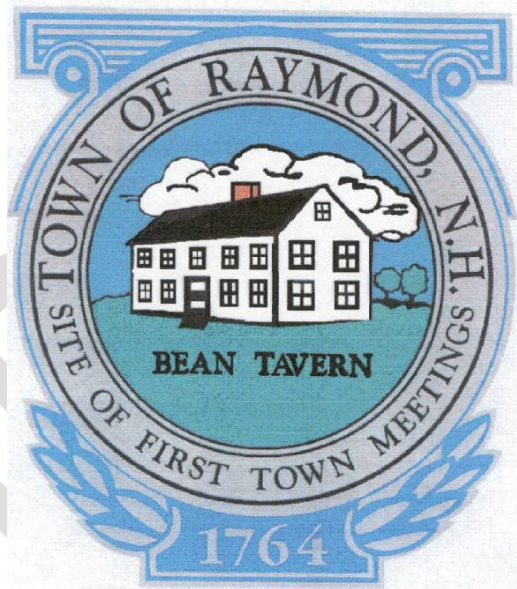


SITE PLAN REVIEW REGULATIONS

FOR THE

TOWN OF RAYMOND, NH



LAST AMENDED
APRIL 18, 2024

Table of Contents

ARTICLE I – PURPOSE AND AUTHORITY	4
1.01 AUTHORITY	4
1.02 PURPOSE.....	4
ARTICLE II – DEFINITIONS.....	4
ARTICLE III – PROCEDURES.....	8
3.01 SITE PLAN REVIEW REQUIRED	8
3.02 CHANGE OF USE REVIEW	8
3.03 APPLICATION PROCEDURES.....	8
3.04 FEES	10
3.05 PERFORMANCE AGREEMENT	11
3.06 ADDITIONAL ADMINISTRATIVE EXPENSES AND SPECIAL STUDIES	11
3.07 OFF-SITE IMPROVEMENTS.....	11
3.08 BLASTING	12
ARTICLE IV – GENERAL REQUIREMENTS.....	13
4.01 COMPLIANCE WITH REGULATIONS	13
4.02 GENERAL REQUIREMENTS.....	13
4.03 HIGHER STANDARDS SHALL APPLY	15
4.04 SUITABILITY OF LAND	15
4.05 CONSTRUCTION OF IMPROVEMENTS.....	15
ARTICLE V – PLAN & SUBMISSION REQUIREMENTS.....	16
5.01 GENERAL.....	16
5.02 EXISTING DATA AND INFORMATION	16
5.03 SITE PLAN AND INFORMATION.....	20
5.04 ADDITIONAL INFORMATION.....	20
5.05 GROUNDWATER PROTECTION	20
ARTICLE VI – REVIEW STANDARDS	22
6.01 ACCESS DESIGN.....	22
6.02 STREET CONSTRUCTION STANDARDS.....	23
6.03 TRAFFIC IMPACT ANALYSIS.....	24
6.04 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL: EROSION AND SEDIMENT CONTROL.....	25
6.05 UTILITIES	29
6.06 PARKING STANDARDS.....	29
6.07 PARKING AREAS AND ACCESS DRIVES	32
6.08 LOADING SPACE STANDARDS	32
6.09 FIRE PROTECTION	33

Raymond New Hampshire Site Plan Regulations

6.10	LANDSCAPING AND SCREENING	34
6.11	POST CONSTRUCTION STORMWATER MANAGEMENT STANDARDS	35
6.12	OTHER INFRASTRUCTURE	45
6.13	OTHER CRITERIA	47
6.14	TRAFFIC MARKINGS	49
ARTICLE VII – ADMINISTRATION AND ENFORCEMENT.....		50
7.01	PERFORMANCE AGREEMENT AND GUARANTEE	50
7.02	MAINTENANCE BOND.....	51
7.03	INSPECTION ESCROW	51
7.04	PRE-CONSTRUCTION CONFERENCE.....	51
7.05	PROPER INSTALLATION OF IMPROVEMENTS	51
7.06	RELEASE OR REDUCTION OF PERFORMANCE BOND	52
7.07	OCCUPANCY.....	52
7.08	WAIVERS	53
7.09	PENALTIES AND FINES	54
7.10	OTHER REGULATIONS.....	54
7.11	VALIDITY	54
7.12	ADOPTION & AMENDMENT HISTORY	54
AMENDMENT HISTORY.....		54
Appendix I - Change of Use Review		55
Appendix II - Site Plan Review Fees		56
Appendix III - Site Plan Checklist		57

ARTICLE I – PURPOSE AND AUTHORITY

1.01 **AUTHORITY**

Pursuant to the authority vested in the Town of Raymond Planning Board by the voters of the Town on March 12, 1983, and in accordance with New Hampshire Revised Statutes Annotated (NH RSA) 674:44, the Planning Board does hereby adopt the following Regulations for the governing of the review of non-residential site plans, the development of multi-family dwelling units, and changes of use. These Regulations shall be entitled the "Site Plan Review Regulations for the Town of Raymond."

1.02 **PURPOSE**

The purpose of the Site Plan Review Regulations is to provide for the orderly development of the Town of Raymond, and to promote the public health, safety, convenience, and welfare of its residents.

ARTICLE II – DEFINITIONS

2.01 **DEFINITIONS**

In general, words and terms used in these Regulations shall have their customary dictionary meanings. Definitions described in the most current Town of Raymond Zoning Ordinance shall apply herein. For the purpose of these Regulations, words used within the Site Plan Review Regulations are defined as follows:

01 ABUTTER: Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land (or access via a water body or lake or anyone who's property) 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. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receipt of notification by a municipality in the case of a local land use hearing, "abutter" means all affected towns and their regional planning commission(s) in the case of the development having regional impact, as determined by the planning board utilizing the criteria set forth in RSA 672:3.

02 APPLICANT: The individual(s) or corporation who petitions the Planning Board for the review and approval of the Site Plan application. If the applicant is not the owner of record, a notarized letter of permission shall be required.

- 03 APPROVAL:** Formal recognition by the Planning Board certified by written endorsement on the plan, that the plan submission meets the requirements of the Site Plan Review Regulations and has been approved by the Planning Board providing that all subsequent conditions are demonstrated to have been met.
- 04 BOARD:** The Planning Board of the Town of Raymond.
- 05 DESIGN REVIEW TEAM:** Shall be comprised of those agents of the Planning Board designated to review the site plans prior to the submission to the planning board and at any time the Planning Board may choose to refer an applicant back to the Design Review Team.
- 06 COMPLETED APPLICATION:** A final Site Plan and application form submitted with all other information and materials required by the Board to make an informed decision, plus the required site plan review fees. **(See and complete the Site Plan Regulations Checklist)**
- 07 DEVELOPMENT:** The construction of improvements on or off a tract or tracts of land which shall include the enlargement of the structure, changes of use or physical changes to the site to accommodate the intended use.
- 08 DISTURBED AREA:** That portion of the Site Plan that is altered due to construction of streets, roadways, parking areas, utilities, buildings or other physical improvements including earth excavation, removal or alteration.
- 09 ENLARGEMENT:** The increase in size or the expansion of any structure or appurtenance whether said appurtenance exists alone or in service of a structure or other appurtenance.
- 10 ENGINEER or SURVEYOR:** The duly designated and legally recognized engineer or licensed surveyor of the applicant, as may be pertinent to the actual services to be performed in accordance with the provisions of Chapter 310-A, sections 2- 27 (engineer) and sections 53-74 (surveyor) of the New Hampshire Revised Statutes Annotated.
- 10 IMPROVEMENT:** Refers to all work required to construct the proposed development including, but not limited to site grading, landscaping, utility installation, water, sewer, electric, drain, telephone, etc. and their appurtenances, roadways, parking lots, drives, buildings, fencing, signs, etc.; meaning and intending to include all the work necessary to construct the development as agreed to and shown on the approved plans, including entire on- and off-site improvements.
- 11 INDIVIDUAL WASTE DISPOSAL SYSTEM:** See also “Non-Public or Individual Waste Disposal System.”

- 12 INDIVIDUAL WATER SUPPLY SYSTEM:** See also “Non-Public or Individual Water Supply System.”
- 13 LOT:** A piece or parcel of land occupied or intended to be occupied by a principal building or group of buildings and accessory buildings, or utilized for a principal use or uses accessory or incidental to the operation thereof, together with such open spaces as required by the Zoning Ordinance and having frontage on a public street or private way or right-of-way, intended to be separately owned, rented or otherwise used as a unit.
- 14 MASTER PLAN:** Means the Town of Raymond Master Plan, as may be amended from time to time.
- 15 MULTI-FAMILY:** A residential building designed for and occupied by three or more families, regardless of the type of ownership, such as, but not limited to condominiums, apartment or other common wall or row-type housing units of the same type.
- 16 NON-PUBLIC or INDIVIDUAL WASTE DISPOSAL SYSTEM:** Any treatment system, other than a public sewer, which receives sewage or other wastes.
- 17 NON-PUBLIC or INDIVIDUAL WATER SUPPLY SYSTEM:** Any system, other than the municipal system, providing potable water.
- 18 PERFORMANCE AGREEMENT:** An agreement executed by the Planning Board and the Applicant that includes the Conditions of Approval of the Site Plan and the improvements to be bonded, along with the estimated costs and the anticipated time of completion of the improvements.
- 19 PLANNING BOARD:** The Raymond Planning Board, as established in accordance with NH RSA 674:1-2.
- 20 PUBLIC SEWER:** Any publicly owned pipe or conduit designed to receive and convey sewage or other wastes to a municipally owned and operated treatment facility.
- 21 SEASONAL HIGH-WATER TABLE:** Means and includes the upper limit of the ground water in a soil which becomes seasonally saturated with water.

