

**LAND SUBDIVISION REGULATIONS/  
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# LAND SUBDIVISION REGULATIONS TOWN OF CAMPTON

Campton Planning Committee  
October 20, 1981

## SECTION I. AUTHORITY

In pursuance of the authority vested in the Campton Planning Board by the voters of the Town of Campton, and conferred by Chapter 36, Sections 19-29, New Hampshire Revised Statutes Annotated, 1955, as it may be amended, the Campton Planning Board adopts the following regulations governing the subdivisions of land within the Town of Campton.

## SECTION II. TITLE

These regulations shall be known and may be cited as the "Campton Land Subdivision Regulations" hereinafter referred to as "these Regulations."

## SECTION III. DEFINITIONS

- A. **BOARD:** The Planning Board of the Town of Campton.
- B. **SUBDIVISION:** The division of a lot, tract, or parcel of land into two or more lots, plats, sites or other division of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance, or building development, located on an existing, new, widened, or extended street and requiring the extension of municipal utilities, or construction of private on-lot systems for all types of land uses; provided, however, that development for agricultural purposes is expressly excluded. It includes re-subdivision and, when appropriate to the context of these Regulations, relates to the process of subdivisions or to the land, territory, or area subdivided. It shall include a division of land where each resulting parcel fronts on a public street previously accepted or taken by the town.
- C. **LOT:** A parcel of land capable of being occupied by one principal structure or use and its accessory structures or uses and as shown and identified as such on a plat.
- D. **PLAT:** The final map, drawing or chart on which the sub-divider's plan of subdivision is presented to the Campton Planning Board for approval, and which, if approved, will be submitted to the Register of Deeds of Grafton County for recording.

- E. **STREET:** Includes street, avenue, boulevard, road, alley, highway, and other way, exclusive of driveways serving no more than two adjacent lots.
- F. **SUBDIVIDER:** The Registered owner or the authorized agent of the registered owner of a subdivision.
- G. **ENGINEER OR SURVEYOR:** The duly designated and legally recognized engineer or competent surveyor of the subdivider as may be pertinent to the actual services to be performed in accordance with the provisions of Chapter 319, Sections 1-30, NH Revised Statutes Annotated, 1955, and as amended.
- H. **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 Planning Board. For purposes of receiving testimony only and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration.

## **SECTION IV. PROCEDURE**

### **A. GENERAL PROCEDURE**

- 1. Whenever any subdivision of land is proposed, before any construction, land clearing or building development is begun, before any permit for the erection of any building in such proposed subdivision plat may be filed in the Office of Register of Deeds of Grafton County, the sub-divider or his authorized agent shall apply for and secure approval of such proposed subdivision in accordance with the following procedure.

### **B. PRELIMINARY CONSULTATION AND REVIEW**

- 1. The applicant may appear at a regular meeting of the Planning Board to discuss a proposal in conceptual form and in general terms. Such preliminary consultation shall be informal and directed toward:
  - a. Reviewing the basic concepts of the proposal
  - b. Reviewing the proposal with regard to the town Master Plan and Zoning Ordinance.
  - c. Reviewing the town's Subdivision Regulations as they may apply to this proposal and determination of the proposal as a major or minor subdivision, and
  - d. Guiding the Applicant relative to necessary state and local requirements.

2. Preliminary consultation and review shall not bind the Applicant or the Board. Such discussion may occur without formal public notice as provided in Sections H & I. However, no discussions beyond the conceptual and general review shall take place without identification of and notice to abutters and the general public as described in Section I.
3. Preliminary consultation and review shall be separate and apart from formal consideration under Sections E & F and the time limits for acting under Section G shall not apply until a formal completed application is submitted.

#### **C. MINOR SUBDIVISION**

1. Minor subdivisions are defined as those proposals involving minor lot line adjustment or boundary agreements, which do not create buildable lots.
2. The Applicant may first meet with the Board for preliminary consultation and review of his proposal as discussed in Section B to determine if it is a Minor Subdivision. If it is determined by the Board to be a Minor Subdivision, the Applicant shall submit:
  - a. A completed application, excluding the preliminary layout as required in Section E-2d, and
  - b. A final plat as provided in Section VII. Notice of submission shall be given as provided in Section I and may be combined with the Notice of Public Hearing.
3. The completed application under this Section may be submitted and approved at one or more Board meetings but no application shall be approved without the full notice of abutters and public required under Section I. A Public Hearing, duly noticed in Section H shall be held only if requested by the Applicant or abutters or if the Board determines to hold a hearing.

#### **D. PRELIMINARY LAYOUT – MAJOR SUBDIVISION**

1. The Applicant may submit a Preliminary Layout to the Secretary of the Board not less than fifteen (15) days before any regular meeting of the Board. This optional step may aid both the Applicant and the Board in reviewing the proposal. The Preliminary Layout shall include:
  - a. List of all butters and their addresses.
  - b. Check to cover mailing and advertising costs as stated in Section J, and
  - c. Preliminary plan in accordance with Section VI.

2. The Board, before taking action on the Preliminary Layout, may discuss the plan with the Applicant and after such discussion; the Board may communicate to the Subdivider specific suggestions to assist in resolving problems prior to the submission of a completed application.
3. Notice of the submission of a Preliminary Layout shall be given as provided in Section I
4. Neither time limits for consideration and action nor the Public Hearing requirements shall apply to this submission.

#### **E. COMPLETED APPLICATION**

1. A completed application sufficient to invoke jurisdiction of the Board must include sufficient information to allow the Board to proceed with consideration and to make an informed decision.
2. The following shall be required for and constitute a completed application:
  - a. (amended; (Section IV,E,2,a) December 1997) An application for subdivision approval, properly filled out and executed by the applicant, shall be filed with the Board or its designee in accordance with Section F. The application shall include at least the following:
    - i. The names and addresses of the Applicant and all abutters as indicated in town records not more than five (5) days before the day of filing.
    - ii. A check payable to the Town of Campton to cover filing fees, mailing, advertising, recording, and other costs as provided in Section J.
    - iii. Three paper print copies of the Preliminary Layout in accordance with and accompanied by the information required in Section VI.
    - iv. A copy of the complete application to NH Water Supply & Pollution Control for subdivision approval.
    - v. A copy of the letter of request for approval by the Selectmen for a driveway entrance on a town road.
    - vi. A copy of the completed application to the NH Highway Department for approval of driveway entrances if required.

#### **F. FILING, INITIAL, SCREENING AND SUBMISSION OF APPLICATION (Amended; (Section IV, F1, 2,3,5,) December 1997)**

1. The completed application shall be filed with the Board's designee (Planning Board Clerk), or other Town Office Employee in person or by mail delivered

to the Campton Town Office. The application shall be filed not less than 15 days before a regularly scheduled Planning Board Meeting. If the Board's designee is not present when an application is filed, the Town employee or official receiving the application shall indicate the date of its filing; however, the application shall not be deemed to have been received until it has been physically received by the Board's designee. The Board's designee shall review the application within 7 days after receipt to determine if it is complete.

