

# Columbia NH Land Subdivision Regulations

*Adopted by the Columbia Planning Board on August 13, 2014 and amended on October 12, 2016 by adopting "Appendix A - Road Design and Construction Standards."*

## Table of Contents

<b>Section I.</b>	<b>Authority and Purpose</b>	<b>page 2</b>
<b>Section II.</b>	<b>Purpose and Applicability</b>	<b>page 2</b>
<b>Section III.</b>	<b>Definitions</b>	<b>page 3</b>
<b>Section IV.</b>	<b>General Requirements for the Subdivision of Land</b>	<b>page 3</b>
<b>Section V.</b>	<b>Subdivision Review Procedures</b>	<b>page 4</b>
	<b>A. Preliminary Conceptual Consultation</b>	
	<b>B. Design Review Phase</b>	
	<b>C. Submission of Completed Application</b>	
	<b>D. Board Action on Completed Application</b>	
	<b>E. Failure of the Planning Board to Act</b>	
	<b>F. Conditional Approval</b>	
	<b>G. Expedited Review</b>	
	<b>H. Public Hearing</b>	
	<b>I. Notification</b>	
	<b>J. Fees</b>	
	<b>K. Site Inspections</b>	
	<b>L. Concurrent and Joint Hearings</b>	
<b>Section VI.</b>	<b>Submission Requirements</b>	<b>page 7</b>
<b>Section VII.</b>	<b>Subdivision Design Standards</b>	<b>page 9</b>
<b>Section VIII.</b>	<b>Developments Having Regional Impact</b>	<b>page 10</b>
<b>Section IX.</b>	<b>Previously Approved Subdivisions</b>	<b>page 10</b>
<b>Section X.</b>	<b>Special Flood Hazard Areas</b>	<b>page 10</b>
<b>Section XI.</b>	<b>Performance Guarantee</b>	<b>page 11</b>
<b>Section XII.</b>	<b>Revocation of Planning Board Approval</b>	<b>page 11</b>
<b>Section XIII.</b>	<b>Administration and Enforcement</b>	<b>page 11</b>
<b>Section XIV.</b>	<b>Appeals.</b>	<b>page 12</b>
<b>Section XV.</b>	<b>Validity</b>	<b>page 12</b>
<b>Section XVI.</b>	<b>Amendments</b>	<b>page 12</b>
<b>Section XVII.</b>	<b>Effective Date</b>	<b>page 12</b>
	<b>Appendix "A" - Road Design and Construction Standards</b>	<b>page 12-17</b>
	<b>Checklist for Minor/technical Subdivision</b>	<b>page 18</b>
	<b>Checklist for Subdivision (2 pages)</b>	<b>page 19-20.</b>

## **Section I. Authority**

Pursuant to the Authority vested in the Columbia Planning Board by the voters of the Town of Columbia on March 9, 1971 and in accordance with the provisions of RSA 674:35 of the New Hampshire Revised Statutes Annotated, and as amended, the Columbia Planning Board adopts the following regulations governing the subdivision of land in the Town of Columbia, New Hampshire, hereinafter known as Columbia Land Subdivision Regulations.

## **Section II. Purpose and Applicability**

The purpose of these regulations is to provide for the orderly present and future development of the Town by promoting the public health, safety, convenience and welfare of its residents.

## **Section III. Definitions**

A. Abutter: Means (1) any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board; and (2) affected municipalities and the regional planning commission in the event of developments having regional impact. For purposes of receiving testimony only, and not for purpose 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. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term “abutter” means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

B. Applicant: Means the owner of record of the land to be subdivided, or his or her designated agent.

C. Application, Complete: Means a final plat and all accompanying materials and fees as required by these regulations.

D. Approval: Means Recognition by the Planning Board, certified by written endorsement on the plat, that the plat meets the requirements of these Regulations and in the judgement of the Board satisfies all criteria of good planning and design.

E. Approval, Conditional: Means recognition by the Planning Board, certified by written endorsement on the plat, that the plat is not finally approved nor ready for filing with the Registry of Deeds until such time as certain conditions, set forth by the Board, are met. This is not to be confused with a plat that has been approved *subject to certain conditions* that would be met as part of the implementation of the plan.

F. Board: Means the Planning Board of Columbia, New Hampshire.

G. Development: Means any construction or grading activities on real estate for other than agricultural and silvicultural (tree farming) practices.

H. Easement: Means the authorization by a property owner for the use by another, and for a specific purpose; of any designated part of his or her property.

I. Frontage: Means that side of a lot abutting a street and ordinarily regarded as the front of the lot.

J. Lot: Means a parcel of land capable of being occupied that is of sufficient size to meet the minimum requirements for use, building coverage, and area.

K. Lot of Record: Means a parcel, the plat or description of which has been recorded at the Coos County Registry of Deeds.

L. Lot Line Adjustment: Means adjustments to the boundary between adjoining properties, where no new lots are created.

M. Plat: Means the map, drawing or chart on which the plan of subdivision is presented to the Board for approval, and which, if approved, will be submitted to the Coos County Registry of Deeds for recording.