- 22 SHORELAND PROTECTION AREA:** is an area of land within seventy-five (75) feet of the seasonal highwater mark of any river, brook, lake or intermittent or perennial stream.
- 23 SITE PLAN:** The development plan for one or more lots on which is shown the existing and proposed conditions of the lot, including topography, vegetation, drainage, flood-plains, wetlands, and waterways; landscaping and open spaces; walkways; means of ingress and egress; circulation; utility services; structures and buildings; signs and lighting; berms, buffers and screening devices; surrounding development; and any other information that reasonably may be required in order for an informed decision to be made by the Planning Board.
- 24 STREET:** Means and includes such ways as alleys, avenues, boulevards, highways, roads, streets, and other rights-of-way excluding driveways per NH 674:13. The term "Streets" shall also apply to areas on any plans designated as street, roads, lanes, etc. A street is a public or private way intended to provide vehicular movement and which may or may not be continuous.
- 25 SUBDIVISION:** The division of the lot, tract or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease condominium conveyance, or building development. It includes re-subdivision and when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision under this definition (NH RSA 674:14).
- 26 SURVEYOR:** See also "Engineer or Surveyor."
- 27 TECHNICAL REVIEW COMMITTEE:** Shall be comprised of those agents of the Planning Board that consists of the Community Development Department/Planner, the Building Inspector/Code Enforcement Officer, the Public Works Director, the Fire Chief, Assistant Fire Chief, and the Chief of Police or any designees appointed by the respective members.
- 28 TOWN:** The Town of Raymond, New Hampshire.
- 29 TOWN ENGINEER:** The duly designated engineer for the Town of Raymond.
- 30 WETLANDS:** As defined per RSA 482-A:2 X. "an area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions.
- 31 Wetland Buffer/Set Back:** Means a designated area contiguous or adjacent to a wetland that is required for the continued maintenance function and ecological stability of the wetland.

ARTICLE III – PROCEDURES

3.01 SITE PLAN REVIEW REQUIRED

The Planning Board shall require site plans to be submitted to it for review by any applicant seeking any of the following:

- 01** The construction of any new non-residential use;
- 02** The enlargement of any existing non-residential use which occasions development of the site;
- 03** The construction of any new multi-family dwellings;
- 04** The construction or conversion of any multi-family dwellings, other than one- and two-family dwellings, or non-residential use in which development of the site is contemplated or required by virtue of any other Town Ordinance or State Regulation or decision of the Town's Zoning Board of Adjustment;
- 05** The enlargement of any existing multi-family use resulting in other than one- and two-family dwellings, which occasions development of the site;
- 06** The change within a structure from one permitted use to another, non-residential use or multi-family use other than one- and two-family dwellings, which will occasion development of the site including, but not limited to improvement or alteration to the site required by virtue of any other Town or State Ordinance, Statute or Regulation;
- 07** The Planning Board may, at its discretion, waive this requirement if there is no anticipated impact on traffic, off-street parking, drainage, municipal services or the surrounding neighborhood at a duly noticed public hearing.

3.02 CHANGE OF USE REVIEW

In instances where a change of use does not require a site plan, a change of use review may still be required as outlined in Appendix I. The final decision on whether to require a site plan or a change of use shall be made by the Board.

3.03 APPLICATION PROCEDURES

- 01 PROCESS/AUTHORITY:** A completed application shall include all requirements of Articles IV and V of these Regulations and be on forms supplied by the Board. The completed application, plans and fees are to be submitted to the Community Development Department. Upon receipt of the application, the Community Development Department will begin processing it following the procedure outlined in Article III, Section 3.003 (02) of these Regulations. (See and complete the Site Plan Regulations Checklist)

02 GENERAL PROCEDURES: Prior to the submission of a site plan, it is strongly recommended that an applicant meet with Community Development Department staff. An applicant may also request to informally discuss plans with the Planning Board. Any meeting with the Planning Board will require formal notice in accordance with Article III, Section 3.003(05), unless the discussion is conceptual in nature and not about a specific parcel of land.

Upon submission of an application to the Community Development Department, once all required fees have been paid, upon receipt of a successful Zoning Determination, the application will be scheduled for a public hearing with the Planning Board to review the technical aspects of the plan.

Once an applicant appears before the Planning Board, the Planning Board shall determine whether the applicant has submitted an application which is complete for purposes of review. **(See and complete the Site Plan Regulations Checklist)** An initial presentation will then be allowed, and, upon completion, the Planning Board will make a determination as to whether or not a project has regional impact, consistent with RSA 36:54 through 58. If the Board determines that a project is one of regional impact, then it shall follow the process outlined in RSA 36:57. Once the process for regional impact is completed, the Planning Board will resume its review of the application.

03 CERTIFICATION BY DESIGN PROFESSIONALS REQUIRED:

The following shall govern the preparation and certification of the plans and studies submitted by applicants for site plan approval:

- a. A New Hampshire Licensed Land Surveyor shall prepare, sign, and seal the existing condition plan.
- b. A New Hampshire Licensed Professional Engineer shall prepare, sign, and seal all plan where grading, drainage and utility information is proposed, including stormwater management plans.
- c. Landscape plans shall be prepared by a New Hampshire Licensed Landscape Architect who shall sign and seal the landscape plan(s).
- d. Architectural elevations shall be signed or sealed by a New Hampshire Licensed Architect, or a New Hampshire Licensed Professional Engineer, as allowed by the State of New Hampshire professional licensing boards.
- e. Where wetland boundaries are required to be delineated, the delineation shall be performed by a New Hampshire Certified Wetland Scientist, who shall sign and seal the plan upon which the wetland boundaries are mapped.
- f. Where soils are required to be identified, classified, and delineated, the identification, classification, and delineation shall be performed by a New Hampshire Certified Soil Scientist, who shall sign and seal the plan upon which the soils are mapped.

- 05 BOARD ACTION:** The Planning Board shall act on the application in accordance with NH RSA 676:4.
- 06 PUBLIC HEARING AND NOTICE:** Before taking action on a site plan, the Planning Board shall hold a public hearing thereon. The applicant and abutters shall be sent notice of the public hearing via certified mail not less than ten days before the date fixed for the hearing. Additionally, notice of the public hearing shall be posted in two public places stating the time, date and place of such hearing, along with a brief description of the location(s) of the proposed site plan. Publication of such notice shall be advertised in a newspaper of general circulation in the Town of Raymond not less than ten days before the date fixed for the hearing. Associated costs, mailing, publication, etc. related to the hearing shall be paid by the applicant.
- 07 ABANDONMENT AND RE-SUBMISSION:** A plan shall be considered to have been abandoned by the applicant if he/she has not complied with the Performance Agreement, bond or escrow requirements or any other condition of approval established by the Planning Board within two years after the date of conditional approval. The applicant may be granted an extension of not more than sixty days by the Board upon written application and for reasons deemed adequate by the Board. An abandoned plan shall require a complete re-submission for new consideration by the Board.
- 08 CHANGE OF DESIGN AND IMPROVEMENTS:** If, at any time before or during the construction of the required improvements, it is demonstrated that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the Planning Board shall authorize changes, provided these changes are within the spirit and intent of the Board's approval, and do not extend to the modification or substantial alteration of the function of any improvements required by the Board. The Board shall authorize a change only after an amended site plan or "as-built" site plan has been submitted for review by the Board at a properly noticed public hearing. Changes which do not affect the minimum standards of the Regulations or design intent of the applicant's agent may be approved by the Town Engineer and Code Enforcement Officer. No changes, erasures, modifications or revisions shall be made on any site plan after approval has been given by the Board and endorsed in writing on the plan, except as herein provided.

3.04 FEES

In order for an application for Site Plan Review to be considered complete, it shall be accompanied by a check made out to the Town of Raymond, NH in an amount sufficient to cover the application fees as outlined on the Site Plan Review Application, as well as in Appendix II of these regulations, entitled Site Plan Review Fees. A second check, also made out to the Town of Raymond, shall be provided to establish a Planning Escrow account, as also outlined in the Appendix II.

The Board requires that an Inspection Fee be paid by the applicant into an escrow account before granting final approval. This inspection fee is based upon 4%¹ of the Town Engineer's approved improvement bond amount. This fee is not required for the

application to be considered complete.

3.05 PERFORMANCE AGREEMENT

As a condition of the Planning Board's approval of a Site Plan, the Board shall require the applicant to execute a Performance Agreement within thirty days of receiving a conditional approval. This document shall outline the understanding of the Board and the applicant as to the terms and conditions of approval. It shall also include the improvements that require bonding as well as the bond amount for each improvement. The Town Engineer shall concur with the accuracy of the bond¹ amount. The Performance Agreement shall be prepared by the Board and its Legal Counsel if needed with the costs of preparation being borne by the applicant as provided by NH RSA 676:4, I(g).

3.06 ADDITIONAL ADMINISTRATIVE EXPENSES AND SPECIAL STUDIES

Reasonable fees in addition to fees previously noted may be imposed by the Planning Board to cover its administrative expenses and the cost of special investigative studies, review of documents and other matters which may be required as part of the Site Plan Application.

3.07 OFF-SITE IMPROVEMENTS

Where the impact of the proposed development is such that will require off-site improvements, the Planning Board shall require the applicant to mitigate said impact.

¹ Estimates for all improvements shall be provided by the Applicant for review and approval by the Raymond Public Works Director or his designee. These estimates will be utilized to establish an inspection escrow account (equal to 4% of the estimated cost of improvements), which must be in place with the Town of Raymond prior to the start of any site work. Additionally, these estimates will be used as the basis for computing the Surety/Performance Bond to be provided by the Applicant in favor of the Town of Raymond prior to the issuance of a Certificate of Occupancy by the Raymond Code Enforcement Officer. Surety/Performance Bond values shall be based upon the value of unfinished work at the time of the issuance of a Certificate of Occupancy, plus a 10% contingency.

3.08 BLASTING Jim Mc

If a project is known to require the blasting of materials, applicant shall so indicate in the application and certify that all blasting operations shall conform to NH RSA 158, along with the rules and regulations for Explosives promulgated by the Division of State Police, NH Department of Safety. If blasting is found to be necessary during construction of the site, then the applicant shall conform to the blasting requirements herein.

01 Local Blasting Permit Required

- (a) Blasting permits are issued and administered by the Raymond Fire Chief or designee. Blasters shall be responsible to pay local blasting permit fees, as may be revised from time to time by the Board of Selectmen.