2. If the application is not complete, the Board's designee shall notify the applicant in writing, setting forth the reason for such decision in accordance with RSA 676:3, and the application shall not be submitted to the Board for further action or consideration.
3. If the application is determined by the Board's designee to be complete following this initial screening, the application shall be deemed to have been accepted on the date of its filing pursuant to Subsection F, 1, and the application shall be submitted to the Board for commencement of review and consideration at its next regularly scheduled meeting within 30 days after such filing date. Notwithstanding a decision by the Board's designee that an application is complete, the Planning Board reserves the right to reconsider such decision and if it determines that an application is not complete, it shall so notify the applicant in writing, setting forth the reasons for its decision in accordance with RSA 676:3.
4. Applications may be disapproved by the Board without public hearing for the following reasons:
  - a. Failure to provide abutters' identification and information required for Preliminary Layout.
  - b. Failure to pay costs of notices or other costs and fees required by these regulations.
  - c. Failure to meet any reasonable deadline established by these Regulations.
5. When an application is received and determined to be complete, whether by the Board or its designee, the applicant shall be given a receipt indicating the date of formal receipt to be used for calculation of deadlines for action under RSA 676:4,I(c)(1).

**G. BOARD ACTION COMPLETED APPLICATION  
Amended; (Section IV, F, 1,2,3,5,) December 1997)**

1. The Board shall consider the Completed Application within thirty (30) days of its receipt. After review of the Completed Application, and after a duly noticed Public Hearing as provided in Section H, the Board may grant a conditional approval of the Completed Application and request the applicant prepare a Final Plat within ninety (90) days after receipt of the Completed Application, subject to extension or waiver as provided in accordance with RSA 676:4.
2. Approval of the Final plat shall be certified by written endorsement on the Final Plat and signed by the Chairman or Secretary of the Board. The Chairman or Secretary of the Board shall transmit a copy of the Final Plat with such approval endorsed in writing therein to the Registry of Deeds of Grafton County, and the subdivider shall be responsible for the payment of all recording fees. In case of disapproval of any plat submitted, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and written notice given to the Applicant.
3. If the Planning Board has not taken final action within the statutory time limit, including any extension the applicant may request action as specified in RSA 676:4,I(c)(1) and the application shall thereafter be handled as specified therein.

## **H. PUBLIC HEARING**

**(Amended; (Section IV, H) December 1997)**

1. Prior to approval of any subdivision application, a public hearing shall be held as required by RSA 676:4,I (d) and (e), except that a public hearing may not be required for minor lot line adjustments or boundary agreements pursuant to RSA 676:4,I (e)(1) or for disapproval's as allowed by RSA 676:4,I (e)(2).

## **I. NOTICES**

1. Notice of the submission of a Preliminary Layout or a Completed Application shall be given by the Board to the abutters and the Applicant by certified mail, return receipt requested, mail at least ten (10) days prior to the submission, and to the public at the same time by posting in at least two public places in the Town or publication in a newspaper of general circulation. The notice shall give the date, time, and place of the Board meeting at which the Application or other items will be formally submitted to the Board, and shall include a general description of the proposal which is the subject of the Application or of the item to be considered and shall identify the Applicant and location of the proposed subdivision.

2. For any Public Hearing on the Completed Application, the same notices as required for notice of submission of the Completed Application shall be given. If the notice of Public Hearing has been included in the notice of submission or any prior notice, additional notice of the Public Hearing is not required, nor shall additional notice be required of an adjourned session of a hearing with proper notice if the date, time, and place of the adjourned session was made at the prior hearing.

## **J. FEES**

1. The fees for a subdivision are as follows: \$55.00 application fee plus \$2.77 for each abutter, plus the cost of registering the mylar map with the registry of deeds.(see application for map fees, as it depends on the size of the map).
2. All costs of notices, whether mailed, posted or published, shall be paid in advance by the Applicant. Failure to pay costs shall constitute valid grounds for the Board to terminated further consideration and to disapprove the plat without a public hearing.
3. The Board may require special investigative studies, environmental assessments, a legal review of documents, administrative expenses, and other expenses, and other matters necessary to make an informed decision. The Applicant prior to the approval or disapproval of the Final Plat shall pay the cost of such studies and investigations.

## **SECTION V. GENERAL REQUIRMENTS FOR THE SUBDIVISION OF LAND**

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

1. The plan shall conform to the Comprehensive Municipal Plan, the Official Map, if and when one is adopted, and any regulations provided for by state or local laws, which are of a pertinent nature.
2. Land of such 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 occupany, nor for such other uses as may increase danger to health, life or property, or aggravate the flood hazard, until appropriate measures have been taken by the subdivider to eliminate such hazards. No floodway shall be obstructed.

3. Streets shall be logically related to the topography to produce suitable lots on reasonable grades, and shall be in appropriate relation to the proposed uses of the land to be served by such streets. Where practical, lots shall be graded toward the streets.
4. The arrangement of streets in the subdivision shall provide for the continuation of the principal streets in adjoining subdivisions or when adjoining property is not subdivided, for their proper projection, and shall be of a width at least as great as that of such existing connecting streets.
5. In subdividing, provision must be made for a 50-foot access to any adjoining landlocked or isolated properties bounding said subdivision.
6. No street, or highway, right-of-way shall be less than 50 feet in width and may be required to be more; if a greater street width is required by Item I above or is warranted in the opinion of the Board. Existing streets within a development shall be widened as if they were new streets and only one-half of their additional widening shall be required on each side.
7. Except where near-future connections may be possible, dead end streets shall not exceed 500 feet in length, and shall be equipped with a turn-around roadway at the closed end with a minimum radius of 50 feet from the center to the outside edge of the right-of-way.
8. No horizontal or vertical curve shall have a centerline radius of less than 150 feet, except a horizontal curve on a turn-around on a dead-end way. For changes in grade exceeding one percent, a vertical curve shall be provided ensuring a minimum sight distance of 150 feet.
9. Lot size, width, depth, shape and orientation shall be appropriate for the location of the subdivision and for the type of development and use contemplated.
10. Residential lots shall not be less than 200 feet of frontage, nor less than one acre in size. Any structure or building on a residential lot shall be located at least 50 feet from any highway or right-of-way.
11. Lots for commercial and industrial purposes shall be at least one acre in area with 200 foot frontages and setbacks for buildings and structures of a minimum of 50 feet from the limit of any existing or proposed highway or private traveled way, for off street service and they shall provide adequate space for parking as required by the type and use of the development contemplated.

12. The widths of blocks shall not be less than 200 feet, nor shall the length exceed 1,000 feet.
13. Grades for all streets shall conform in general to the terrain and shall, so far as practicable, be 9 percent for all streets, grades to 12 percent maximum, permissible by Selectmen, but must be surface treated with bituminous.
14. Intersecting property lines at street intersections shall be joined by a curve of at least 25-foot radius.
15. Streets shall be laid out to intersect as nearly as possible at right angles. No street shall intersect another at an angle of less than 60 degrees. Streets entering opposite sides of another street shall be laid out either directly opposite one another or with a minimum offset of 125 feet between their centerlines.
16. Reserve strips of land which, in the opinion of the Board, show intent on the part of the subdivider to control access to land dedicated or to be dedicated to public use shall not be permitted.
17. Where the topography is such as to make difficult the inclusion of any utilities or other facilities within the public area so laid out, the preliminary layout shall show the boundaries of proposed permanent easements over or under private property. Such easements shall not be less than 15 feet in width and shall have satisfactory access to existing or proposed public ways. Watercourses proposed for public control shall have a permanent easement of not less than 25 feet.
18. Areas set aside for parks and playgrounds to be dedicated or to be reserved for the common use of all property owners by covenant in the deed whether or not required by the Board, shall be of reasonable size and character for neighborhood playgrounds or other recreational uses.
19. Streets, which join or are in alignment with streets abutting or neighboring properties, shall bear the same name. Names of new streets shall not duplicate, or bear phonetic resemblance to the names of existing streets within the Town. Where practical, names shall have a historical connection.
20. Lots shall be laid out and graded to eliminate flood or stagnant water pools. No water shall be permitted to run across a street on the surface but shall be directed into catch basins and piped underground in a pipe of not less than 15 inches in diameter.