N. Public Hearing: Means a meeting, notice of which must be given per RSA 675:7 and 676:4,1 (d), at which the public is allowed to offer testimony.

O. Public Meeting: Means the regular business meeting of the Planning Board as required per RSA 673:10. Notice must be posted at least 24 hours in advance and the meeting must be open to the public, although participation by the public is at the discretion of the Board.

P. Right-of Way: Means a strip of land for which legal right of passage has been granted by the landowner to provide access to a lot which lacks adequate frontage.

Q. Setback: The distance between a building or structure and the nearest property line, wetland, or sewage disposal system.

R. Sewage Disposal System (individual): Means any on-site sewage disposal or treatment system that receives either sewage or other wastes, or both. For the purposes of this regulation, this means all components of the system, including the leachfield.

S. Street: Means a publicly approved road maintained for vehicular travel, or a road that appears on a subdivision plat approved by the Planning Board.

T. Subdivision: Means the division of a lot, tract, or parcel of land into two (2) or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, or sale, rent, lease, condominium conveyance, or building development. The division of a parcel of land held in common and subsequently divided into parts among several owners shall be deemed a subdivision.

U. Subdivision: Major: Means a subdivision of four (4) or more lots, or one which involves the creation of new streets and/or utilities, regardless of the number of lots.

V. Subdivision Minor: Means a subdivision of land into not more than three (3) lots for building development purposes, with no potential for resubdivision on an existing street; or one which does not involve the creation of new streets and/or utilities.

W. Subdivision, Technical: Means a subdivision of land into two lots or sites for the purpose of conveying one such lot or site directly to an abutting landowner. The parcel to be conveyed does not constitute a separate building lot; however, said parcel may be used for building development in conjunction with contiguous land owned by the abutter.

#### **Section IV. General Requirements for Subdivision of Land**

**A. Character of Land for Subdivision**: Land of such character that it cannot, in the judgement of the Board, be safely used for building development purposes because of exceptional danger to health or peril from fire, flood, poor drainage, excessive slope, or other hazardous conditions, shall not be platted for residential, commercial, or industrial subdivision, nor for such other uses as may increase danger to life or property, or aggravate the flood hazard.

**B. Premature Subdivision**: The Board may provide against such scattered or premature

subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, sewage disposal, drainage, transportation, schools, fire protection, or other public services which necessitate the excessive expenditure of public funds for the supply of such services.

**C. Preservation of Existing Features:** Wherever feasible, suitable steps shall be taken to preserve and protect significant existing features such as stone walls and any historic landmarks. Where possible, the boundary line(s) should follow stone walls.

## **Section V. Subdivision Review Procedures**

### **A. Preliminary Conceptual Consultation**

1) the applicant may request a meeting with the Board to discuss a proposal in conceptual form and in general terms. Although this phase is strictly optional, the Board strongly suggests that the applicant avail him/herself of the opportunity to resolve any issues at this early stage that might become a problem later on. Such pre-application consultation shall be informal and directed towards:

- a) Reviewing the basic concepts of the proposal.
- b) Reviewing the proposal with regard to the Master Plan and Zoning Ordinance.
- c) Explaining the state and local regulations that may apply to the proposal.
- d) Determination of the proposal as a major, minor or technical subdivision, and of the submission items that would be required.

2) Preliminary conceptual consultation shall not bind the Applicant or the Board. Such discussion may occur without formal public notice, but must occur only at a posted meeting of the Board.

### **B. Design Review Phase**

1) Prior to submission of an application for Board action, an applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general stage, involving more specific design and engineering details of the potential application.

2) The design review phase may proceed only after proper notification, as set forth in Paragraph I:1 of this section.

3) Statements made by Board members shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.

4) A rough sketch of the site shall be provided, showing:

- a) location of lot lines;
- b) lot measurements; and
- c) the streets surrounding the site.

### **C. Submission of Completed Application (Please use checklist at end of this document)**

1) A completed application shall be filed with the Planning Board only at its regular monthly meeting. A completed application shall consist of all data required in Section VI of these regulations.

2) At the next meeting for which notice can be posted - or 30 days from the date of delivery - the Board will determine whether the application is complete. If the application is incomplete, the applicant will need to resubmit under a new notification procedure.

3) Acceptance of an application shall only occur at a meeting of the Planning Board after due notification has been given according to Paragraph 1:2 of this section. Acceptance will be by affirmative vote of a majority of the Board members present.

4) Once an application has been accepted as complete by the Board, the 65 day review period begins.

**D. Board Action on Completed Application**

1) The Board shall begin consideration of the Completed Application upon acceptance. The Board shall act to approve, conditionally approve, or disapprove the Completed Application within 65 days of acceptance.

2) The Board may apply to the Selectboard for an extension not to exceed an additional 90 days before acting to approve, conditionally approve or disapprove an application. An applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable.

3) Approval of the application shall be certified by written endorsement on the Plat and signed and dated by the Chairman of the Board. If any application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the Applicant within 144 hours of the decision.