02 Additional Minimum Requirements for Blasting

- (b) In recognizing that blasting for project sites can be intense and frequent for short-term projects, the Planning Board will require the Applicant to conduct, at a minimum, pre-blast surveys on all structures and wells not controlled by the applicant within 200 feet of the blast site. Depending on the scope and intensity of proposed blasting, the Planning Board may increase this distance, in accordance with recommendations it receives from a qualified professional. The applicant shall provide a detailed record of each survey to the Fire Chief or his designee and the Community Development Department for placement in the project file. Applicant shall be responsible for providing updated information during the course of site development.

ARTICLE IV – GENERAL REQUIREMENTS

4.01 COMPLIANCE WITH REGULATIONS

No site improvements, utility construction, or building construction shall be started until a site plan, prepared in accordance with these Site Plan Review Regulations, has been approved by the Planning Board and other appropriate permits have been issued.

All non-residential and multi-family residential site plans shall conform to all local, State and Federal Regulations and guidelines including, but not limited to Town of Raymond Zoning Ordinance, including the Raymond Floodplain Development Ordinance, Building Code, Town of Raymond Subdivision Regulations, Multi-Family and Non-Residential Site Plan Review Regulations, Town of Raymond Water Department Regulations, Driveway Regulations and Town of Raymond Fire Department Regulations.

4.02 GENERAL REQUIREMENTS

In reviewing site plans, the Planning Board shall take into consideration the Master Plan, including the Open Space Plan, the public health, safety and general welfare, the comfort and convenience of the general public, and as a condition of approval may require such modifications of the proposed site plan as it deems necessary to comply with the spirit as well as the letter of these Regulations. The Board shall take into account the following objectives:

- 01** Safe, adequate and convenient vehicular and pedestrian traffic circulation both on- and off-site. The following aspects of the site plan shall be evaluated to determine the conformity of the site plan to this standard:
 - a. The effect of the proposed development on existing and future traffic conditions on abutting streets;
 - b. The number, locations and dimensions of vehicular and pedestrian entrances, exits, drives and walkways;
 - c. The visibility in both directions of all exit points of the site and the visibility of a vehicle entering the site to the driver of a vehicle traveling on the street;
 - d. The locations, arrangement and adequacy of on- and off-street parking facilities;
 - e. Interconnection of parking areas via access drives within and between adjacent lots in order to provide maximum efficiency and development potential, minimize curb cuts and encourage safe and convenient traffic circulation;
 - f. The location, arrangement and adequacy of truck loading and unloading facilities;
 - g. Patterns of vehicular and pedestrian circulation, both within the boundaries of the development and in relation to the adjoining street and

sidewalk system;

- h. The location, arrangement and adequacy of landscaping, boarding, parking and loading facilities.

02 The protection of environmental quality and the preservation and enhancement of property values. The following aspects of the site plan shall be evaluated to determine the conformity of the site plan to this standard:

- a. The location, height and materials of walls, fences, hedges and plantings so as to ensure harmony with adjacent development, screen parking and loading areas and conceal storage areas, utility installations and other such features;
- b. The prevention of dust and erosion through the planting of ground cover or installation of other surfaces;
- c. The preservation of natural amenities and major natural and man-made features of the site such as wetlands, highly erodible areas, historic structures, major trees and scenic views;
- d. The provision of adequate storm and surface water drainage facilities to properly drain the site;
- e. The provision of adequate water and wastewater facilities to properly service the site;
- f. The protection of residential abutters against public health and safety concerns, including but not limited to groundwater contamination, undue noise, glare, unsightliness or other nuisance detrimental to property value.

03 A Community Impact Analysis shall be required for all site plan review applications. The Community Impact Analysis shall, at a minimum, completely describe the proposed use and shall include a description of how the proposed activity, both during and following construction, will impact traffic, parking and circulation, storm drainage, all utilities (Water, Sewer, Electric, Gas), schools, noise, the Town's fiscal condition and other community services. The Community Impact Analysis shall be based on the experience of a similar or related type of business. The extent of the Community Impact Analysis shall be commensurate with the potential impact of the proposed activity. The Planning Board may reject a Community Impact Analysis that does not adequately address all relevant issues. As a part of its review of the Community Impact Analysis, the Planning Board may require technical assistance from an outside consultant or expert in the field. Cost of such review shall be borne by the applicant in accordance with Article III, Section 3.006 of these Regulations, and NH RSA 676:4, T(g). The description of the proposed use furnished by the applicant in the Community Impact Analysis may form the basis of future change-of-use determinations.

- 04 In acting upon any site plan, the Planning Board shall consider the recommendations of the Technical Review Committee, the Conservation Commission and other Town agencies or outside specialists with whom it consults.
- 05 These Regulations shall be interpreted as minimum requirements and compliance with these minimum requirements in no way obligates the Planning Board to approve any particular application solely on that basis.
- 06 The Planning Board will consider all aspects of an application before rendering its decision. This will include study of all site design and technical aspects of the proposal, as well as consideration of the impact of the development on the open space, wildlife habitat, surface water and groundwater, and other natural resources, local traffic patterns, and available public utilities, services and municipal resources.

4.03 HIGHER STANDARDS SHALL APPLY

If any other provision of Town, State or Federal Law relates to any matter covered herein, the Regulation providing the highest standard shall apply.

4.04 SUITABILITY OF LAND

Land unsuitable for development due to the presence of poorly and very poorly drained soils, flood hazard, steep slopes or other conditions constituting a danger to health, safety or the environment; or contrary to the purpose of these Regulations and the Master Plan shall not be approved for development unless the applicant presents satisfactory evidence or data to the Planning Board establishing that the methods proposed to overcome any such conditions are adequate.

4.05 CONSTRUCTION OF IMPROVEMENTS

- 01 No construction of improvements shall be made until approval is granted by the Planning Board, and the appropriate inspection escrows are established with the Public Works Director.
- 02 No building permits shall be issued by the Code Enforcement Officer until adequate site bonding has been established and received by the Public Works Director.
- 03 No site and/or building occupancy shall be allowed until all site and building safety features have been provided.

ARTICLE V – PLAN & SUBMISSION REQUIREMENTS

5.01 GENERAL

- 01** Prior to the submission of the site plan, the applicant or his agent may submit a (Conceptual Plan) sketch showing any preliminary information to the Planning Board for discussion purposes only.
- 02** In order to meet the formal submission requirements of these Regulations, the applicant or his/her authorized agent shall submit the following:
 - a. Completed Site Plan Review Application Form;
 - b. Notarized Letter of Authorization from the applicant's agent granting permission for representation;
 - c. Seven full-size sets of the site plan;
 - d. Seven 11 x 17 sets of the site plan, and a complete plan set in PDF format (these do not have to be submitted until the application is scheduled to go before the Planning Board); these copies must be submitted into the Community Development Department at least twenty-one days prior to the Planning Board meeting;
 - e. Payment of all applicable application fees in accordance with the Site Plan Review Fee Schedule located in Appendix II of these Regulations;
 - f. Funds to establish a Planning Escrow Account in accordance with the Site Plan Review Fee Schedule located in Appendix II of these Regulations;
 - g. Any additional information and supporting data the Planning Board will need to review the application.
 - h. Completed site plan review checklist. (add)

5.02 EXISTING DATA AND INFORMATION

The following information shall be provided on the plan:

- 01** A separate sheet, clearly showing the site location relative to the surrounding road system and abutting zoning districts within 1,000 feet of the site. Such plan will consist of the Raymond tax map sheet upon which a site is located, overlaid on a topographical map, utilizing recent aerial photography found on NH GRANIT or other acceptable mapping sources.
- 02** Location of site, tax map and lot number, current name(s) and address(es) of the owner(s) of record, abutting landowners, holders of easements, and the name, business address, seal and signature of all licensed professionals in accordance with NH RSA 310-A (from all owners listed on deeds of the affected properties);

- 03** Name(s) and address of person(s) of firm preparing the plan(s) or 3rd party consultants, the scale of the plan (1" = 20' up to 1" = 50' graphic scale), north arrow and date of survey. Name(s) and address of person(s) or firm or 3rd party consultants preparing any additional data and information, if different from the preparer(s) of the plan.
- 04** The boundary lines of the area included in the site, including distance and bearings of the lines, dimensions and the lot area, prepared and stamped by a Licensed New Hampshire Land Surveyor.
- 05** The existing slopes, drainage systems, structures and topographic contours, at intervals not exceeding two feet. Spot elevations should be shown where slope is less than 2%. All existing topographic contours to be represented with thin, light dashed lines. Topography may be derived from aerial photography or Lidar in non-developable areas. Areas being developed shall be obtained through field survey only.
- 06** Locations and widths of adjacent streets, buildings and drives within 200 feet of the site boundaries.
- 07** The shape, size, height and location of existing structures located on the site and within two hundred feet of the site boundaries.
- 08** Historic and Natural features including but not limited to streams, marshes, lakes or ponds, water courses, water bodies, wetlands, 50-year floodplain and a 100-year floodplain, or any observations that may be on record due to recent floods, ledges, boulder areas, steep slopes greater than or equal to 25% grade, and existing wooded areas. Manmade features including, but not limited to existing roads and structures. The plan shall indicate which of such features are to be retained and which are to be altered or removed.
- 09** Use of abutting properties shall be identified.
- 10** The size, location, elevation and slope of all existing public and private utilities, water mains, culverts, underground structures and all existing landscaping. This shall include the location and size of existing public utilities that are located off-site with which connection is planned or located within two hundred feet of the site boundaries.
- 11** Soil types and approximate soil boundaries based on U.S. Department of Agriculture Natural Resources Conservation Service (formerly U.S. Soil Conservation Service) data.
- 12** Copies of existing covenants, easements and/or rights-of-way on the property.
- 13** The location of all building setbacks required by the Zoning Ordinance by use of dashed lines and labeled "Minimum Building Setback Lines" and the location of setbacks from Raymond's protected shorelands as described in Article III, Section 3.320 (02) of the Raymond Zoning Ordinance.
- 14** The location of aquifer boundaries and well head protection areas.

- 15 Any known hazardous issues prior to the submission of the applicant's application to the planning board.
- 16 NH Department of Environmental Services septic system application.
- 17 NH Wetlands Board "Alteration of Wetlands" application.
- 18 NH "Alternation of Terrain" application.
- 19 Town of Raymond Driveway Access application or the NH Department of Transportation Driveway Access application.
- 20 NH Water Supply & Pollution control commission WS 411 applications for underground storage tanks, as regulated by RSA 146-C.
- 21 Army Corps of Engineers application, if applicable.
- 22 Any other State or Federal applications, if applicable.