21. In areas not currently served by public sewer systems, it shall be the responsibility of the subdivider to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of an individual sewage disposal system (septic tank and drainage field). Such information shall consist of a report showing the results of a series of percolation tests taken one to an acre in the subdivision in accordance with the New Hampshire Department of Health Regulations titled "The Septic Tank System of Sewage Disposal" three copies of which are on file with the Secretary of the Board. Based on these tests the engineer shall locate the best position of each private sewerage system and shall submit a typical design for each system also done in accordance with the above state regulations.
22. In areas not currently served by public water systems, it shall be the responsibility of the subdivider to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of both individual on-lot water and sewerage systems. Each water system shall be at least 75 feet from any portion of a septic tank or drainage field and shall be constructed in accordance with the U.S. Department of Health, Education and Welfare publication Titled "Manual of Individual Water Supply Systems" Public Health Service Publication Number 24, three copies of which are on file with the Secretary of the Board.
23. In areas currently served by a public sewer or public water system, the subdivider shall obtain a letter from the governmental agency or agencies controlling the system or systems indicating their acceptance of the proposed design and agreement to furnish the public service or services.
24. Any bridge, culvert, or road shall be subject to the approval of the Selectmen. The design of the bridge, culvert, or road shall be subject to the approval of the Selectmen.
25. The subdivider shall tender offers of cession in a form certified as satisfactory by the Town Legal Counsel of all land included in street, highways, or parks not specifically reserved by him, but approval of the plat by the Board shall not constitute an acceptance by the Town of the dedication of any street, highway, park, or other public open space. The subdivider shall either file a bond in an amount and with surety and conditions satisfactory to the Selectmen providing for and securing to the Town the actual construction and installation of such improvements and utilities within a period specified by the Selectmen and expressed in the bond; or other evidence supporting an assessment or other method whereby the Town is put in an assured position to do said work and make said alterations at the cost of the subdivider. Such bond or other method shall be approved as to form and sureties by the legal counsel of the Town and conditioned on the completion of such

## National Flood Insurance Requirements for Subdivision and Site Plan Review Regulations

For subdivisions and site plans that involve land designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP):

- 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 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).
- C. 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:
  - (i) all such proposals are consistent with the need to minimize flood damage;
  - (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and,
  - (iii) adequate drainage is provided so as to reduce exposure to flood hazards.

improvements within five years of the date of the bond or acceptance by him of any other approved method.

26. Approval by Selectmen for a driveway entrance on a Town Road is required.
27. Approval by the Department of public Works & Highways, State of NH for driveway entrance on a State Highway is required.

## **SECTION VI. PRELIMINARY LAYOUT**

Each subdivider shall file with the Board five black and white copies of a preliminary layout of the plans at a horizontal scale of not more than 100 feet to the inch. The over-all sheet size shall be 22 inches by 34 inches with separate sheets numbered and showing their relationship to one another, or as established by the Grafton County Delegation in accordance with NH Revised Statutes Annotated, 1955, and as amended by Chapter 478:13a. A margin of at least one-inch shall be provided outside ruled borderlines on three sides and of at least two inches along the left side for binding. The plans shall show or be accompanied by the following information.

1. Proposed subdivision name or identifying title, name and address of subdivider and engineer or surveyor, date, north points, and scale.
2. Names of owners of record of abutting properties; abutting subdivision names, streets, easements, setbacks, alleys, parks, and public open spaces; and similar facts regarding abutting property.
3. Location of property lines and their approximate dimensions; existing easements, buildings, watercourses, ponds or standing water, rock ledges, and other essential features.
4. Existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage. Location of each percolation test hole and the percolation results, each proposed well, and typical designs of the proposed on-lot water and sewerage systems.
5. Location, name, and widths of existing and proposed streets and highways with their grades and the elevations of sufficient points on the property to indicate the general topography of the property. For land that slopes less than approximately two percent, spot elevations at all breaks in grade. Along all drainage channels or swales, and at selected points not more than 200 feet apart in all directions. For land that

slopes more than approximately two percent, either contours with an interval of not more than 10 feet if, ground slope is regular, or not more than five feet if ground slope is irregular. In addition, all lots of less than five (5) acres in size shall be depicted with contour lines as described in this article.

6. Proposed lots, approximate square foot size of each lot, and setback lines.
7. Location of all parcels of land proposed to be dedicated to public use and the conditions of such dedication, and a copy of such private deed restrictions as are intended to cover part or all of the tract.
8. Preliminary location and size of any bridges or culverts which may be required.
9. Where the preliminary layout submitted covers only a part of the subdivider's entire holding, a sketch of the prospective future street system of the un-submitted part shall be furnished and the street system of the submitted part will be considered in the light of adjustments and connections with the street system of the part not submitted.

#### **SECTION VII. FINAL PLAT**

Five final plats, along with the mylar shall be submitted for approval, and subsequent recording (black & white copies). The size of sheet, designs, and scales shall be as required in Section VI. Preliminary Layout. Adequate space shall be available on the map for the necessary endorsement of the Board which wording shall read "Approved by the Campton Planning Board on -----date----- Certified by Chairman; -----name----- and Secretary -----name-----. The final Plat shall show:

1. Proposed subdivision name or identifying title; name and address of subdivider; name, license number, and seal of the engineer and/or name and address of surveyor; date; scale; and north point.
2. Street right-of-way lines; building setback lines; lot lines; lot sizes in square feet; reservations, easements and areas to be dedicated to public use; and areas the title to which is reserved by the subdivider.
3. Typical street cross-sections; approximate street grades; and location and size of any bridges or culverts.
4. Typical design and location of any proposed on-lot sewerage and water systems; and location and size of any proposed storm pipe and catch-basins.

## **National Flood Insurance Requirements for Subdivision and Site Plan Review Regulations**

For subdivisions and site plans that involve land designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP):

- 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 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).
  
- C. 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:
  - (i) all such proposals are consistent with the need to minimize flood damage;
  - (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and,
  - (iii) adequate drainage is provided so as to reduce exposure to flood hazards.

## CAMPTON SUBDIVISION FIRE REGULATIONS

VII, 5

- A. All subdivisions of five (5) or more lots or dwelling units shall comply with the Campton Subdivision Fire Regulations relative to fire fighting water supply.
- B. For the purpose of a subdivision approval, this section (IX) shall not be waived due to the consideration of life safety of residents and emergency personnel, unless a subdivision is protected by an accessible water supply within 2000 feet, with sufficient resource as approved by the Fire Chief.
- C. Each subdivision site may require investigation and analysis by a licensed/registered professional engineer to finalize design. The Planning Board reserves the right to have an independent engineer review the design at the expense of the applicant.
- D. The design of the water supply system shall be submitted to the Planning Board and Fire Chief for approval prior to construction. All required plans shall be stamped with a licensed/registered professional engineer's stamp, and signed by the engineer who finalized the plan, as appropriate.
- E. The installer shall be responsible for any repairs or problems with the water supply system for a period of one (1) year after recording of the subdivision plan by the Planning Board.
- F. The water supply system shall be located no more than 2000 feet hose run from the access driveway of the furthestmost dwelling. This may require the installation of more than one water supply source depending on the length of the road (s) serving the subdivision. All water supply systems are to be installed and operational prior to the release of the security payment.
- G. The water supply system shall be located with direct access from a road built to town specifications, or other Class V road (or better), with a permanently deeded easement to the Town of Campton.
- H. The water supply system shall include a dry fire hydrant connection to which a Fire Department pumper may be able to connect with one ten-foot length of suction hose. This dry hydrant shall be accessible at all times of the year, and when in use, the pumper shall not block any street, road, driveway, or any other access way to a building.
- I. Access to the water supply system shall be by an easement on the property.