4) An approved plan shall be recorded by the Planning Board with the Coos County Register of Deeds within 90 days of approval. Any subdivision plan not filed within this timeframe shall be considered void.

**E. Failure of the Planning Board to Act**

1) In the event that the Planning Board does not act on an accepted application with the prescribed time period, the applicant may petition the Selectboard to issue an order directing the Planning Board to act with 30 days.

2) If the Planning Board fails to act within 40 days of receiving this directive from the Selectboard, the Selectboard must approve the application unless they find in writing that the plan does not comply with a local regulation. In the event the Selectboard fail to act, the applicant may petition superior court to approve the plan.

**F. Conditional Approval**

The Board may grant conditional approval of an application, but the plat will not be signed or recorded until all of the conditions have been met. If the applicant has not complied with the conditions of approval within one (1) year, the approval is considered null and void and the applicant must submit a new subdivision application. A further public hearing is not required when such conditions:

1) are administrative in nature,

2) involve no discretionary judgement on the part of the Board,

3) involve the applicant's possession of permits and approvals granted by other boards or agencies, such as the Department of Transportation, the Wetlands Board, or Water Supply and Pollution Control Division; however, any subsequent change to the plan required by such approvals would constitute grounds for a new application process.

**G. Expedited Review**

1) The Planning Board may allow for an expedited review of applications for lot line adjustments, as defined in Section III of these regulations.

2) The application may be submitted, accepted as complete and voted on at the same meeting, provided the public notice so indicates.

3) The Board may waive certain plat requirements for lot line adjustments, minor and technical subdivisions.

#### **H. Public Hearing**

Prior to the approval of an application, a public hearing shall be held. Public hearings may be waived for lot line adjustments; minor or technical subdivisions do not require a public hearing unless requested by either the Planning Board, the applicant or any abutters, except that public notice shall be given prior to approval of the application.

#### **I. Notification**

1. Notice of a Design Review, submission of an application, or a Public Hearing shall be given by the Board to the abutters, the applicant, holder of conservation, preservation or agricultural preservation restrictions, and every engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat.

2. Notice shall be by certified mail, mailed at least ten (10) days prior to the Public Hearing. The public will be given notice at the same time, by posting at the Columbia Town Office and one other business establishment in town, and publication in the local newspaper(s).

3. The notice shall give the date, time and place of the Planning Board meeting at which the application will be formally submitted to the Board, shall include a general description of the proposal which is to be considered, and shall identify the applicant and the location of the proposal.

4. If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing is not required. Additional notice is not required of an adjourned session of a hearing provided that the date, time, and place of the adjourned session was made known at the prior hearing.

#### **J. Fees**

1) The applicant shall be responsible for all fees incurred by the processing of applications. Failure to pay such costs shall constitute valid grounds for the Board to not accept the application as complete.

2) Upon formal submission of the application, all costs according to Appendix 1 (fee schedule) shall be paid to the Town of Columbia, prior to the beginning of any public hearing.

3) It shall be the responsibility of the applicant to pay reasonable fees for special investigative studies, environmental assessments, legal review of documents, administrative expenses and other matters which may be required to make an informed decision on the particular application.

#### **K. Site Inspections**

1. Whenever the Board deems it necessary for the consideration of an application to visit the site, the Board shall arrange a time that is reasonable for the applicant.

2. Such a site inspection shall be posted as a meeting of the Board pursuant to the Right-to-Know provisions of RSA 91-A. If there is a quorum present at the site inspection, minutes shall be kept.

3) All applications are conditioned upon the owner allowing access to the property, to the extent reasonable and necessary to properly review the application. Denial of access automatically terminates any further consideration of the proposal.

#### L. Concurrent and Joint Hearings

The applicant or the Planning Board may request a joint hearing with one or more land use boards in conjunction with a subdivision hearing if approval from all boards is required for the same project.

#### **Section VI. Submission Requirements**

A complete application shall consist of the following items unless written waiver(s) is granted by the Board:

**A. A completed application form - (Please use the checklist at the end of this document!) - accompanied by:**

1. Names and addresses of all abutters, taken from the town records not more than five (5) days before the day of the filing;
2. Names and addresses of all persons whose name and seal appears on the plat;
3. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions;
4. Fees due and payable to Town of Columbia according to Appendix 1.
5. One mylar and two paper copies of the Plat, prepared according to the standards of the NH Land Surveyors Association and the Coos County Register of Deeds, as follows:
  - a. Plats shall be at any scale between 1" = 20' and 1" = 400'.
  - b. The outside dimensions of the plat shall be 8 1/2" x 11", 11"x17", 17"x 22", or 22" x 34", or as otherwise specified by the Coos County Register of Deeds.
  - c. The material composition shall be suitable for electronic scanning and archiving by the Register of Deeds.
  - d. All plats shall have a minimum of margin on all sides.
  - e. All title blocks should be located in the lower right hand corner, and shall indicate:
    - 1) type of survey
    - 2) owner of record
    - 3) title of plan
    - 4) name of the town(s)
    - 5) tax map and lot number
    - 6) plan date and revision dates;
6. a letter of authorization from the owner, if the applicant is not the owner.