SITE PLAN AND INFORMATION

The following information shall be provided on the submitted plan for approval:

- 01 On a scale of 1" = 20' up to 1" = 50', proposed grades, drainage systems, structures and topographic contours at intervals not exceeding two feet with spot elevations where slope is less than 2%. All proposed or new topographic contours are to be represented with bold unbroken lines with contour number in block.
- 02 The shape, size, height and location of the proposed structures, including expansion of existing buildings.
- 03 Proposed streets, driveways, parking spaces and sidewalks with indication of direction of travel for streets and drives, and inside radii of all curves. The width of streets, driveways and sidewalks, as well as the total number of parking spaces, and points for future right-of-way and/or street access to abutting parcels to accommodate the continuation of future development.
- 04 Loading spaces and facilities associated with the structures on the site.
- 05 The size and location of all proposed public and private utilities.
- 06 The location, type and size of all proposed landscaping and screening. Identification of a buffer zone of dense planting where the site abuts a zoning boundary.
- 07 Exterior lighting plan showing ground-level dispersing and lighting intensity in accordance with the Town of Raymond Outdoor Lighting Design Standards, as may be amended from time to time.
- 08 Proposed signs to be located on the site.

- 09** A stormwater management plan designed and stamped by a New Hampshire registered Professional Engineer including plans for retention and slow release of storm water where necessary.
- 10** Plans for snow removal and storage.
- 11** Surface treatment proposed for all disturbed areas.
- 12** A legend identifying and clarifying all drafting and designation symbols.
- 13** A Traffic Impact Analysis shall be prepared by a New Hampshire registered Professional Engineer including any traffic control devices necessary in conjunction with the site plan. Increases and decreases in traffic volume and patterns generated by the development onto Town or State roads and sight distances at the point of access onto a Town Road shall be shown. The level of the impact study is dependent upon the proposed intensity of the use.
- 14** Construction plans shall be prepared for all required improvements. Plan sheets shall be of the same size as the site plan. The following information shall be shown:
 - a. Plans and construction details of all areas to be disturbed for construction of streets, drives, parking lots, sidewalks, drainage structures, sewers, water and electric lines, erosion and sediment control structures and other areas to be disturbed for the construction of the improvements.
 - b. Profiles of all proposed streets, driveways, sewers and drainage structures. Profiles shall show existing and proposed elevations along the center lines of all proposed improvements. Profile scale shall be one-inch equals forty feet horizontal scale, and one-inch equals four feet vertical scale.
 - c. Cross sections of all proposed streets and driveways at one hundred-foot stations and at all catch-basins or culverts. Cross sections shall show all existing grades, proposed subgrades, proposed final grades and all utilities and other structures. Cross sections shall be drawn at a scale of not more than one-inch equals ten feet vertically, and one-inch equals fifty feet horizontally. Cross sections shall be provided at regular intervals throughout the site.
 - d. Erosion and sediment control plans and other information indicating how increased runoff, sedimentation and erosion shall be controlled during and after construction of required improvements.
 - e. Landscaping Plan for the entire site including proposed species (number, spacing, size, planting details-list native species per NHDES); proposed decorative features; buffers and screening devices and any other information that can reasonably be required for an informed decision to be made by the Planning Board.
 - f. Architectural Concept Drawings shall be submitted in triplicate; one copy each for the Board, the Code Enforcement Officer and the Fire Department, for all proposed buildings or building expansions. Said plans shall consist of plan and exterior elevation

views or proposed improvements, with external mechanical components of the building (i.e. heating, ventilation and air conditioning). Plans shall be conceptual only, but of sufficient detail to determine compliance with Town Regulations.

- 15 Open spaces, green areas, public or common land, Raymond protected shoreland and setback lines.

5.03 ADDITIONAL INFORMATION

- 01 The Planning Board may require additional information as it deems necessary.

5.04 OTHER ITEMS REQUIRED by the planning board, AS APPLICABLE

- 01 Location and results of test pits, location of primary and secondary leach bed sites.
- 02 NH Department of Environmental Services septic system design approval
- 03 NH Wetlands Board "Alteration of Wetlands" Permit.
- 04 Town of Raymond Driveway Access Permit.
- 05 NH Department of Transportation Driveway Access Permit.
- 06 Traffic Impact Analysis.
- 07 Soil Erosion and Sediment Control Plan, in accordance with the Raymond Stormwater Management Regulations, as may be amended from time to time.
- 08 NH Water Supply & Pollution control commission WS 411 Permit for underground storage tanks, as regulated by RSA 146-C.
- 09 High Intensity Soil Mapping.
- 10 Army Corps of Engineers Permit, if applicable.
- 11 Any other State or Federal permits as identified.
- 12 Community Impact Analysis

5.05 GROUNDWATER PROTECTION

The quality of groundwater as defined by RSA 485-C: 2 VIII. shall not be adversely affected by the proposed development. The applicant shall certify that the proposed development does not violate the rules and regulations of Chapter 485-C, Groundwater Protection Act, regarding groundwater and shall meet the following requirements. Proposed development located within the Town of Raymond's existing Zone I – Groundwater Conservation District shall certify zoning compliance to the Planning Board as part of the site plan review approval process.

- 01 Any application for site plan review which involves the proposed receiving, handling, storing or processing of any regulated substance (as defined by RSA 339-A:2) shall disclose

this information as part of the application submission. List of all appropriate state permits, as required by the New Hampshire Department of Environmental Services (NHDES) for the proposed use shall be submitted as part of the site plan application.

- 02** Site plan applications which involve property contaminated by hazardous or toxic materials (as defined by RSA 339-A: 2) shall disclose such information as part of the application. If the Planning Board finds that a potential health risk or an environmental threat exists from a previous use or existing use of the site, then the Planning Board shall require that any environmental assessment that has been completed and submitted to NHDES shall be submitted to a third-party qualified review professional of the Planning Board's choice, at the applicant's expense, prior to any Planning Board action.
- 03** All site plans submitted to the Planning Board for review shall identify:
- a. All existing aquifers as documented by the Town of Raymond's Aquifer Transmissivity Map (copies available in the Raymond Community Development Department and as aquifer transmissivity GIS data available on NHGRANIT);
 - b. All designated wellhead protection areas for public water systems, as documented in the *Combined Aquifer, Surficial Geology and Wellhead Protection Areas Map*, as may be amended from time to time, and on NHDES websites and databases, as may be amended from time to time;
 - c. The location of all known and potential contamination sources, as documented on NHDES websites and databases; (prior to the complete application submission to the Planning Board)
 - d. A map of natural resources on and near the site;
 - e. A listing of the types and quantities of regulated and hazardous substances and pollutants which may be used on the site;
 - f. A map and/or diagram of facilities on the site related to groundwater protection, including secondary containment structures, loading/unloading areas, drinking water wells, septic systems, underground storage tanks and storm drain inlets, as applicable:
 - i. A listing of all state and federal regulatory requirements for the proposed use and a note on the plan which identifies the specific rules related to groundwater protection, as applicable to regulated substances (Env-Wq. 402)², groundwater discharge (Env-Wq. 402) and storm water management (e.g. Env-Wq. 1500, AoT);
 - ii. Identification and provision for adequate security of all groundwater protection Best Management Practices (BMPs) proposed for the use;
 - iii. Identification of any restrictions against discharges to groundwater, including direct and indirect discharges, as required by state and federal permits and approvals;

- v. Verification or approval that all general-purpose floor drains be connected to an onsite holding tank or a system authorized through a state subsurface disposal permit;
- vi. Verification or approval that the design of all storm water management and drainage facilities and structures shall not increase flooding or the potential for pollution of surface or groundwater, on-site and off-site; and
 - a. Submittal of an adequate Spill Prevention, Control and Countermeasure (SPCC) Plan in accordance with Article IV, Section 4.244 of the Raymond Zoning Ordinance and approved by the Technical Review Committee, particularly the Fire Chief and Emergency Management Director.

² Env-Wq. signifies that this is a Water Quality/Quantity rule as published by the New Hampshire Department of Environmental Services. See <http://des.nh.gov/organization/commissioner/legal/rules/index.htm#waterq>

ARTICLE VI – REVIEW STANDARDS

In considering applications for site plan approval, the Planning Board shall be guided by the standards herein after set forth. Such standards shall be considered minimum standards and be modified by the Board, when in its opinion, specific circumstances surrounding the site suggest a modification; with such modification not adversely affecting the purpose and intent of the Site Plan Review Regulations.

6.01 ACCESS DESIGN

- 01** Traffic access to the site from any street or highway shall ensure the safety of vehicles and pedestrians.
- 02** The Planning Board shall approve the design for a proposed access/egress point onto the public way, which point shall provide an adequate sight distance, grade, width and curb or with State Highway Access Permit.
- 03** In all cases, the number of points of access to a given street shall be held to a minimum, preferably one, in order to reduce traffic hazards from turning movements and to lessen the installation of traffic control devices, when possible.
- 04** The Board may require improvement of existing access/egress point(s) to provide a safe flow onto abutting streets or highways, should increase traffic be generated onto them by the development.
- 05** Off-site improvements, including but not limited to increasing right-of-way width; acceleration/deceleration lanes; curbing; signal devices; water, wastewater or drainage extensions; street lighting; sidewalks; additional landscaping; and emergency traffic control devices (i.e. opticoms); may be required.
- 06** Traffic circulations, pedestrian access, parking and loading facilities, and emergency and fire access shall be designed and located to ensure safety on the site. It is the policy of the Planning Board to require interconnectivity of adjacent or abutting parcels and parking areas.

- 07 The Planning Board shall review the proposed development to assure that all necessary permits have been received from governmental agencies from which approvals are required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- 08 The Planning Board shall require that all proposals include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary (50-year flood elevation and 100-year flood plain))
- 09 Provisions shall be made to assure that all proposals for development are consistent with the need to minimize flood damage, and that all public utilities and facilities such as wastewater, electrical and water systems are constructed, and that adequate drainage is provided so as to reduce exposure to flood hazards. Design provisions shall also be made to minimize or eliminate infiltration of floodwaters into new or replacement water supply systems and/or sanitary sewage systems, and discharges from the systems into floodwaters. On-site waste disposal systems shall be located so as to avoid their impairment or contamination resulting from them during flooding.