- J. When the land on which the water supply system is located is deeded to the Town, the deeded land shall contain an area of no less than twenty-five (25) foot radius for a dry hydrant, and twenty-five (25) feet from any walls of a cistern.
- K. Acceptance of a deed for ownership of a water supply system, accessed by a public way shall be at the recommendation of the Fire Chief and with the approval of the Board of Selectmen. The means by which the town accepts a deed for ownership or an easement will be worked out on a case by case basis.
- L. The Planning Board may also require that the applicant comply with further specifications required by the Fire Chief.
- M. Water supply systems:
1. Dry hydrants located in ponds, lakes, or rivers shall conform to the National Fire Protection Standard 1142, with the following clarifications:
    - a. Suction strainer shall not have a gravel covering.
    - b. Suction strainer shall be below normal freeze depth of the pond, lake, or river.
    - c. Fire Department suction connection shall be determined by the Fire Chief.
    - d. Suction connection height shall be determined by the Fire Chief.
    - e. The suction connection shall be protected by posts that are 5-inch diameter concrete filled steel pipe, 8 feet long, and embedded in the ground in a concrete base 4 feet below grade. The post locations shall be 4 feet apart from each other and 3 feet away from the suction connection towards roads.
  2. In those areas not within 2000 foot hose run of an accessible pond, lake, or river (as determined by the Fire Chief) a fire protection cistern shall be installed.
    - a. The cistern shall have a minimum capacity of 30,000 gallons of water.
    - b. The cistern shall be an underground, steel-reinforced, concrete tank. A minimum of 2 ½ inches of concrete must be maintained over all reinforcing steel. The Fire Chief has the authority to approve other materials for the tank construction.
    - c. Cast-in-place concrete shall achieve a 28-day strength of 3000 psi. Concrete shall be placed with a maximum of 4 inch slump, and vibrated in a professional manner.
    - d. A slump and Strength Test shall be performed by an independent testing agency, with the results sent to the Planning Board and the Fire Chief before final acceptance of the cistern.

- e. Concrete shall be mixed, placed, and cured without the use of calcium, chloride. Winter placement and curing shall follow the accepted American Concrete Institute Codes.
- f. The base shall be designed so that the cistern will not float when empty.
- g. Perimeter of cistern at floor/wall joint shall be sealed with 8 inch PVC waterstop.
- h. Bedding for the cistern shall be a thickness of 12 inches minimum, and bedding material shall be  $\frac{3}{4}$  to 1  $\frac{1}{2}$  inch crushed, washed stone and compacted. No filler to be used under stone.
- i. The entire cistern shall be completed and inspected, with roof panels in place prior to any backfilling.
- j. Backfill for the cistern shall be screened gravel with no stone larger than 1  $\frac{1}{2}$  inches, and shall be compacted to 95% American Society for Testing and Material Schedule #1557. Backfill over the cistern shall be 4 feet in thickness.
- k. All construction, backfill, and grading material shall be in accordance with proper construction practices, and acceptable to the Planning Board, and Fire Chief. After backfilling, the cistern shall be protected by a fence or large stones.
- l. The suction riser pipe shall be 6-inch steel, Schedule 40. The suction pipe shall attach to a 4' x 4' x  $\frac{1}{4}$ " anti-vortex plate 6 inches off the bottom of the cistern.
- m. Bottom of suction pipe to pumper connection shall not exceed 14 feet of vertical distance.
- n. Suction pipe height and specifications shall be determined by the Fire Chief.
- o. The suction connection shall be protected by posts that are suitable to the Fire Chief.
- p. The fill pipe shall be a 4 inch steel pipe Schedule 40 to terminate with 4 inch NST male elbow with a protective cap. The elbow will be 36 inches above final grade.
- q. Vent pipe shall be 4 inch Schedule 40 steel or PVC pipe with bug screen. The end of the pipe shall be no closer than 36 inches to finish grade.
- r. All piping shall be ASTM Schedule 40, PVC pipe must have glued joints.
- s. The cistern shall be provided with an acceptable standard sized manhole with an approved locking mechanism. The lock will be supplied by the Fire Department.
- t. The installer shall be responsible for completely filling the cistern after the cistern is accepted by the Fire Chief.

N. Both the Planning Board and the Fire Chief shall approve the design of the water supply system. Any changes in the water supply system plans must be submitted

in writing, to the Planning Board and the Fire Chief, who shall make a final inspection of the water supply system after installation.

- O. Any Industrial and Commercial building Fire Protection system shall meet National/State Fire Protection Codes which ever is more restrictive.
- P. If all homes in subdivision contain domestic sprinkler systems, the water supply requirements shall be waived.
- Q. In subdivisions of less than five (5) lots, the Planning Board, on the Fire Chief's recommendation, shall have the authority to require a fire protection system as specified in section VII, 5.

5. Sufficient data to determine readily the location, bearing, and length of every street right-of-way line, lot line, easement line, reservation line, and boundary line, and to permit reproduction of such lines; upon the ground. All dimensions shall be shown to the nearest hundredth of a foot, and bearings to the nearest minute. The error of closure for blocks enclosed by streets shall not exceed 1 in 5,000. The final Plat shall show the boundaries of the property.
6. Location and description of each permanent monument and benchmark including primary control points and reference to USGS benchmark.

### **SECTION VIII. IMPROVEMENT CONSTRUCTION REQUIREMENTS**

The following improvements shall be installed and constructed by the subdivider to the satisfaction of the Selectmen; and, under their supervision such improvements shall be made before submission of the final plat or the subdivider, together with the final plat, either shall file a bond sufficient to cover the cost of the improvements or make other suitable arrangements as contained in Section IV-E.

1. Monuments constructed of concrete or stone at least 4 inches on the top and at least 30 inches long shall be set at all block corners. Two benchmarks of the same description as the monuments shall be set at opposite ends of the subdivision whose tops are at an even foot in reference to the USGS datum plane.
2. The roadway exclusive of grass strip and sidewalk areas shall have a width of at least 24 feet. The right-of-way shall have a width of at least 50 feet.
3. The roadway shall be constructed in accordance with prevailing-Town classifications and specifications.
4. All proposed drainage facilities and culverts shall be installed. Natural watercourses shall be cleaned and increased in size where necessary to take care of storm runoff. Drainage swales at least three feet in width and 16 inches in depth at its midpoint below centerline grade shall be constructed in the street right-of-way on both sides of the paved roadway.

### **SECTION IX. ADMINISTRATION**

The selectmen may appoint an agent charged with the responsibility of receiving for the Planning Board preliminary layouts and final plats, checking them to determine if they meet the requirements of these Regulations, and inspecting improvements for compliance with these Regulations and requirements of the Board and Selectmen.

## SECTION X. VARIANCES

The Board may approve where strict conformity with these Regulations would cause undue hardship or injustice to the subdivider, a subdivision plan substantially in conformity with these Regulations, provided that the spirit of these Regulations and public convenience and welfare will not be adversely affected.

## SECTION XI. SEPARABILITY

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

## SECTION XII. AMENDMENTS

These Regulations may be amended or rescinded by the Board but only following public hearing on the proposed change. The Chairman or Secretary of the Board shall transmit a record of any changes so authorized to the Registry of Deeds of Grafton County.