**B. The plat shall show the following information: (if applicable)**

1. Proposed subdivision name or identifying title; name and address of the applicant and of the owner, if other than the applicant.
2. North arrow, scale - written and graphic, date of the plan; name, license number and seal of the surveyor or other person whose seal appears on the plan.
3. Signature block for Planning Board endorsement.
4. Locus plan showing general location of the total tract within the town and the zoning districts(s).
5. Boundary survey including bearings, horizontal distances and the location of permanent markers. Curved boundary lines shall show radius, delta, and length.
6. Names of all abutting subdivisions, streets, easements, building lines, parks and public

places, and similar facts regarding abutting properties.

7. Location of all property lines and their dimensions; lot areas in square feet and acres. Lots numbered according to the town tax map numbering system.
8. Location and amount of frontage on public rights-of-way.
9. Location of building setbacks lines.
10. Location of existing and proposed buildings and other structures.
11. Location of all parcels of land proposed to be dedicated to public use.
12. Location and description of any existing or proposed easements.
13. Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.
14. Existing and proposed streets with names, classification, travel surface widths, right-of way widths as approved by the Planning Board, Selectmen (class 6 or better) their road agent .
15. Final road profiles, center line stationing and cross sections.
16. Location and width of existing and proposed driveways.
17. Water courses, ponds, standing water, rock ledges, stone walls; existing and proposed foliage lines; open space to be preserved; and any other man-made or natural features.
18. Existing and proposed topographic contours based upon the USGS topographical data, with spot elevations where necessary.
19. Soil and wetland delineation as defined by New Hampshire Department of Environmental Services and Natural Resources and Conservation Conservation.
20. Location of percolation tests and test results; and outline of 4,000 square-foot septic area with any applicable setback lines;
21. Location of existing and proposed well, with 75-foot well radius on its own lot.
22. Base flood elevations and flood hazard areas, based on available FEMA maps.

### C. Other Information

- 1) Plan for Stormwater Management and Erosion Control, if applicable (See Section VII).
  - 2) State subdivision approval for septic systems; septic design approval where applicable; or certification by septic designer of adequacy of existing system.
  - 3) Alteration of Terrain Permit from NH Department of Environmental Services.
  - 4) State/Town driveway permit, as applicable.
  - 5) Report from any specialized consultant as directed by either Select Board or Planning Board.
  - 6) Any deed restrictions; and all deeds covering land to be used for public purposes, easements and rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Planning Board's counsel.
  - 7) Any other state and /or federal permits.
  - 8) Any additional reports or studies deemed necessary by the Board to make an informed decision, including but not limited to: traffic, school, fiscal and environmental impact analysis.
- The Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance.

Should the Board determine that some or all of the above-described information is to be required, the applicant will be notified in writing within ten (10) days of the meeting at which the determination was made.

## **Section VII. Subdivision Design Standards**

### **A. Lots**

1. Areas set aside for parks and playgrounds to be dedicated or reserved for the common use of all property owners shall be of reasonable size and character for neighborhood playgrounds or other recreational uses.

2. 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 pipes underground in a pipe of not less than 12 inches in diameter.

**B. Reserve Strips:** Reserve strips of land that show an intent on the part of the subdivider to control access to land dedicated or to be dedicated to public use (such as a road) shall not be permitted.

### **C. Septic Systems and Water Supply**

1. It shall be the responsibility of the subdivider to prove that the area of lot is adequate to permit the installation and operation of an individual septic system.

2. On new lots of less than five (5) acres, not less than one (1) test pit and at least one (1) percolation test shall be required within the 4,000 square foot area designated for a leach field.

3. In subdividing parcels with existing dwellings, the subdivider must demonstrate to the satisfaction of the Board that the existing septic system is in good working order.

4. All new wells shall have a radius of seventy-five (75) feet, said radius to be located entirely on its lot. When that cannot be accomplished, the protective radius shall be maximized to the extent practicable. The 75-foot radius may extend over the property line(s) with written consent of the abutter(s).

### **D. Storm Management and Erosion Control**

1. The applicant shall submit stormwater management and erosion control plans when one or more of the following conditions are proposed:

a. A cumulative disturbed area exceeding 20,000 square feet.

b. Construction of a street or road.

c. A subdivision involving three or more dwelling units.

d. The disturbance of critical areas, such as steep slopes, wetlands, floodplains.

2. Standard agricultural and silvicultural practices are exempt from regulation.

3. All required stormwater management and erosion control measures in the plan shall adhere to the "Erosion and Sediment Control Design Handbook for Developing Areas of New Hampshire", published by the Rockingham County Conservation District, and the "Model Stormwater Management and Erosion Control Regulation", by the NH Association of Conservation Districts, Water Quality Committee and any recommendations of the Selectboard or their agent.

4. The applicant shall bear final responsibility for the installation, construction, and disposition of all stormwater and erosion control measures required by the Board. Site development shall not begin before the plan is approved.