6.02 STREET CONSTRUCTION STANDARDS

- 01 Streets, drives and access ways in non-residential and multi-family developments shall be constructed to Town specifications as set forth in the Town of Raymond Subdivision Regulations and the Raymond Road Construction Standards, with the following exceptions:
 - a. The paved travel way shall be a minimum of twenty-five feet wide.
 - b. Bituminous asphalt paving shall be a minimum of four inches thick, applied in two compacted courses, consisting of a two- and one-half-inch binder and a one and one-half inch wearing course.
 - c. Cul-de-sacs shall have an interior landscaped green area with a minimum radius of fifty feet, paved width of twenty-five feet, and a radius to property line distance of ninety feet. All radii shall be calculated from the center line intersect of the roadway and cul-de-sac.

d. Roads design matrix

Statement of Intent: The intent of these design standards is to provide quality developments throughout the Town of Raymond which provide for effective transportation networks that will adequately serve ever-changing population densities as the community grows and the related capacity needs for multi-modal transportation types.

Road Design Matrix Criteria	Public or Private Roads			
	Collector - Rural	Collector - Urban	Local Rural	Local Urban
Average Daily Traffic Volume (ADT)	750 to 2,000	750 to 2,000	<750	<750
Design Speed	30 MPH	25 MPH	25 MPH	25 MPH
Minimum ROW Width	50'	50'	50'	50'
Minimum Pavement Width	25'	25'	24'	24'
Minimum Shoulder Width each side	4'	none (curbed)	4'	none (curbed)
Minimum Horizontal Curve Radius	250'	200'	200'	200'
K-value / Crest	30	20	20	20
K-value / Sag	35	30	30	30
Minimum Tangent Length	100'	75'	75'	75'
Stopping Sight Distance	200'	155'	155'	155'
Curbing Requirement	No	Yes	No	Yes
Sidewalk Requirement	No	Yes	No	Yes
Closed Drainage Requirement	No	Yes	No	Yes

Information for 25MPH/20MPH was gathered from AASHTO "A Policy on Geometric Design of Highways and Streets" 2011 6th Edition

Minimum Horizontal Curve Radius from Table 3-13b (Minimum Radii for Low-Speed Urban Streets)

K-value/Crest, K-value/Sag & Stopping Sight Distance from Tables 3-34 and 3-36 (Design Controls for Crest and Sag Vertical Curves)

For Rural Collectors, use AASHTO Green Book

For Urban Collectors, use *Designing Walkable Urban Thoroughfares -- A Context Sensitive Approach*

* Any waiver request must meet minimum AASHTO standards

6.03 TRAFFIC IMPACT ANALYSIS

The review of any site plan conducted by the Board under these Regulations shall ascertain that adequate provisions have been made by the owner or his/her authorized agent for traffic safety. To facilitate this review, the Board shall require the developer to submit a traffic impact analysis, when deemed necessary, due to the size, location or traffic generating characteristic of the development.

6.04 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL: EROSION AND SEDIMENT CONTROL

01 Introduction and Purpose

During the construction process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil can also cause damage to adjacent properties and impair the function of municipal drainage systems and infrastructure. In addition, clearing and grading during construction cause the loss of native vegetation that support terrestrial and aquatic habitats.

The purpose of this regulation is to safeguard persons, protect property, and prevent damage to infrastructure and the environment in Town of Raymond. This regulation will also promote the public welfare by guiding, regulating, and controlling the design, construction, use, and maintenance of any development or other activity that disturbs or breaks the topsoil or results in the movement of earth on land in Town of Raymond.

02 Definitions

Clearing: Any activity that removes the vegetative surface cover.

Drainage Way: Any channel that conveys surface runoff throughout the site.

Erosion Control: A measure that prevents erosion.

Erosion and Sediment Control Plan: A set of plans prepared by or under the direction of a licensed professional engineer indicating the specific measures and sequencing to be used to control sediment and erosion on a development site during and after construction.

Grading: Excavation or fill of material, including the resulting conditions thereof.

Perimeter Control: A barrier that prevents sediment from leaving a site by filtering sediment-laden runoff or diverting it to a sediment trap or basin.

Phasing: Clearing a parcel of land in distinct phases (with limits of clear-cutting site to 5 acres per phase), with the stabilization of each phase completed before the clearing of the next.

Sediment Control: Measures that prevent eroded sediment from leaving the site.

Site: A parcel of land or a contiguous combination thereof, where grading work is performed as a single unified operation.

Site Development Permit: A permit issued by the municipality for the construction or alteration of ground, and improvements and structures for the control of erosion, runoff, and grading.

Stabilization: The use of practices that prevent exposed and stockpiled soil from eroding, slumping or failure.

Start of Construction: The first land-disturbing activity associated with a development, including land preparation such as clearing, grading, and filling; installation of streets and walkways; excavation for basements, footings, piers, or foundations; erection of temporary forms; and installation of accessory buildings such as garages.

Watercourse: Any body of water, including, but not limited to lakes, ponds, rivers, streams, and bodies of water delineated by Town of Raymond. **(Per the Water Resources Management Plan 2009 and or delineated by a NH certified wetland scientist)**

Waterway: A channel that directs surface runoff to a watercourse or to the public storm drain.

03 Site Plan Review Approval

- a. A site plan application proposing land-disturbing activity of 3,000 or more square feet requires the approval of an Erosion and Sediment Control Plan.
- b. No site plan approval is required for the following activities:
 - 1) Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
 - 2) Existing nursery and agricultural operations conducted as a permitted main or accessory use.
- c. Each application shall bear the name(s) and address(es) of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by a filing fee.
- d. Each application shall include a statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Erosion and Sediment Control Plan and that an engineer or construction site manager shall be on site on all days when construction or grading activity takes place.
- e. The applicant will be required to file performance guarantee, letter of credit, or other improvement security in an amount deemed sufficient by the Planning Board to cover all costs of improvements, landscaping, maintenance of improvements for such period as specified by the Planning Board, and engineering and inspection costs to cover the cost of failure or repair of improvements installed on the site. If a performance guarantee is required for overall general site construction, sediment and erosion control measures shall be included in the construction cost estimate for the performance guarantee.

04 Erosion and Sediment Control Plan

- a. The Erosion and Sediment Control Plan shall include the following:
 - 1) A natural resources map identifying soils, forest cover, and resources protected under other chapters of this code. Note: This map should be at a scale no smaller than (1" =50") **and make reference to "Water Resources and Management Protection Plan" dated 2009.**
 - 2) A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
 - 3) All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each season.

- 4) Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
 - 5) Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.
- b. Modifications to the plan shall be processed and approved or disapproved in the same manner as Section IV of this regulation, may be authorized by (*erosion and sediment control agency*) by written authorization to the permittee, and shall include
- 1) Major amendments of the erosion and sediment control plan submitted to the Planning Board for review and approval.
 - 2) Field modifications of a minor nature do not require Planning Board approval but should be noted on the final As-Built Plans.

05 Site Design Requirements

- a. Grading, erosion control practices, sediment control practices, and waterway crossings shall meet the design criteria set forth in the most recent version of (*erosion and sediment control manual*) and shall be adequate to prevent transportation of sediment from the site to the satisfaction of (*erosion and sediment control agency*). Cut and fill slopes shall be *no greater than 2:1*, except as approved by (*erosion and sediment control agency*) to meet other community or environmental objectives.
- b. Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, except when in compliance with all other chapters of this Code. Clearing techniques that retain natural vegetation and drainage patterns, as described in the NH Stormwater Manual: Volume 3 Erosion and Sediment Controls During Construction (December 2008 as revised), shall be utilized.
- c. Clearing, except that necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.
- d. Phasing shall be required on all sites disturbing greater than 5 acres, with the size of each phase to be established at plan review and as approved by the Planning Board.
- e. Erosion control requirements shall include the following:
 - 1) Erosion control measures shall be installed prior to the commencement of land disturbance activities. At the conclusion of such activities, soil stabilization shall be completed within 5 days.
 - 2) If seeding or another vegetative erosion control method is used, it shall become established within two weeks or may require the site to be reseeded or a nonvegetative option employed.
 - 3) Special techniques that meet the design criteria outlined in (*erosion and sediment control manual*) on steep slopes or in drainage ways shall be used to ensure stabilization.
 - 4) Soil stockpiles must be stabilized or covered at the end of each workday and maintained at no greater than 1:1 slope.
 - 5) The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
 - 6) Techniques shall be employed to prevent the blowing of dust or sediment from the site.
 - 7) Techniques that divert upland runoff past disturbed slopes shall be employed.
- F) Sediment controls requirements shall include

- 1) Settling basins, sediment traps, or tanks and perimeter controls.
 - 2) Settling basins that are designed in a manner that allows adaptation to provide long term stormwater management, if required.
 - 3) Protection for adjacent properties using a vegetated buffer strip in combination with perimeter controls
- G) Waterway, watercourse and wetland protection requirements shall include when applicable:
- 1) A temporary stream and/or wetland crossing installed and approved by the NH Department of Environmental Services (NHDES) if a wet watercourse or wetland will be crossed regularly during construction;
 - 2) Stabilization of the watercourse channel and/or wetland before, during, and after any in-channel work per NHDES requirements;
 - 3) On-site stormwater conveyance channels designed according to NHDES requirements; and
 - 4) Stabilization adequate to prevent erosion located at the outlets of all pipes and paved channels.
- H) Construction site access requirements shall include:
- 1) a temporary access road provided at all sites; and
 - 2) other measures required by the Planning Board in order to ensure that sediment is not tracked onto public streets by construction vehicles or washed into storm drains
- I) Waste Removal and Disposal
- 1) All waste generated on the site shall be controlled and discarded properly including building materials, concrete and concrete wash out effluent, chemicals, litter and sanitary wastes.
 - 2) Waste shall not be discharged to the municipal MS4 system.