Clarence Pulsifer, Chairman

Gifford Nutbrown

Lester Downing, Secretary

Robert Allen

Clifton Savage

William Brill

Chairman, Board of Selectmen, Member Ex-Officio

Clarence Greenwood, Alternate

Clifford Eastman, Alternate

Kenneth Sutherland, Alternate

## SECTION XIII. REVOCATION OF APPROVALS

(Amended; May 12, 1992)

- A. **AUTHORITY;** The Campton Planning Board may revoke approvals granted to subdivisions in accordance with this section and RSA 676:4-a. In this section, any reference to "subdivider" shall, when appropriate, be deemed to include a successor-in-interest.

- B. RECORDED PLATS;** If an approved plat has been recorded with the Grafton County Registry of Deeds, the approval thereof may be revoked only in accordance with RSA 676-4a.

**GROUND**S; the grounds for revocation shall include:

1. Request of the subdivider.
2. Failure to conform to statements, plans or specifications upon which approval was based or violation of approval conditions or requirements.
3. Failure to timely perform any conditions of approval as required in conditions of approval or within the time limits specified by RSA 674:39;
4. Nonconformity to current applicable ordinances or regulations where vesting has not occurred under RSA 674:39;
5. Failure to provide adequate security for performance of subdivider obligations; and
6. Such other reasons, as the Planning Board for good cause deems just and reasonable.

#### **REVOCATION REQUEST;**

**PROCEDURE;** The subdivider, any current abutter or any person directly affected may request that the Board revoke approval by filing a request in writing stating the grounds upon which revocation is sought and a filing fee of \$55.00 and an additional \$5.00 for each butter over four, together with an updated, correct abutters list and the costs of mailing notices as required. If the subdivider does not file the request for revocation, the Board shall determine if good cause is stated in the request and shall decide if it will proceed with revocation proceedings. If the Board determines not to proceed, it shall notify the person requesting revocation who may appeal therefrom under RSA 677:15. The Board upon its motion may initiate revocation proceedings and shall be responsible for costs of notice in that case.

#### **PUBLIC NOTICE**

- (a) The Board shall send an appropriate notice of revocation proceedings to the subdivider, abutters and the requestor, if applicable, and shall provide notice to the public, all in the same manner as is required for giving notice of the receipt of subdivision applications. The Board shall include in the notice a description of the reasons proposed for revocation.

#### **REVOCATION HEARING**

(a) Upon the request of the subdivider or any specific party to whom notice is given, made in writing within 30 days after receipt of notice, or if the Board so determines, a hearing shall be held upon the proposed revocation. Notice of the hearing shall be given in the same manner and to all parties and the public as is required for hearings for subdivision approval with the costs of notice paid by the party requesting the hearing or by the Board if it initiates the hearing.

## **DECISIONS**

(c) After the hearing, or after the expiration of 35 days from the mailing of notice of revocation proceedings, if no hearing is requested the Board shall vote to determine if the approval shall be revoked. The Board decision shall be by the majority vote of the members present and voting with at least a quorum voting. The decision shall include the reasons for, and findings of fact in support of, the decision. The Board shall send by certified mail or verified personal delivery, within five (5) days after its decision, a copy of its notice of decision to the subdivider and the person requesting revocation, if any.

## **NOTIFICATION AND APPEAL**

(d) If the Board votes to revoke approval, it shall, no earlier than 30 days after written notification of its revocation, file for recording with the Registry of Deeds a declaration of revocation as required by RSA 676-4a,III. If the Board receives notice that an appeal of the revocation has been filed under RSA 677:15, and if the Board determines to record the declaration even though an appeal has been filed, it shall indicate in the notice that an appeal has been filed.

- C. UNRECORDED PLATS;** A plat which has been granted final approval but has not been recorded at the Registry of Deeds shall be subject to revocation in the same manner as a recorded plat under subsection B except as follows:

**DECLARATION** The declaration filed with the Registry shall not refer to a recorded plat, but shall instead state that the approval of the (name) subdivision by the Campton Planning Board on (date of approval) has been revoked and shall include sufficient data to allow recording in the chain of title to the property.

- D. CONDITIONALLY APPROVED PLATS;** Revocation of plats given conditional but not final approval shall be conducted as a compliance hearing in accordance with RSA 676:4,I (i), with the Board acting to grant or deny final approval, or take such other action as may be appropriate.

- E. APPEALS;** Any person aggrieved by a decision of the Planning Board in a revocation proceeding may appeal therefrom to the Superior Court in accordance with RSA 677:15.

May 12, 1992 SECTION XIII

Wayne Martin, Chairman  
Al Freeman, Secretary  
Steve Hamburg  
Susan Barlow, Alternate  
Joseph Merritt, Selectman  
Lynda Mower, Town Clerk

**SITE PLAN REVIEW REGULATIONS  
TOWN OF CAMPTON  
CAMPTON PLANNING BOARD  
NOVEMBER 17,1981**

**SECTION I: AUTHORITY**

In pursuance of the authority vested in the Campton Planning Board by the voters of the town of Campton, and conferred by Chapter 36, Sections 19-29, New Hampshire Revised Statutes annotated 1955, as it may be amended, the Campton Planning Board adopts the following regulations governing the Site Plan Review for the development of tracts of land within the Town of Campton.

**SECTION II: TITLE AND PURPOSE**

1. These regulations shall be known and may be cited as the "Campton Site Plan Review Regulations" hereinafter referred to as "these regulations".
2. The Planning Board is empowered to review, and approve or disapprove site plans for the development of tracts for non-residential uses whether or not such development includes a subdivision or a re-subdivision of the site. "Uses" shall be constructed to apply to both initial construction and use changes. When uses are so subject to review and approval by the Planning Board, procedures shall be in accordance with regulations and amendments governing the subdivision of land adopted by the Planning Board, and approvals shall be subject to satisfactory compliance with conditions set forth herein. Provisions of these regulations will not apply to agricultural development except when such development includes the construction or reconstruction of a structure.

**SECTION III: DEFINITIONS**

- A. **BOARD;** The Planning Board of the Town of Campton
- B. **SUBDIVISION;** The division of a lot, tract, or parcel of land into two or more lots, plats, sites, or other division of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance, or building development, located on an existing, new, widened, or extended street and requiring the extension of municipal utilities, or construction of private on-lot systems for all types of land uses; provided, however, that development for agricultural purposes is expressly excluded. It includes re-subdivision and, when appropriate to the context of these Regulations, relates to the process of subdivisions or to the land, territory, or area

subdivided. It shall include a division of land where each resulting parcel fronts on a public street previously accepted or taken by the Town.

- C. **LOT;** A parcel of land capable of being occupied by one principal structure or use and its accessory structures or uses as shown and identified as such on a plat.
- D. **PLAT;** the final map, drawing or chart on which the subdivider's plan of subdivision is presented to the Campton Planning Board for approval, and which if approved, will be submitted to the Register of Deeds of Grafton County for recording.
- E. **STREET;** Includes street, avenue, boulevard, road, alley, highway, and other way, exclusive of driveways serving not more than two adjacent lots.
- F. **SUBDIVIDER;** the Registered owner or the authorized agent of the registered owner of a subdivision.
- G. **ENGINEER OR SURVEYOR;** The duly designated and legally recognized engineer or competent surveyor of the subdivider as may be pertinent to the actual services to be performed in accordance with the provisions of Chapter 319, Sections 1-30, NH Revised Statutes Annotated, 1955, and as amended.
- H. **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 Planning Board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration.
- I. **SITE PLAN REVIEW;** The action of the Board to review and approve or disapprove site plans for the development of tracts of land for non residential uses, or for multifamily dwelling units other than one and two family dwellings, whether or not such development includes a subdivision or re-subdivision of the site.
- J. **DEVELOPMENT;** The improvement of a tract of land including but not limited to the building of structures, roadways, parking lots, sidewalks, pathways, grading and landscaping of all or a portion of the lot. It shall also include changes in use to the property.
- K. **USE CHANGE;** Any use of a residential or nonresidential nature, which is proposed to be changed to another use, which is dissimilar, and of a nonresidential nature.

