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# Site Plan Review Regulations

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Campton Planning  
Board

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Town of Campton, NH  
11/17/1981

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

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## **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 are-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:
  - b. 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.
  - c. A check payable to the Town of Campton to cover filing fees, mailing, advertising, recording, and other costs as provided in Section J.
  - d. Three paper print copies of the Preliminary layout in accordance with and accompanied by the information required in Section VI.
  - e. A copy of the complete application to NH Water Supply & Pollution Control for subdivision approval.
  - f. A copy of the letter of request for approval by the Selectmen for a driveway entrance on a town road.
  - g. 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 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)(l).

## **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 RSA676:4.

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 676:4,1(c)(1) and the application shall thereafter be handled as specified therein.

#### **H - PUBLIC HEARING**

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

1. The fees for a subdivision or development are as follows: \$80.00 application fee, plus \$6.56 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).

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 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.
- 4.

## **SECTION V: GENERAL REQUIREMENTS FOR THE 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. Lighting requirements Dark Sky-**

**1. 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 will be done from above rather than from below in order to limit sky glow.

**2. 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.

**3. 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 illumination beyond the property line of the subject parcel. An appropriately scaled isolux (isofootcandle) diagram with property lines shall be deemed as appropriate evidence.

**4. 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.

- 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.

**e. Specific Regulations for Campton Village Overlay Zone**

General Design:

All Buildings Commercial and Residential shall comply with these regulations.

{Buildings shall be designed to blend in with other buildings in the immediate area. They shall match the local physical and architectural culture in terms of scale and Elevation. The Façade/s of a building shall include windows, which, whether Functional or not, shall be designed to the scale of the building.} (Zoning Ordinance, Article III, Page 12)

Facades and Rooflines:

- 1. No flat roofs unless with a pitched roof façade. The minimum roof pitch, whether structural or architectural, or shall be no less than 6:12. Roof mount solar arrays are permitted and encouraged.
- 2. No overhead doors in excess of eight feet in height on the facade/s of the building.
- 3. Definition: “frontage” Frontage is the boundary between a plot of land or a building and the Road onto which the plot or building abuts. Frontage may also refer to the full length of this boundary
- 4. Definition: “Façade” The façade of a building shall be either the decorative side of the Building and/or any side of a building facing a public way.

5.

Landscaping:

1. Setbacks: Of the 50- foot frontage already required by the Zoning Ordinance, 15 feet adjacent to the right of way of any public way are required to be a landscaped buffer. Sidewalks are permitted within this zone.
2. Of the 25 feet from sides already required by the Zoning Ordinance, 10 feet are required to be a landscaped buffer adjacent to the property lines.
3. Landscape buffer shall consist of natural, undisturbed vegetation or features, or ground cover shrubs, or trees as appropriate. Buffers are to be installed and maintained to provide attractiveness, privacy and noise reduction to neighboring properties readily visible from road way.
4. Screenings are encouraged to be provided along readily visible road ways, to reduce offensive views. Storage areas, including waste storage areas, should be fenced or screened throughout the year from on-site or adjoining parking, neighboring properties, and public streets. The use of fencing or vegetation is permitted as a screen.

Fencing:

1. Fencing shall be a height of 6 feet maximum, but in no instance shall fencing obstruct the line of sight at the ingress/egress point of property.
2. No chain link fencing on the façade/s. No high security fencing (e.g. barbed wire, razor wire) is permitted.
3. Fencing is not landscaping in and of itself for the purposes described herein but can be an element of landscaping.
4. Fencing shall have a minimum of a one - foot buffer on any property line for maintenance purposes.
5. Fencing shall appear the same on both sides or if both sides are not identical, the finished side shall face the abutting property.

## **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. 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 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 (3) 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: WAIVERS**

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. Per RSA 674:36(n).

## **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. **REVOCA TION 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 \$80.00 and an additional \$6.56 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 there from 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.

#### **REVOCA TION 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 676:4,1(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 there from to the Superior Court in accordance with RSA 677:15.

#### May 12, 1992 SECTION XIII

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

## **The 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 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, 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.