06 Site Inspection

- a. The Planning Board or its designated agent shall make inspections as hereinafter required and either shall approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Erosion and Sediment Control Plan as approved. Plans for grading, stripping, excavating, and filling work approved by the Planning Board shall be maintained at the site during the progress of the work. To obtain inspections, the permittee shall notify the town engineer at least two working days before the following:
- 1) Start of construction
 - 2) Installation of sediment and erosion measures
 - 3) Completion of site clearing
 - 4) Completion of rough grading
 - 5) Completion of final grading
 - 6) Close of the construction season
 - 7) Completion of final landscaping
- b. The permittee or their agent shall make regular inspections of all control measures in accordance with the inspection schedule outlined on the approved Erosion and Sediment Control Plan(s). The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures. All inspections shall be documented in written form and submitted to the Planning Board at the time interval specified in the site plan approval decision.
- c. The Planning Board or its designated agent shall enter the property of the applicant as deemed necessary to make regular inspections to ensure the validity of the reports filed under Section b.

07 Separability

The provisions and sections of this ordinance shall be deemed to be separable, and the invalidity of any portion of this ordinance shall not affect the validity of the remainder.

6.05 UTILITIES

- 01** A layout indicating how the site will be served by electric, telephone and any other public utilities shall be provided. If a utility company requires an easement to provide service, no final approval shall be granted by the Board until such easement(s) are secured. If no easement(s) are required, a letter of intent to provide service from the utility company/companies must accompany the application. All utilities shall be located underground. Where practical, adequate separation between underground electric, telephone and cable utilities, and all other underground utilities, such as water and drainage, shall be maintained, and in instances where water, drains or sewers are installed in a common trench with electric, telephone or cable.
- 02** In areas of the Town where municipal water is not provided, water supply systems must be sized to meet the needs of the proposed use. Should connection to the municipal water system be requested, the applicant shall obtain a letter from the Raymond Water Department indicating acceptance of the proposed design and agreement to furnish the requested service(s). If the capacity of the system is such that the Raymond Water Department denies application until such time as (1) the Town, based upon its Capital Improvement Program, is able to upgrade the facilities and provide service, or (2) a proposal is agreed upon to upgrade said service at the Petitioner's expense. If the proposed location for a project under review by planning board is near the town water system, the project shall connect to the town water system.
- 03** The expansion of existing uses which creates additional demand for water or sewage facilities shall be subject to this section. Any extension of the municipal facilities shall be at the applicant's expense.

6.06 PARKING STANDARDS

For the safety of the public, every site considered under this Regulation shall have off-street parking only. No parking shall be permitted on public rights-of-way, nor will parking be permitted where it will obstruct vehicle access to a property or to a public right-of-way. Access to the parking site shall be from on-site travel ways. Vehicle access shall not be considered part of the parking lot area.

- 01** The Planning Board recognizes that the following Parking Requirements Chart cannot cover every circumstance that may arise. The Board is authorized to use the following parking requirements as a minimal guide for uses not identified in the Chart.

PARKING REQUIREMENTS CHART

- ◆ **Auto/Truck - Sales Only**
 - Minimum 5 spaces; plus
 - 1 space per every 10 vehicles
- ◆ **Auto/Small Truck Service**
 - 1 space per every 200 SF of gross area; plus
 - 1 space per service bay
- ◆ **Bank**
 - 12 spaces per every 1,000 SF of gross area
- ◆ **Emergency Services**
 - 1 space per every 200 SF of gross floor area
- ◆ **Gasoline Supplier**
 - 5 spaces minimum; plus
 - 1 space per pump; plus
 - 2 spaces per service bay
- ◆ **Hotels/Motels**
 - 1.5 spaces per unit
- ◆ **Industrial - Light**
 - 1 space per every 2 employees; or
 - 1 space per every 200 SF of gross area
- ◆ **Industrial - Heavy**
 - 1 space for every 2 employees; plus
 - 1 space for every 2,000 SF of gross area
- ◆ **Institutional – Elementary & Middle School**
 - 5 spaces per classroom
- ◆ **Institutional – High School**
 - Spaces equal to ½ of total school capacity
- ◆ **Institutional – Hospital/Clinic**
 - 2 spaces per bed; or
 - 1 space per every 150 SF of gross area, whichever is greater
- ◆ **Institutional – Nursing Home**
 - 3 spaces per every 5 beds
- ◆ **Child or Adult Care Facilities**
 - 2 spaces per employee
- ◆ **Institutional – Special School/Church**
 - 1 space per every 100 SF of gross area
- ◆ **Institutional - Stadium**
 - 1 space per every 4 seats
- ◆ **Institutional - Theater**
 - 1 space per every 3 seats
- ◆ **Library**
 - 1 space per every 33 SF of gross floor area
- ◆ **Office – Low Volume (i.e. Construction; Funeral Home)**
 - 3 spaces per every 1,000 SF of gross area
- ◆ **Office – High Volume (i.e. Health Aid Services; Attorneys; Insurance; Real Estate; Government Offices)**
 - 6 spaces per every 1,000 SF of gross area
- ◆ **Recreational Facilities – Bowling Alley; Skating Rink; Indoor Tennis Court; Exercise Facility; Privately Owned Golf Course**
 - 1 space per every 3 people the facility is designed to handle at maximum capacity; plus
 - 1 space per every 200 SF of gross building area
- ◆ **Recreational Facilities – Golf Driving Range; Miniature Golf**
 - 1 space per tee; plus
 - 1 space per every 200 SF of gross area
- ◆ **Residential/multi-family**
 - 3 spaces per unit

- ◆ **Restaurants - Sit-Down; Family; Carry-Out; Drive-In**
 - 1 space per every 2 seats; plus
 - 1 space per every 200 SF of gross area
- ◆ **Retail – Low Volume (i.e. Construction & Remodeling Services)**
 - 2.5 spaces per every 1,000 SF of gross area
- ◆ **Retail – Medium Volume (i.e. Clothing; Shoes; Laundromat/Dry Cleaning; Home Furnishing; Video Store; Hardware; Beauty Parlor; Pet Shop)**
 - 5 spaces per every 1,000 SF of gross area
- ◆ **Retail – High Volume (i.e. Convenience Store; Pharmacy; Grocery; Ice Cream Stand)**
 - 8 spaces per every 1,000 SF of gross area
- ◆ **Truck Service**
 - 1 space per 200 SF of gross area; plus
 - 1 space per service bay; plus
 - Space for oversized trucks

02 Handicapped parking is required and shall conform to the most current State and Federal law in place at the time of application.

03 The Planning Board has the prerogative to adjust these requirements to particular circumstances. This decision will be based on the expected number of trips generated by the activity at its peak hour. When there is mixed or joint use, combination of individual use demands on parking will be considered.

04 Parking spaces shall conform to the following:

- a. Parking spaces shall not be used for permanent storage, nor will they be considered loading areas. No activities will be permitted except those for which the spaces were intended.
- b. All parking areas shall be set back no closer than ten feet from any street or lot line and must be delineated on the ground. Landscaping within the setback to the external lot line shall be encouraged whenever possible. All parking areas shall be bordered by a curb or a substantial bumper of masonry, concrete, or bituminous concrete.
- c. A corresponding increase in parking spaces based on the use/activity shall accompany any extension or expansion of the physical plant.
- d. Each required off-street parking space shall be at least nine feet in width, measured perpendicular to the sideline; and at least twenty feet in length, measured parallel to the sideline along the center of the space. For parallel parking, the length of the parking space shall be increased to twenty-two feet. Handicapped spaces shall be at least twelve feet wide and twenty feet in length. Each off-street parking space shall open directly upon aisle or drive width as follows:

<u>Parking Angle</u>	<u>Aisle Width</u>
45 degrees	20 feet
60 degrees	20 feet
90 degrees	20 feet

- e. The aisle of drives shall be unobstructed and allow for the passage of emergency vehicles at all times. The angle shall be measured between the center line of the parking space and the center line of the aisle.
- f. All off-street parking, loading or unloading shall be suitably improved, graded, paved and maintained so as to cause no nuisance from dust or storm drainage including ice and snow removal. Provisions shall be made more snow removal so as to ensure that no snow will be pushed, shoveled or placed in a public way.
- g. Adequate snow storage areas shall be provided on site.
- h. Redevelopment or development within highly congested areas may require submission of alternate parking arrangements.
- i. In instances where a waiver is requested for relief from the number of parking spaces required by the Raymond Site Plan Review Regulations for a project, an applicant must present a plan showing the ability to install the full number of spaces in the future, if the need arises.

6.07 PARKING AREAS AND ACCESS DRIVES

Drives and parking areas shall be constructed per the Town of Raymond Subdivision Regulations for Design of Streets and Roads, and in accordance with the following specifications:

- 01** Loam and/or unstable material shall be removed to a solid base material.
- 02** A bank run gravel sub-base of twelve inches shall be applied and compacted, followed by a six-inch base of crushed gravel, then compacted and rolled true to grade lines. Said compacting shall be to 95% of the sub-grade materials' modified proctor value.
- 03** A two- and one-half-inch binder course, and a one and one-half inch wearing course of bituminous concrete pavement shall be installed.
- 04** The minimum grade for parking areas shall be 0.5%. The maximum grade shall be 5%.
- 05** All construction materials and methods shall be in accordance with the State of New Hampshire Department of Transportation, Standard Specifications for Road and Bridge Construction, latest edition.

6.08 LOADING SPACE STANDARDS

- 01** No on-street loading or unloading shall be permitted, unless specifically approved by the Planning Board.
- 02** Loading docks or loading areas shall not be permitted within fifty feet of an abutting property line with a different zoning classification and shall be confined to the side or rear of a building. Any loading dock facing an abutting property line shall be screened as effectively as is practical, through the combination of fencing material and natural vegetation or terrain.

Such screening shall be subject to the approval of the Planning Board.

- 03** The actual size and construction of loading spaces shall be determined by its proposed use and approved by the Planning Board as such. Each area shall be designed so that backing or maneuvering can be accomplished in such a way that trucks will enter and leave the lot driving forward.
- 04** The loading area shall be surfaced with the same material used in the parking areas, with the exception of landing areas, which shall be concrete. The loading area shall also be subject to the same drainage requirements. A loading area plan shall accompany the final Site Plan.