## SECTION IV: PROCEDURE

### A. GENERAL PROCEDURE

1. Whenever any subdivision or development of land is proposed, before any construction, land clearing or building development is begun, before any permit for the erection of any building in such proposed subdivision or development shall be granted, and before any subdivision or site plan plat may be filed in the Office of the Register of Deeds of Grafton County, the subdivider or developer or his authorized agent shall apply for and secure approval of such proposed subdivision or development in accordance with the following procedure.
2. When the site plan for a development is being reviewed for approval at the same time as a subdivision is being reviewed for approval these procedures may be combined with the procedures for a proposed subdivision as long as all other provisions of these regulations are met. The Board shall have the final decision as to whether and to what extent these two reviews will be combined.

### B. PRELIMINARY CONSULTATION AND REVIEW

1. The applicant may appear at a regular meeting of the Planning Board to discuss a proposal in conceptual form and in general terms. Such preliminary consultation shall be informal and directed toward:
  - a. Reviewing the basic concepts of the proposal
  - b. Reviewing the proposal concerning the Town Master Plan and Zoning Ordinance.
  - c. Reviewing the Town's Subdivision Regulations as they may apply to this proposal and determination of the proposal as a major or minor subdivision or development, and
  - d. Guiding the Applicant relative; to necessary state and local requirements.
2. Preliminary consultation and review shall not bind the Applicant or the Board. Such discussion may occur without formal public notice as provided in Sections H & I. However, no discussions beyond the conceptual and general review shall take place without identification of and notice to abutters and the public as described in Section I.

3. Preliminary consultation and review shall be separate and apart from formal consideration under Sections E & F and the time limits for acting under Section G shall not apply until a formal Completed Application is submitted.

### **C. MINOR SUBDIVISION OR DEVELOPMENT**

1. Minor subdivisions or developments are defined as those proposals involving minor lot line adjustments or boundary agreements, which do not create buildable lots, or minor cosmetic changes which involve no change of use and comply with the spirit of these regulations.
2. The Applicant may first meet with the Board for preliminary consultation and review of his proposal as discussed in Section B to determine if it is a Minor Subdivision or development. If it is determined by the Board to be a Minor Subdivision or development, the Applicant shall submit;
  - a. A completed Application, excluding the Preliminary layout as required in Section E-2d, and
  - b. A Final Site Plan Plat as provided in Section VII. Notice of Submission shall be given as provided in Section I and may be combined with the Notice of Public Hearing
3. The completed application under this Section may be submitted and approved at one or more Board meetings but no application shall be approved without the full notice of abutters and public required under Section I. A public hearing, duly noticed in Section H shall be held only if requested by the applicant or abutters or if the Board determines to hold a hearing.

### **D. PRELIMINARY LAYOUT – MAJOR SUBDIVISION OR DEVELOPMENT**

1. The Applicant may submit a Preliminary Layout to the Secretary to the Board not less than fifteen (15) days before any regular meeting of the Board. This optional step may aid both the applicant and the Board in reviewing the proposal. The Preliminary Layout shall include:
  - a. List of all abutters and their addresses
  - b. Check to cover mailing and advertising costs as stated in Section J, and
  - c. Preliminary Site Plan in accordance with Section VI.
2. The Board, before acting on the Preliminary Layout, may discuss the plan with the Applicant and after such discussion; the Board may communicate to the Subdivider or developer specific suggestions to assist in resolving problems before the submission of a Completed Application.

3. Notice of the submission of a Preliminary Layout shall be given as provided in Section I.
4. Neither time limits for consideration and action nor the public hearing requirements shall apply to this submission.

#### **E. COMPLETED APPLICATION**

1. A Completed Application sufficient to invoke jurisdiction of the Board must include sufficient information to allow the Board to proceed with consideration and to make an informed decision.
2. The following shall be required for and constitute a Completed Application:  
**(SECTION IV, E, 2,a—Amended December 1997)**
  - a. An application for subdivision approval, properly filled out and executed by the applicant, shall be filed with the Board or its designee in accordance with Section F. the application shall include at least the following:
    - i. The names and addresses of the Applicant and all abutters as indicated in town records not more than five (5) days before the day of filing.
    - ii. A check payable to the Town of Campton to cover filing fees, mailing, advertising, recording, and other costs as provided in Section J.
    - iii. Three paper print copies of the Preliminary layout in accordance with and accompanied by the information required in Section VI.
    - iv. A copy of the complete application to NH Water Supply & Pollution Control for subdivision approval.
    - v. A copy of the letter of request for approval by the Selectmen for a driveway entrance on a town road.
    - vi. A copy of the completed application to the NH Highway Department for approval of driveway entrances if required.

#### **F. FILING, INITIAL SCREENING AND SUBMISSION OF APPLICATION (SECTION IV, F, 1,2,3,5—Amended December 1997)**

1. The completed application shall be filed with the Board's designee (Planning Board Clerk), or other Town office Employee in person or by mail delivered to the Campton Town Office. The application shall be filed not less than 15 days before a regularly scheduled Planning board meeting. If the Board's designee is not present when an application is filed, the Town employee or official receiving the application shall indicate the date of its' filing; however,

the application shall not be deemed to have been received until it has been physically received by the Board's Designee. The Board's Designee shall review the application within 7 days after receipt to determine if it is complete.

2. If the application is not complete, the Board's designee shall notify the applicant in writing, setting forth the reason for such decision in accordance with RSA 676:3, and the application shall not be submitted to the Board for further action or consideration.
3. If the application is determined by the Board's Designee to be complete following this Initial screening, the application shall be deemed to have been accepted on the date of its filing pursuant to Subsection F, 1, and the application shall be submitted to the Board for commencement of review and consideration at its next regularly scheduled meeting within 30 days after such filing date. Notwithstanding a decision by the Boards' Designee that an application is complete, the Planning Board reserves the right to reconsider such decision and if it determines that an application is not complete, it shall so notify the applicant in writing, setting forth the reasons for its decision, in accordance with RSA 676:3.
4. Applications may be disapproved by the Board without public hearing for the following reasons;
  - a. Failure to provide abutters' identification and information required for Preliminary Layout,
  - b. Failure to pay costs of notices or other costs and fees required by these regulations.
  - c. Failure to meet any reasonable deadline established by these Regulations.
5. When an application is received and determined to be complete, whether by the Board or its designee, the applicant shall be given a receipt indicating the date of formal receipt to be used for calculation of deadlines for action under RSA 676:4,I(c)(1).

**G. BOARD ACTION COMPLETED APPLICATION**  
**SECTION IV, G 1 & 3—Amended; December 1997**

1. The Board shall consider the Completed Application within thirty (30) days of its receipt. After review of the Completed Application, and after a duly

noticed Public Hearing as provided in Section H, the Board may grant a conditional approval of the Completed Application and request the applicant prepare a Final Plat within ninety (90) days after receipt of the Completed Application, subject to extension or waiver as provided in accordance with RSA 676:4.