### **E. Surveys**

All surveys shall be prepared according to the minimum standards for instrument surveys adopted by the NH Land Surveyors Association.

In the case of applications that involve large acreages from which one building lot is being subdivided, the Board may, upon written request, waive the requirement for a complete boundary survey, when it is apparent that the remaining lot can meet existing frontage requirements and is suitable for building.

### **F. Monumentation**

1. Every boundary and/or reference monument shall be set by a New Hampshire licensed land surveyor.

2. All monuments shall be of durable material and set in a fashion to assure permanence.

Monuments include but are not limited to the following:

Iron rod or iron pipe with minimum of one half inch diameter.

Concrete or stone boundary marker with 4 inch by 4 inch minimum size.

Brass or aluminum discs with a minimum of 2 inch diameter.

3. The land surveyor's license number along with name of the firm shall be marked.

If the subdivision involves the construction of a roadway, all monumentation shall be in place before 50% of the surety held for the construction is released, all monumentation must be in place prior to the signing of the plat by the Board Chairman.

4. Monuments shall be tied into a public street intersection, a U.S. G. S. benchmark, or other recognized existing monument.

## **Section VIII. Developments Having Regional Impact**

A. All applications shall be reviewed for potential regional impact. Upon such a finding, the Board shall furnish the regional planning commission(s) and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent by certified mail within 72 hours of the meeting.

B. At least 14 days prior to the scheduled public hearing, the Board shall notify by certified mail the regional planning commission(s) and the affected municipalities of the date, time and place of the hearing, and of their right to appear as abutters to offer testimony concerning the proposal.

## **Section IX. Previously-Approved Subdivisions**

If any land shown on a subdivision plat has been part of any previous subdivision approved, constructed, or created by conveyance no more than two years prior to the new proposal, any such previous subdivision will be treated as part of the new proposal for purposes of analyzing its effect and applying all review criteria.

## **Section X. Special Flood Hazard Areas**

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 Board shall require that all subdivision proposals and other proposed new developments greater than 50 lots or 5 acres, whichever is the lesser, include base flood elevation data. Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow determination that:

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

### **Section XI. Performance Guarantee**

**A.** As a condition of approval, the Board may require the posting of a security in an amount sufficient to defray the costs of construction of streets and public utilities. The amount of the security shall be based on an estimate of costs provided by the subdivider and, at the discretion of the Planning Board, reviewed by a licensed engineer. All costs of such review shall be paid by the applicant.

**B.** The security shall be approved by the Board and municipal counsel. The amount of the security shall include fees to cover the cost of periodic inspections.

**C.** Where electric lines or other utilities are to be installed by a corporation or public utility, a letter of intent shall be required stating that the work will be done in reasonable time and without expense to the Town.

**D.** Each approved plat shall contain a time limit for the completion of streets and public improvements. The performance guarantee shall be released in phases as portions of the secured improvements or installations are completed and approved by the Board or its designee, in accordance with the plan approved by the Board. In the case of road construction, the Planning Board and/or the SelectBoard may require the security stay in place until one full year has passed after completion of the road.

### **Section XII. Revocation of Planning Board Approval.**

An approved and recorded subdivision plat may be revoked by the Board in whole or in part, under the following circumstances: (1) at the request of or by agreement with the applicant; (2) when any requirement or condition of approval has been violated; (3) when the applicant has failed to perform any condition of approval within the time specified or within four years; (4) when four years have elapsed without any vesting of rights and the plan no longer conforms to applicable regulations; or (5) when the applicant has failed to provide for the continuation of adequate security.

### **Section XIII. Administration and Enforcement**

**A.** These regulations shall be administered by the Columbia Planning Board, along with the Select Board having authority for class VI and better road construction issues.

**B.** No subdivision regulation or amendment, adopted under RSA 674:35-42, shall be legal or have any force and effect until copies of such are filed with the Columbia Town Clerk.

**C. Waivers:** The requirements of these regulations may be waived or modified when, in the option of the Board, specific circumstances surrounding subdivision, or the condition of the land in such subdivision, indicate that such modifications will properly carry out the purpose and intent of the Columbia Master Plan and these subdivision regulations.

**D. Penalties and Fines:** Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676:17; as amended.

#### **Section XIV. Appeals**

Any person aggrieved by a decision of the Planning Board concerning a plat or subdivision may appeal said decision to the superior court pursuant to RSA 677:15; except when a disapproval by the Board is based upon non-compliance with the zoning ordinance, in which case an appeal can be taken to the Board of Adjustment.

#### **Section XV. Validity**

If any section or part of a section or paragraph of these regulations shall be declared invalid or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect or any other section or part of a section or paragraph of these regulations.

#### **Section XVI. Amendments**

These regulations may be amended by a majority vote of the Planning Board after at least one (1) public hearing following the notification procedure outlined in Section V, H & I.

#### **Section XVII. Effective Date**

These regulations shall take effect upon their adoption, and all regulations or parts of regulations, inconsistent herewith, are hereby repealed.