6.09 FIRE PROTECTION

- 01** The applicant shall meet with the Fire Department to review the proposed protection activities, such as fire alarms, sprinkler systems, fire hydrants, dry hydrants, emergency access and cisterns that shall be shown on the site plan.
- 02** Dry hydrants and/or cisterns shall be required if Municipal Water is not located within one-half mile of the entrance to the proposed development.
- 03** A dry hydrant and/or cistern shall be considered adequate if it is capable of providing thirty thousand gallons of water at all times and under all conditions (based on one thousand gpm for thirty minutes) and is protected by a suitable chain link fence surrounding the entire pond perimeter. Cisterns need not be fenced.
 - a. The Raymond Fire Chief shall be the sole authority on adequacy of dry hydrants or cisterns.
 - b. The applicant shall be responsible for providing hydrant standpipe fill connections in accordance with Raymond Fire Department Regulations.
 - c. Dry hydrants, cisterns, and the land upon which they are cited, shall be the responsibility of the Homeowners Association or owner for care and maintenance.
 - d. Cisterns shall be constructed in accordance with Raymond Fire Department Regulations and good engineering practice.
- 04** The Fire Chief shall require a key box for any and all of the following:
 - a. Non-residential construction;
 - b. Multi-family construction;
 - c. Industrial construction;
 - d. Any property protected by an automatic alarm system;

- e. Anywhere access to or within a structure or an area on the property is unduly difficult due to secured openings;
- f. Anywhere immediate access is necessary for lifesaving and firefighting purposes.

Note: The key box shall be of a type approved by the Fire Chief and is to be installed in an approved location. Key box installations shall be in accordance with Raymond Fire Department installation for same.

- 05** The manufacturing, utilization and storage of pyrophoric or explosive materials shall be in strict accordance with the safety codes and standards of the National Fire Protection Association.

6.10 LANDSCAPING AND SCREENING

- 01** Installation, preservation and maintenance of landscaping and preservation of natural and scenic features shall be of prime importance and shall be undertaken by the applicant to enhance the environment of the development and of the Town of Raymond (list of such plantings)
- 02** In order to visually obscure certain uses or portions of specific uses, which by their nature are unsightly, or which by their scale or design present a potentially negative impact to adjacent properties, the developer shall provide screening in the form of a fence, wall, hedge, landscaping, earth berm, natural buffer area, or a combination thereof. The following uses shall be screened from adjacent properties and public view from a public street:
 - a. Dumpster/trash handling areas;
 - b. Waste disposal receptacles;
 - c. Service entrances/utility facilities;
 - d. Loading docks;
 - e. Outdoor storage of material, equipment, motor vehicles or similar items.
- 03** Landscaping shall mean the permanent installation of hardy lawns, trees, shrubs and other plantings. Existing mature trees shall be retained and incorporated into the overall landscape plan, wherever practical. Materials such as bark mulch, chipping, crushed or fragmented stone, etc. may be used for accent purposes. However, such materials shall not be used for extensive cover of the ground. In the front yard area of any development, at least five percent (5%) of the area shall be landscaped. These landscaped areas shall contain trees at least one and one-half inches in caliper and shrubs one to three feet in height and continuous ground cover.

- 04** All planting areas intended to be mowed or maintained shall receive a minimum of four inches of compacted loam free of sod, clay and stones over one inch in diameter. Areas within and adjacent to parking lots and or developed areas that are not irrigated, six inches of loam is preferred. All organic material over two inches in diameter shall be raked out and removed. After placement of loam, planting areas shall be seeded with first quality lawn seed. Seed mixture shall be selected by a licensed landscape architect or an appropriate seed mixture based on soil type and application as established in the New Hampshire Stormwater Management Manual, Volume 3, as revised.
- 05** All landscape plans shall consist of a generous mix of ground cover treatments, evergreens, hardwood trees and ornamental growths. No one type of vegetation shall predominate.
- 06** Plans for meeting the screening and landscaping requirements shall be submitted by the developer as part of the site plan review approval process whenever a site plan is required. The Planning Board may require the applicant to engage the services of a licensed landscape architect to prepare any landscaping plan presented.
- 07** The owner and tenant of any property shall be jointly responsible for the maintenance of all required plant material and continued compliance with this section.

6.11 POST CONSTRUCTION STORMWATER MANAGEMENT STANDARDS

<u>Glossary of Acronyms</u>	
BMP	Best Management Practices
GIS	Geographic Information System
HSG	Hydrologic Soil Group
LID	Low Impact Development
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
SMP	Stormwater Management Plan
SPCC	Spill Prevention, Control and Countermeasure Plan

01 Purpose, Goals and Definitions

- 1. The purpose of post construction stormwater management standards is to provide reasonable guidance for the regulation of stormwater runoff to protect local natural resources from degradation and prevent adverse impacts to adjacent and downstream land, property, facilities, and infrastructure. These standards regulate discharges from stormwater and runoff from land development projects and other construction activities to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff.
- 2. The goal of these standards is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public in the Town of Raymond. This regulation seeks to meet that goal through the following objectives:

- a. Minimize increases in stormwater runoff from any development to reduce flooding, siltation and streambank erosion and maintain the integrity of stream channels.
- b. Minimize increases in nonpoint source pollution caused by stormwater runoff from development which would otherwise degrade local water quality.
- c. Minimize the total volume of surface water runoff which flows from any specific site during and following development to not exceed the pre-development hydrologic condition to the maximum extent practicable as allowable by site conditions.
- d. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through stormwater management controls and to ensure that these management controls are properly maintained and pose no threat to public safety or cause excessive municipal expenditures.
- e. Protect the quality of groundwater resources, surface water bodies and wetlands.

02 Minimum Thresholds for Applicability

1. The post-construction stormwater management standards apply to any development or redevelopment project which are subject to Site Plan Review and disturbs more than 10,000 square feet or disturbs more than 2,500 square feet within 100 feet of a surface waterbody.
2. For sites that disturb less than 10,000 square feet, the Planning Board may grant an exemption if the amount of the total site impervious cover created does not exceed 5,000 square feet. However, when an exemption is granted by the Planning Board, the following standards will still be applied to these projects as conditions of approval.
 - a. All runoff from new impervious surfaces and structures shall be directed to a subsurface filtration and/or infiltration device or properly discharged to a naturally occurring or fully replanted and vegetated area with slopes of 15 percent or less and with adequate controls to prevent soil erosion and concentrated flow.
 - b. Impervious surfaces for parking areas and roads shall be minimized to the extent possible (including minimum parking requirements for proposed uses).
 - c. All runoff generated from new impervious surfaces shall be retained on the development site and property.
 - d. Determination of compliance with standards (a.-c. above) will be made by the Planning Board on a case-by-case basis as site conditions and constraints will differ greatly between various development proposals.
3. The following activities are considered exempt from preparing and submitting a stormwater management plan:
 - a. Agricultural and forestry practices located outside wetlands and surface water setbacks and/or buffers.
 - b. Resurfacing and routine maintenance of existing roads and parking lots.
 - c. Exterior and interior alterations and maintenance to existing buildings and structures.

03 Stormwater Management for New Development

1. All proposed stormwater management practices and treatment systems shall meet the following performance standards:
 - a. Stormwater management and erosion and sediment control practices shall be located outside any specified buffer zones unless otherwise approved by the Planning Board. Alternatives to stream and wetland crossings that eliminate or minimize environmental impacts shall be considered whenever possible.
 - b. Low Impact Development (LID) site planning and design strategies are encouraged to be used to the maximum extent practicable (MEP) to reduce stormwater runoff volumes, protect water quality, and maintain predevelopment site hydrology. LID techniques have the goals of protecting water quality, maintaining predevelopment site hydrology. LID techniques that preserve existing vegetation, reduce the development footprint, minimize, or disconnect impervious area, and use enhanced stormwater best management practices (BMP's) (such as rain gardens, bio retention systems, tree box filters, and similar stormwater management landscaping techniques) shall be incorporated into landscaped areas. Capture and reuse of stormwater is strongly encouraged. The applicant must document in writing why LID strategies are not appropriate when not used to manage stormwater.
 - c. All stormwater treatment areas shall be planted with native plantings appropriate for the site conditions: trees, grasses, shrubs and/or other native plants in sufficient numbers and density to prevent soil erosion and to achieve the water quality treatment requirements of this section.
 - d. All stormwater installations and areas that receive rainfall runoff must be designed to drain within a maximum of 72 hours for vector control.
 - e. Salt storage areas shall be fully covered with permanent or semi-permanent measures and loading/offloading areas shall be located and designed to not drain directly to receiving waters and maintained with good housekeeping measures in accordance with NH DES published guidance. Runoff from snow and salt storage areas shall enter treatment areas as specified above before being discharged to receiving waters or allowed to infiltrate into the groundwater. See NHDES published guidance fact sheets on road salt and water quality, and snow disposal at <http://des.nh.gov/organization/commissioner/pip/factsheets/wmb/index.htm>
 - f. Surface runoff shall be directed into appropriate stormwater control measures designed for treatment and/or filtration to the MEP and/or captured and reused onsite.
 - g. All newly generated stormwater from new development shall be treated on the development site. Runoff shall not be discharged from the development site to municipal drainage systems or privately owned drainage systems (whether enclosed or open drainage) or to surface water bodies and wetlands in rates greater than discharged under existing

conditions (developed condition or undeveloped condition). A development plan shall include provisions to retain natural predevelopment watershed areas on the site by using the natural flow patterns.