2. Approval of the Final Site Plan plat shall be certified by written endorsement on the Final Plat and signed by the Chairman or Secretary of the Board. The Chairman or Secretary of the a Board shall transmit a copy of the Final Site Plan Plat with such approval endorsed in writing therein to the Registry of Deeds of Grafton County, and the subdivider shall be responsible for the payment of all recording fees. In case of disapproval of any plat submitted, the grounds for such disapproval shall be adequately stated in the record of the Planning Board and written notice given to the Applicant.
3. If the Planning Board has not taken final action within the statutory time limit, including any extension, the applicant may request action as specified in RSA 676:4,I(c)(1) and the application shall thereafter by handled as specified therein.

## **H. PUBLIC HEARING**

1. Prior to approval of any subdivision application, a public hearing shall be held as required by RSA 676:4,I (d) and (e), except that a public hearing may not be required for minor lot line adjustments or boundary agreements pursuant to RSA 676:4,I (e)(1) or for disapproval's as allowed by RSA 676:4,I (e)(2).

## **I. NOTICES**

1. Notice of the submission of a Preliminary layout or a Completed Application shall be given by the Board to the abutters and the Applicant by certified mail, return receipt requested, mail at least ten (10) days prior to the submission, and to the public at the same time by posting in at least two public places in the Town or publication in a newspaper of general circulation. The notice shall give the date, time, and place of the Board meeting at which the Application or other items will be formally submitted to the Board, and shall include a general description of the proposal which is the subject of the Application or of the item to be considered and shall identify the Applicant and location for the proposed subdivision or development.
2. For any public hearing on the completed Application, the same notices as required for notice of submission of the Completed Application shall be

given. If the notice of public hearing has been included in the notice of submission or any prior notice, additional notice of the public hearing is not required, nor shall additional notice be required of an adjourned session of a hearing with proper notice if the date, time, and place of the adjourned session was made known at the prior hearing.

**J. FEES**

- I. The fees for a subdivision or development are as follows: \$ 80.00 application fee, \$6.74 plus for each abutter, plus the cost of registering the mylar map with the registry of deeds. (see application for fees, as the size of the map depends on the fee).

All costs of notices, whether mailed, posted or published, shall be paid in advance by the applicant. Failure to pay costs shall constitute valid grounds for the Board to terminate further consideration and to disapprove the plat without a public hearing.

- 3 The Board may require special investigative studies, environmental assessments, and a legal review of documents, administrative expenses, and other matters necessary to make an informed decision. The cost of such studies and investigations shall be paid by the Applicant before the approval or disapproval of the Final Site Plan plat.

**SECTION V: GENERAL REQUIREMENTS FOR  
TILE DEVELOPMENT OF LAND**

The subdivider or developer shall observe the following general requirements and principles of land subdivision and development:

1. The plan shall conform to Section V: General Requirements for the Subdivision of Land contained in the Land subdivision Regulations of the Town of Campton.
2. The subdivider shall tender offers of cession in a form certified as satisfactory by the Town legal counsel of all land included in street, highways, or parks not specifically reserved by him, but approval of the plat by the Board shall not constitute an acceptance by the Town of the dedication of any street, highway, park, or other public open space.
3. The subdivider shall either file a bond in an amount and with surety and conditions satisfactory to the Selectmen providing for and securing to the Town the actual construction and installation of such improvements and utilities within a period specified by the Selectmen and expressed in the bond; or other evidence supporting

as assessment or other method whereby the Town is put in an assured position to do said work and make said alterations at the cost of the subdivider. Such bond or other method shall be approved as to form and sureties by the legal counsel of the Town and conditioned on the completion of such improvements within five years of the date of the bond or acceptance by him or any other approved method.

4. Uses allowed are only those, which are permitted in the appropriate zones under Article IV: permitted Uses in Zoning Districts of the Zoning Ordinance of the Town of Campton.

## **SECTION VI: PRELIMINARY SITE PLAN**

The subdivider or developer shall observe the following requirements concerning preliminary site plan:

1. The plan shall contain all information required in Section VI. Preliminary Layout of the Land Subdivision Regulations of the Town of Campton.
2. The plan must also contain the following:
  - a. Location of all structures existing and proposed.
  - b. Location and layout of individual parking spaces.
  - c. Location of all utilities existing and proposed.
  - d. Location of exterior lighting installations.
  - e. Final landscaping and grading contours as proposed.
  - f. Existing and proposed grade elevations; and when the project is located in the designated flood plain area, elevations corrected to the nearest benchmark of the first and second stories.
  - g. Existing and proposed storm water drainage and roof drainage.
  - h. Location and design of any sign or signs existing or proposed for the development.
3. In the case of developments which involve only a use change or for other reasons make a drawn plan inappropriate the Board may waive the requirement for a plan as specified in this section and may require a detailed written description of the development proposed or a modified plan as they see fit. Use change requests must include but need not be limited to the following:
  - a. Current use of the property.
  - b. Proposed use of the property.
  - c. Current parking facilities.
  - d. Proposed parking facilities.
  - e. A sketch of the property showing street frontage, street access, traffic flow, and parking space layout.

- f. Location and description of proposed signs.
- g. Physical changes to the outside of the structure including color changes, lighting and walkways.

## **SECTION VII: FINAL SITE PLAN PLAT**

The final site plan plat submitted for approval and subsequent recording shall contain all of the information required in Section VI of these regulations and in Section VII: Final Plat of the Land Subdivision Regulations of the Town of Campton.

## **SECTION VIII: ADMINISTRATION**

The selectmen may appoint an agent charged with the responsibility of receiving for the Planning Board preliminary layouts and final plats, checking them to determine if they meet the requirements of these Regulations, and inspecting improvements for compliance with these Regulations and requirements of the Board and Selectmen.

## **SECTION IX: VARIANCES**

The Board may approve where strict conformity with these Regulations would cause undue hardship or injustice to the subdivider, a subdivision plan substantially in conformity with these Regulations, if the spirit of these Regulations and public convenience and welfare will not be adversely affected.

## **SECTION X: SEPARABILITY**

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

## **SECTION XI: AMENDMENTS**

These Regulations may be amended or rescinded by the Board but only following public hearing on the proposed change. The Chairman or Secretary of the Board shall transmit a record of any changes so authorized to the Registry of Deeds of Grafton County.

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**GROUND S;** the grounds for revocation shall include:

1. Request of the subdivider.
2. Failure to conform to statements, plans or specifications upon which approval was based or violation of approval conditions or requirements.
3. Failure to timely perform any conditions of approval as required in conditions of approval or within the time limits specified by RSA 674:39;
4. Nonconformity to current applicable ordinances or regulations where vesting has not occurred under RSA 674:39;
5. Failure to provide adequate security for performance of subdivider obligations; and
6. Such other reasons, as the Planning Board for good cause deems just and reasonable.

**REVOCATION REQUEST;**

**PROCEDURE;** The subdivider, any current abutter or any person directly affected may request that the Board revoke approval by filing a request in writing stating the grounds upon which revocation is sought and a filing fee of \$55.00, together with an updated, correct abutters list and the costs of mailing notices as required. If the subdivider does not file the request for revocation,

the Board shall determine if good cause is stated in the request and shall decide if it will proceed with revocation proceedings. If the Board determines not to proceed, it shall notify the person requesting revocation who may appeal therefrom under RSA 677:15. The Board upon its motion may initiate revocation proceedings and shall be responsible for costs of notice in that case.

### **PUBLIC NOTICE**

- (a) The Board shall send an appropriate notice of revocation proceedings to the subdivider, abutters and the requestor, if applicable, and shall provide notice to the public, all in the same manner as is required for giving notice of the receipt of subdivision applications. The Board shall include in the notice a description of the reasons proposed for revocation.

