clear of trailers and equipment.
- 6. Appropriate bonding shall be in place.

**L. Final Road Approval**

The following items must be completed prior to final approval:

1. Finish coat of asphalt
2. Monumentation which includes granite bounds and iron pins
3. Cleaning of catch basins
4. All incomplete work as required by the approved plan and the Director of Public Works or his designee.

**M. Final Road Acceptance**

After final approval the road will be bonded and maintained (except for winter maintenance and sweeping) by the developer for one full year before being eligible for town acceptance.

**N. Traffic Impact Study**

1. Subdivision location may necessitate a traffic impact study. Professional guidance may be requested by the Planning Board in judging acceptability of street site distances, access and egress locations, traffic control and potential traffic problems.

**O. Scenic Roads**

1. The road design requirements adopted pursuant to this section shall be the same standards for all roads which have been declared by the Town to be "Scenic Roads" according to the provisions of RSA 231:157 and 158 and as listed below. The standards shall protect the features of the scenic road right-of-way that contribute to the scenic character of the road when necessary road improvements are made.

Road Name	Year of Designation
Baxter Road	2003
Farley Road	1987
Federal Hill Road	1972
Flagg Road	1973
Hardy Lane	1973
Hayden Road	1975
Merrill Lane	1989
Nevins Road	1987
North Pepperell Road	1973

Parker Lane  
Plain Road  
Richardson Road  
Rideout Road  
Ridge Road  
Rocky Pond Road  
South Merrimack Road  
Van Dyke Road  
Wheeler Road  
Worcester Road  
Wright Road

1981  
1976  
1972  
1974  
1974  
1991  
1973  
1972  
1973  
1973  
1974