### **Appendix A:**

#### ***To the Land Subdivision Regulations of the Town of Columbia, NH “Road & Driveway Design and Construction Standards”***

***As adopted by the Columbia Planning Board on October 12, 2016 after a public hearing held on Sept. 28, 2016.***

#### **1. Road Design Standards**

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

##### **1/A. Arrangement of Streets**

The streets in a subdivision shall be properly arranged and coordinated with other existing or planned streets.

##### **1/B. Rights of Way**

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 width is warranted in the opinion of the Board. The apportioning of the street widths among roadway, sidewalks, and possible grass strips shall be subject to the approval of the Board.

**1/C. Dead end streets /Cul-de-Sacs**

Dead-end streets shall be equipped with a turn-around roadway at the closed end, as shown in Exhibit 2 following. The maximum grade through a cul-de-sac shall be 5%.

**1/D. Intersections**

Street intersections shall have a minimum angle of intersection of 60 degrees, with a preferable angle being 90 degrees. Property line radius at intersections shall be no less than 20 feet. Refer to “Table 1” for other requirements.

**1/E. Street Names**

1. Streets that extend or are in alignment with streets of abutting or neighboring properties shall bear the same names of existing streets within the Town of Columbia.
2. Other street names shall be approved by the Planning Board in a review process, after consultation with the Selectmen.
3. Precautions shall be taken to ensure street names are not duplicated or so similar to other street names as to cause confusion.

**1/F. Existing Street Conditions**

Where a subdivision requires undue expenditures by the Town to improve existing streets to conform to minimum requirements, the Board may disapprove such subdivision until the Selectmen shall certify that funds for the improvements have been assured by the municipality.

**1/G. Minimum Design Requirements**

1. New roads shall be designed to conform to the minimum standards established in “Table 1” below and as shown on the attached Typical Roadway Cross Section (Exhibit 1). The roadway designs are based on average daily traffic volumes (ADT).

**Table 1:**

**Minimum Road Design Standards**

	<b>ADT 0-50</b>	<b>ADT 50-250</b>	<b>ADT 250-400</b>	<b>ADT 400-750 (or greater)</b>
<b>Traffic Load</b>				
Design speed	20	20	30	35
Centerline Curve Radius	120	150	250	425
Roadway Width	18'	20'	22'	24'
Shoulder Width (each side)	2'	2'	3'	4'
Vertical Curve				
Crest:	15	15	30	50
Sag: K Values (min)	24	24	40	50
Sight Distance	150	200	300	350
Sight Distance @ Road Intersections	200	300	350	400
Profile Grade				
Minimum:	0.5%	0.5%	0.5%	0.5%
Maximum:	10%	9%	8%	7%

Maximum Platform @ Road Intersections	2%-50'	2%-75'	2%-100'	2%-100'
Minimum Pavement Radius @ Road Intersections	30'	30'	35'	40'

2. ADT should be determined by the manual entitled "Institute of Transportation Engineers - Trip Generation". This may be supplemented by actual traffic data compiled for local roadway networks, applicable to the proposed project.

3. Where streets have the potential for extension through to other lands or other potential street networks, appropriate increases in the traffic volume estimates may be required at the discretion of the Planning Board. The Planning Board shall have the right and authority to increase design standards in such cases and in other cases where it is deemed appropriate.

4. For streets serving commercial/industrial areas, the Planning Board may require more restrictive requirements than shown in Table 1. These commercial/industrial roads shall at least meet the requirements of a "collector road."

**1/H. Curbing**

1. Curbing may be required by the Planning Board where it is deemed appropriate and necessary for the purposes of drainage, slope stability and/or pedestrian safety. Curbing allowed includes straight granite, sloped granite, and bituminous cape cod berm.
2. The construction of curbing shall be in accordance with the attached details (Exhibits 4,5, and 6).

**1/I. Sidewalks**

When the Planning Board determines that sidewalks are necessary, they shall be not less than (4) four feet in width and conforming to the grades of the street, and may be constructed on only one or on both sides of the street.

**1/J. Bicycle Paths**

Based on subdivision density, traffic volumes, proximity to schools, parks, and other features, the Planning Board may determine that bicycle paths should be provided as part of the proposed development. Such paths shall be a minimum width of five (5) feet in width or, in cases where bicyclists and pedestrians would share a path, the minimum shall be eight (8) feet in width.

**1/K. Steep Grades**

Where roadway profiles exceed 5%, special consideration will be given to drainage, sedimentation and erosion protection. This may require curbing and special measures such as rip-rap or other erosion protection. In no case shall grades exceed 5% within at least 50 feet of an intersection.

**1/L. Superelevation**

Where superelevation is necessary, the design shall conform to the recommendations of AASHTO for the proposed rate of superelevation, and the Design Engineer shall provide appropriate documentation and calculations to demonstrate the safety and adequacy of the proposal.