### **REVOCAION HEARING**

- (b) Upon the request of the subdivider or any specific party to whom notice is given, made in writing within 30 days after receipt of notice, or if the Board so determines, a hearing shall be held upon the proposed revocation. Notice of the hearing shall be given in the same manner and to all parties and the public as is required for hearings for subdivision approval with the costs of notice paid by the party requesting the hearing or by the Board if it initiates the hearing.

### **DECISIONS**

- (c) After the hearing, or after the expiration of 35 days from the mailing of notice of revocation proceedings, if no hearing is requested the Board shall vote to determine if the approval shall be revoked. The Board decision shall be by the majority vote of the members present and voting with at least a quorum voting. The decision shall include the reasons for, and findings of fact in support of, the decision. The Board shall send by certified mail or verified personal delivery, within five (5) days after its decision, a copy of its notice of decision to the subdivider and the person requesting revocation, if any.

### **NOTIFICATION AND APPEAL**

- (d) If the Board votes to revoke approval, it shall, no earlier than 30 days after written notification of its revocation, file for recording with the Registry of Deeds a declaration of revocation as required by RSA 676-4a,III. If the Board receives notice that an

appeal of the revocation has been filed under RSA 677:15, and if the Board determines to record the declaration even though an appeal has been filed, it shall indicate in the notice that an appeal has been filed.

- C. **UNRECORDED PLATS;** A plat which has been granted final approval but has not been recorded at the Registry of Deeds shall be subject to revocation in the same manner as a recorded plat under subsection B except as follows:

**DECLARATION** The declaration filed with the Registry shall not refer to a recorded plat, but shall instead state that the approval of the (name) subdivision by the Campton Planning Board on (date of approval) has been revoked and shall include sufficient data to allow recording in the chain of title to the property.

- D. **CONDITIONALLY APPROVED PLATS;** Revocation of plats given conditional but not final approval shall be conducted as a compliance hearing in accordance with RSA 676:4,I (i), with the Board acting to grant or deny final approval, or take such other action as may be appropriate.

- E. **APPEALS;** Any person aggrieved by a decision of the Planning Board in a revocation proceeding any appeal there from to the Superior Court in accordance with RSA 677:15.

May 12,1992 SECTION XIII

Wayne Martin, Chairman  
Al Freeman, Secretary  
Steve Hamburg  
Susan Barlow, Alternate  
Joseph Merritt, Selectman  
Lynda Mower, Town Clerk

Jan. 2006

SITE PLAN REVIEW ADDITIONS FOR NEW RETAIL STORES AND BUSINESS CENTERS

The intent of these Site Plan Review Additions is to regulate new retail, professional, business developments with the following guiding principles which shall act as a guide to the Planning Board when implementing the zoning requirements of setback, access, parking, landscaping, design, building size and lighting:

~ Non-residential development which is indifferent to our community's architectural and cultural heritage (such as "franchise architecture", monotonous buildings typical of "strip development", and "big box" stores) constitutes a significant threat to the small town-rural character of Campton and the future of our community.

~ Large retail development is likely to occur in the area of town with high visibility from major roadways and over the region's high quality water aquifer. As a result, the town is interested in protecting its small town image by controlling the size, visual and environmental impacts of such development.

~ Management of future retail development can be guided to encourage building design that is functional, aesthetically pleasing and compatible with the architectural heritage of the community.

~ Retail site development that contain mixed uses is preferred. Where space allows, the community favors designs allowing flexibility of compatible mixed-use areas which may include professional offices, commercial or retail businesses in a "campus style" setting. Internal driveways and pedestrian amenities are encouraged, with a minimum of curb cuts to the road access. Natural buffers and landscaping, and setbacks are required to minimize visual and auditory impacts.

Building setback from road and front yards: The first twenty-five feet (25') of front yard shall be kept clear of obstructions to sight and shall not be used for display of goods and signs; the next twenty-five feet(25') of front yard shall be planted and landscaped and shall permit signage with a minimum setback requirement of thirty-five feet from the road. The minimum building setback shall be fifty feet(50') from any roadway.

Access: There will be one access or curb cut for each retail complex on any road. This does not prohibit a service road access separate from public vehicular parking lots. Accommodations should be made for foot and bicycle travel to stores and retail centers.

Parking: Parking lots should be designed to maximize traffic flow, easy access to stores, visibility of the stores themselves, and the overall appearance or aesthetics of the location. Within large lots, there shall be landscaped islands to capture water run-off, and to provide visual and climatic relief from broad expanses of pavement. They shall define logical areas for pedestrian and vehicular circulation. There shall also be bike racks (as needed) and pedestrian access from the street and local neighborhoods to the store or retail store center.

Landscaping: In the minimum 25' landscaped buffer, as well as other planted or natural areas, the planning board shall determine the appropriate landscaping for each store or business center according to the scale and location and need to mitigate any adverse environmental impacts. In addition, proper environmental buffers to absorb roof and parking lot drainage shall be put into place and maintained to infiltrate rainfall to the aquifer or groundwater rather than run off into brooks, streams and rivers. An alternative in terms of a pond or wetland may be acceptable.

Design: The planning board shall require that the architecture of retail

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stores, including franchise stores, fit into the local physical and architectural culture in terms of scale, elevation, building materials, siding, exterior lighting, façade, roofs, and overall design. A traditional New England style of architecture may be required by the planning board. Centers that are linear should have the individual businesses articulated and differentiated in a manner that is visually appealing as well as commercially attractive. Small centers of multiple stores or businesses should be encouraged to take on a town square or open square configuration.

Building size: No single retail store shall exceed 40,000 sq.ft and no combination of multiple stores, whether in a single building or in separate buildings, on a site developed as a single entity shall exceed 60,000 sq. ft.

Lighting: Stores and business centers must conform to Campton Site Plan Regulations. During times the businesses are not opened, exterior lighting, including that for parking, should be darkened to whatever reasonable extent security and safety permits. Exterior lighting must be down facing and not spill beyond the businesses. Parking lot lights should be on posts no higher than 20', and should not exceed the minimum light necessary for public safety.

# Campton Site Plan Regulations

## Lighting

**1. Purpose:**

It is in the interest of The Town of Campton to maintain its historic character, prevent further reduction of visibility of the night sky, insure efficient use of lighting, and reduce unsafe or annoying lighting conditions, while providing adequate and appropriate outdoor lighting.

**2. General Requirements:**

- a. Any proposed outside lighting whether for area illumination, sign illumination, building illumination, or other purpose, will project no more than 3 percent of its light rays above the horizon from the lamp, its lens structure or any associated reflector.
- b. Building façade lighting should be done from above rather than from below in order to limit skyglow.

**3. Exemptions:**

- a. All temporary lighting required for construction projects, related to road construction and repair, installation of sewer and water facilities, and other public infrastructure.
- b. All temporary emergency lighting needed by the police or fire departments or other emergency services, as well as all vehicular luminaries, shall be exempt from this section.
- c. All hazard warning luminaries required by Federal regulatory agencies are exempt from the requirements of this section, except that all luminaries used must be red and must be shown to be as close as possible to the Federally required minimum lumen requirement for the specific task.
- d. Seasonal/decorative lighting displays using multiple low wattage bulbs are exempted from this ordinance.

**4. Studies**

- a. The Planning Board shall reserve the right to require a study by a party competent in the field of lighting to demonstrate that the proposed lighting layout will not cause illumination beyond the property line of the subject parcel. An appropriately scaled isolux (isofootcandle) diagram with property lines shall be deemed as appropriate evidence.
- b. All costs for such study shall be born by the applicant.

**5. Powers Reserved**

In no way shall the provision of this regulation limit the authority granted in RSA 236:55 to have any unsafe light removed.

2/2/2006