## **2. Construction Standards**

### **2/A. Subgrade:**

1. All trees and roots shall be stripped to below the base course of pavement and shoulders for the full width of the pavement and shoulders. All soft spots, peat, organic material, spongy soil, and other unsuitable materials shall be removed and replaced by material approved by the Board or its agent. The subgrade fill or backfill shall be compacted in lifts not exceeding 12 inches in depth. The subgrade shall be graded in the general cross slope configuration shown on the Typical Roads Section (Exhibits 1 or 3).
2. Boulders and/or ledge shall be removed to a depth of 6 inches below the subgrade level shown on the Typical Road Section (Exhibit 1 or 3). After removal to this depth they shall be covered by a fill material approved by the Board or its agent and graded and compacted to the subgrade level.

### **2/B. Base Course:**

1. Bank-run gravel of good quality shall be spread over the entire width of the proposed pavement and shoulders to a depth of 12 inches, plus six (6) inches of crushed gravel.
2. The bank-run gravel and crushed gravel each shall be placed in lifts not exceeding six (6) inches and in the cross slope configuration shown on the attached "Typical Roadway Section" (Exhibits 1 or 3).

### **2/C. Compaction:**

Roadway subgrade and base courses shall be compacted to 95% of maximum density proctor method in accordance with AASHTO T-99.

### **2/D. Pavement Materials:**

- Base Course of two (2) inches conforming to type B of the NHDOT specifications.
- "Wearing course" conforming to type F of the NHDOT specifications.

**2/E. Grades** of all streets shall conform in general terrain and shall so far as practicable not exceed eight (8) percent. No street shall have a grade of less than one-half of one (.05%).

**2/F. All slopes** shall be graded, loamed, hayed and seeded. No slope, cut or fill will be greater than two horizontal to one vertical in ledge, or three horizontal to one vertical (3:1) in all other materials.

**2/G. 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 roadway. Drainage facilities must be adequate to provide for the removal of stormwater to prevent flooding of the roadway and erosion of adjacent surfaces. Roadway drainage shall be sized to accommodate the 25 year rain event; internal drainage shall be sized to accommodate the 10 year rain event.

**2/H. The recommendations of the Columbia Road Agent** respecting locations of culverts, drainage, and type and quality of fill and subfill shall be followed.

## **III. Driveway Standards**

- A. No driveway shall be constructed within 50 feet of the intersection of two public roads.
- B. When two proposed driveways on the same side of the road are within 50 feet of each other, the Planning Board may require a common access to be used, for reasons of safety and topographical considerations.
- C. The driveway shall have a minimum width of ten (10) feet and a maximum of fifty (50) feet. In all cases, it shall be wide enough to accommodate emergency vehicles. The driveway entrance must be flared as it approaches the road.
- D. The driveway entrance shall drop six (6) inches from the center of the road to a point at least six (6) feet in back of the ditch line.
- E. A minimum of 150 feet all season safe sight distance in each direction is required.
- F. If a culvert is required for proper drainage, the culvert shall be a minimum of 15 inches in diameter and shall be new. The culvert shall be long enough to maintain the driveway width dimensions, or at least a 3:1 side slope.
- G. The culvert may be required to have a catch basin with a cover at the inlet end of a concrete or stone header at the outlet end. The culverts shall be installed by the landowner under the supervision of the road agent.
- H. Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may be swaled at a point beyond the shoulder to accommodate the flow of stormwater.
- I. The drainage ditch shall be six (6) inches below the outlet end of the culvert and drop at least one-half inch to the foot for a distance to be determined by the road agent.
- J. Any driveway crossing a wetland or body of water shall have all the permits required by the NH Wetland Board.
- K. All bridges shall be constructed in accordance with NH State standards and as approved by the Planning Board.
- L. No structures (including buildings) permanent or portable signs, lights, displays, fences, walls, etc. shall be permitted on, over, or under the town road right-of-way.
- M. Driveways providing access for multi-unit residential, commercial, or industrial uses shall be designed to conform with good engineering practice using the NHDOT manual, "Policy and Procedures for Driveways and Other Accesses to the State Highway System" as a guide.
- N. The contractor shall give 24 hour notice to the Columbia Road Agent before starting construction.
- O. Final approval by the Planning Board will be granted upon inspection and determination that all work has been satisfactorily completed.
- P. There shall be a proper turnaround for emergency vehicles, subject to approval by the Columbia Road Agent.

## **V. Private Roads**

In order to encourage interior development as an alternative to development exclusively or primarily on major roads (so called strip developments) and to allow development at no

additional cost to the Town of Columbia, the Planning Board may approve the layout of roads to be built and maintained by the landowner(s) according to the following conditions.

- A. Before final approval of a private subdivision road, the applicant shall post a bond or other surety to cover the cost of construction and maintenance of the road and utility lines, if any. Said guarantee shall remain in effect until after completion and a site inspection and recommendation by the Columbia Road Agent.
- B. The Board may agree to a lesser standard of construction for a private road, with the understanding and agreement from the applicant that should the Town of Columbia ever decide to take over a road, it would have to be improved to town road specifications before voter approval is requested.
- C. The applicant shall sign a “statement of agreement” with the town, indicating he/she understands the the Town of Columbia is under no obligation to take over maintenance of ownership of the road.
- D. No private subdivision road will be approved by the Planning Board without the agreement and signing of a “Road Liability Waiver” from the developer to be recorded at the Registry of Deeds. Furthermore, it shall be the duty of every seller to inform all potential buyers -prior to any binding commitment - of the required signing of the “Road Liability Waiver” for each lot. Waiver to be recorded at the Coos County Registry of Deeds by the Town of Columbia.

## **VI. Class VI Roads**

Any and all subdivisions abutting a Class VI road within the Town of Columbia shall be subject to requirements set forth by the Columbia Selectmen and/or their Road Agent.

***All above referenced tables, exhibits, and the liability waiver document are available either emailed or hardcopied and are not attached here.***

APPLICANT NAME/APPLICANT NUMBER: \_\_\_\_\_

Date of application \_\_\_\_\_

## Checklist for Lot Line Adjustment or Technical Subdivision

The items on this page are considered to be the minimum requirements for a lot line adjustment or technical subdivision, *where no new lots are being created*. The Board reserves the right, however, to request additional information if, in its judgement, the data are necessary in order to make an informed decision.

**SUBMITTED**

**Yes NO**

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1. Name of subdivision; name and address of subdivider.
2. Name, license number and seal of surveyor or other persons preparing the plan.
3. Names and addresses of all abutters and all holders of conservation, preservation, or agricultural preservation easements on the plat (or on separate sheet).
4. North arrow, scale and date of plan.
5. Signature block for Planning Board endorsement.
6. Locus plan, showing zoning designations.
7. Boundary survey and location of permanent markers.
8. Location of property lines, lot areas in square feet and acres; lots numbered according to Town Tax Map system.
9. Location and amount of frontage on public right-of-way; names, classification of abutting streets.
10. Building setback lines.

**WAIVED**

**Yes No**

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| ___ | ___ | 11. Location of existing buildings and other structures.                                  | ___ | ___ |
| ___ | ___ | 12. Location of existing driveways.   | ___ | ___ |
| ___ | ___ | 13. Location and description of any existing or proposed easements or public dedications. | ___ | ___ |

APPLICANT NAME/APPLICATION NUMBER: \_\_\_\_\_

Date of application: \_\_\_\_\_

## SUBDIVISION CHECKLIST (2 pages)

This checklist can be used for either a major or minor subdivision. For a minor subdivision, several of the items would likely be waived by the Planning Board due to lack of relevancy. The Board, however, reserves the right to require that all items be met if, in its judgement, the data are necessary in order to make an informed decision.

IS THIS A DEVELOPMENT HAVING REGIONAL IMPACT? \_\_\_\_\_ YES \_\_\_\_\_ NO

<b>Submitted</b>			<b>Waived</b>	
<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
___	___	1. Name of subdivision, name and address of subdivider.	___	___
___	___	2. Name, license number and seal of surveyor or other persons; north arrow, scale and date of plan.	___	___
___	___	3. Signature block for Planning Board endorsement.	___	___
___	___	4. Locus plan, showing zoning designations.	___	___
___	___	5. Names and addresses of all abutters and all holders of conservation, preservation, or agricultural preservation easements (on the plat or on separate sheet).	___	___
___	___	6. Boundary survey and location of permanent markers.	___	___
___	___	7. Names of abutting subdivisions, streets, driveways, easements, building lines, parks/public spaces, notation of use of abutting land, and similar facts regarding abutting properties.	___	___
___	___	8. Location of property lines, lot areas in square feet and acres; lots numbered according to Town Tax map system.	___	___
___	___	9. Location and amount of frontage on public right-of-way.	___	___
___	___	10. Location of building setback lines.	___	___

___	___	11. Existing and/or proposed buildings, other structures.	___	___
___	___	12. Location of any existing or proposed easements, land to be dedicated to public use.	___	___
___	___	13. Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and sewage disposal.	___	___
___	___	14. Existing and proposed streets, with names, classifications, width of travel surface and right-of-way.	___	___
___	___	15. Final road profiles, centerlines stationing, cross sections.	___	___
___	___	16. Location and width of all existing and proposed driveways.	___	___
___	___	17. Location of all surface water, wetlands, rock ledges, stone walls, open space to be preserved, and any other man-made or natural features.	___	___
___	___	18. Existing and proposed topographic contours.	___	___
___	___	19. Soil and wetland delineation	___	___
___	___	20. Location of perc tests, test results, outline of 4,000 square foot septic area, applicable septic setback lines.	___	___
___	___	21. Location of existing and proposed wells, with 75-foot radius on the property.	___	___
___	___	22. Base flood elevations.	___	___
OTHER:				
___	___	23. Plans for stormwater management and erosion control .	___	___
___	___	24. Copy of state subdivision approval for septic system.	___	___
___	___	25. Alteration of Terrain Permit.	___	___
___	___	26. Town or DOT Driveway Permit.	___	___
___	___	27 .Copy of any deed restrictions.	___	___
___	___	28. Any additional reports or studies.	___	___
___				