- h. Runoff from impervious surfaces shall be treated to achieve at least 80% removal of Total Suspended Solids and at least 60% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual. Volumes 1 and 2, December 2008, as amended (refer to Volume 2, page 6, Table 2.1 Summary of Design Criteria, Water Quality Volume for treatment criteria) or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater BMP's designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the NH Stormwater Manual. Note: The Anti-Degradation provisions of the State Water Quality Standards require that runoff from new development shall not contribute additional pollutant loads to existing water body impairments.
- i. Measures shall be taken to control the post-development peak rate runoff so that it does not exceed pre-development runoff. Drainage analyses shall include calculations comparing pre- and post-development stormwater runoff rates (cubic feet/second) and volumes (cubic feet) for the 1-inch rainstorm and the 2-year, 10-year, 25-year, 50-year and 100-year 24-hour storm events. Similar measures shall be taken to control the post-development runoff volume to infiltrate the groundwater recharge volume GRV according to the following ratios of Hydrologic Soil Group (HSG) type versus infiltration rate multiplier: HSG-A: 0.4; HSG-B: 0.25; HSG-C: 0.1; HSG-D: 0.00. For sites where infiltration is limited or not practicable, the applicant must demonstrate that the project will not create or contribute to water quality impairment. Infiltration structures shall be in locations with the highest permeability on the site.
- j. The design of the stormwater drainage systems shall provide for the disposal of stormwater without flooding or functional impairment to streets, adjacent properties, downstream properties, soils, or vegetation.
- k. The design of the stormwater management systems shall account for upstream and upgradient runoff that flows onto, over, or through the site to be developed or re-developed, and provide for this contribution of runoff.
- l. Whenever practicable, native site vegetation shall be retained, protected, or supplemented. Any stripping of vegetation shall be done in a manner that minimizes soil erosion. development impervious surfaces, buildings

and structures; surface water bodies and wetlands; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers, locations of various hydrologic group soil types, mature vegetation, land topographic contours with minimum 2-foot intervals and spot grades where necessary for sites that are flat.

2. Submission Requirements for Stormwater Management Report and Plans

- a. The SMP shall include a narrative description and a Proposed Conditions Site Plan showing all post-development proposed impervious surfaces, buildings and structures; temporary and permanent stormwater management elements and BMP, including BMP GIS coordinates and GIS files; important hydrologic features created or preserved the site; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers; proposed tree clearing and topographic contours with minimum 2-foot intervals. The plans shall provide calculations and identification of the total area of disturbance proposed on the site (and off site if applicable) and total area of new impervious surface created. A summary of the drainage analysis showing a comparison of the estimated peak flow and volumes for various design storms (see Table 1. Stormwater Infrastructure Design Criteria) at each of the outlet locations shall be included.
- b. The SMP shall describe the general approach and strategies implemented, and the facts relied upon, to meet the goals of Section 1.15-3. A and C.: The SMP shall include design plans and/or graphical sketch(es) of all proposed above ground LID practices.
- c. The SMP shall include calculations of the change in impervious area, pollution loading and removal volumes for each best management practice, and GIS files containing the coordinates of all stormwater infrastructure elements (e.g. catch basins, swales, detention/bioretention areas, piping).
- d. The SMP shall include a description and a proposed Site Plan showing proposed erosion and sediment control measures, limits of disturbance, temporary and permanent soil stabilization measures in accordance with the NHDES Stormwater Manual Volume 3 (most recent version) as well as a construction site inspection plan including phased installation of best management practices and final inspection upon completion of construction.

- e. The SMP shall include a long-term stormwater management BMP inspection and maintenance plan (see Section 1.15-2. E) that describes the responsible parties and contact information for the qualified individuals who will perform future BMP inspections. The inspection frequency, maintenance and reporting protocols shall be included.
 - f. The SMP shall describe and identify locations of any proposed deicing chemical and/or snow storage areas. SMP will describe how deicing chemical use will be minimized or used most efficiently.
 - g. In urbanized areas that are subject to the EPA MS4 Stormwater Permit and will drain to chloride-impaired waters, any new developments and redevelopment projects shall submit a description of measures that will be used to minimize salt usage, and track and report amounts applied using the UNH Technology Transfer Center online tool (<http://www.roadsalt.unh.edu/Salt/>) in accordance with Appendix H of the NH MS4 Permit.
3. General Performance Criteria for Stormwater Management Plans
- a. All applications shall apply site design practices to reduce the generation of stormwater in the post-developed condition, reduce overall impervious surface coverage, seek opportunities to capture and reuse and minimize and discharge of stormwater to the municipal stormwater management system.
 - b. Water quality protection.
 - i. All stormwater runoff generated from new development or redevelopment shall not be discharged directly into a jurisdictional wetland or surface water body without adequate treatment.
 - ii. All developments shall provide adequate management of stormwater runoff and prevent discharge of stormwater runoff from creating or contributing to water quality impairment.
 - c. Onsite groundwater recharge rates shall be maintained by promoting infiltration through use of structural and non-structural methods. The annual recharge from the post development site shall maintain or exceed the annual recharge from pre-development site conditions. Capture and reuse of stormwater runoff is encouraged in instances where groundwater recharge is limited by site conditions All stormwater management practices shall be designed to convey stormwater to allow for maximum groundwater recharge. This shall include, but not be limited to:
 - i. Maximizing flow paths from collection points to outflow points.
 - ii. Use of multiple BMPs.
 - iii. Retention of and discharge to fully vegetated areas.
 - iv. Maximizing use of infiltration practices.
 - v. Stormwater System Design Performance Standards.

- d. Stormwater system design, performance standards and protection criteria shall be provided as prescribed in Table 1 below. Calculations shall include sizing of all structures and best management practices, including sizing of emergency overflow structures based on assessment of the 50-year and a 100-year 24- hour frequency storm discharge rate.
 - e. The sizing and design of stormwater management practices shall utilize new precipitation data from the Northeast Region Climate Center (NRCC) or the most recent precipitation atlas published by the National Oceanic and Atmospheric Administration (NOAA) for the sizing and design of all stormwater management practices. See the NRCC website at <http://precip.eas.cornell.edu/>.
 - f. All stormwater management practices involving bioretention and vegetative cover as a key functional component must have a landscaping plan detailing both the type and quantities of plants and vegetation to be in used in the practice and how and who will manage and maintain this vegetation. The use of native plantings appropriate for site conditions is strongly encouraged for these types of stormwater treatment areas. The landscaping plan must be prepared by a registered landscape architect, soil conservation district office, or another qualified professional.
4. Spill Prevention, Control and Countermeasure (SPCC) Plan. Any existing or otherwise permitted use or activity having regulated substances in amounts greater than five gallons, shall submit to the local official such as Fire Chief or Emergency Response Official a SPCC plan for review and approval. The Plan will include the following elements:
- a. Disclosure statements describing the types, quantities, and storage locations of all regulated substances that will be part of the proposed use or activity.
 - b. Owner and spill response manager's contact information.
 - c. Location of all surface waters and drainage patterns.
 - d. A narrative describing the spill prevention practices to be employed when normally using regulated substances.
 - e. Containment controls, both structural and non-structural.
 - f. Spill reporting procedures, including a list of municipal personnel or agencies that will be contacted to assist in containing the spill, and the amount of a spill requiring outside assistance and response.
 - g. Name of a contractor available to assist in spill response, contaminant, and cleanup.
 - h. The list of available clean-up equipment with instructions available for use on-site and the names of employees with adequate training to implement containment and clean up response.

04 Stormwater Management for Redevelopment

1. Redevelopment (as applicable to this stormwater regulation) means:
 - a. Any construction, alteration, or improvement that disturbs existing impervious area (including demolition and removal of road/parking lot materials down to the erodible subbase) or expands existing impervious cover by any amount, where the existing land use is commercial, industrial, institutional, governmental, recreational, or multifamily residential.
 - b. Any redevelopment activity that results in improvements with no increase in impervious area shall be considered redevelopment activity under this regulation if capital cost of improvements is greater than 30% of the assessed property value.
 - c. Any new impervious area over portions of a site that are currently pervious.
2. The following activities are not considered redevelopment unless they meet the above criteria in section D.1.b.:
 - a. Interior and exterior building renovation.
 - b. Resurfacing of an existing paved surface (e.g. parking lot, walkway or roadway).
 - c. Pavement excavation and patching that is incidental to the primary project purpose, such as replacement of a collapsed storm drain.
 - d. Landscaping installation and maintenance.
3. Redevelopment applications shall comply with the requirements of Sections C.2 Submission Requirements for Stormwater Management Report and Plans, C.3 General Performance Criteria for Stormwater Management Plans, and C.4 Spill Prevention, Control and Countermeasure (SPCC) Plan.
4. For sites meeting the definition of a redevelopment project and having less than 60% existing impervious surface coverage, the stormwater management requirements will be the same as other new development projects. The applicant must satisfactorily demonstrate that impervious area is minimized, and LID practices have been implemented on-site to the MEP.
5. For sites meeting the definition of a redevelopment project and having more than 60% existing impervious surface area, stormwater shall be managed for water quality in accordance with one or more of the following techniques, listed in order of preference:
 - a. Implement measures onsite that result in disconnection or treatment of 100% of the additional proposed impervious surface area and at least 30% of the existing impervious area and pavement areas, preferably using filtration and/or infiltration practices.
 - b. If resulting in greater overall water quality improvement on the site, implement LID practices to the MEP to provide treatment of runoff generated from at least 60% of the entire developed site area.

6. Runoff from impervious surfaces shall be treated to achieve at least 80% removal of Total Suspended Solids and at least 60% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual. Volumes 1 and 2, December 2008, as amended (refer to Volume 2, page 6, Table 2.1 Summary of Design Criteria, Water Quality Volume for treatment criteria) or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater BMP's designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the NH Stormwater Manual. Note: The Anti-Degradation provisions of the State Water Quality Standards require that runoff from development shall not contribute additional pollutant loads to existing water body impairments.
7. All newly generated stormwater from redevelopment shall be treated on the development site. Runoff shall not be discharged from a redevelopment site to municipal drainage systems or privately owned drainage systems (whether enclosed or open drainage) or to surface water bodies and wetlands in rates greater than discharged under existing conditions (developed condition or undeveloped condition).
8. Off – site mitigation allowance: In cases where the applicant demonstrates, to the satisfaction of the Planning Board, that on-site treatment has been implemented to the MEP or is not feasible, off-site mitigation will be an acceptable alternative if implemented within the same sub watershed, within the project's drainage area or within the drainage area of the receiving water body. To comply with local watershed objectives the mitigation site would be preferably situated in the same sub watershed
as the development and impact/benefit the same receiving water. Off-site mitigation shall only be approved by the Planning Board with the following conditions:
 - a. The Conservation Commission has been given the opportunity to advise the Planning Board regarding the proposed off-site mitigation.
 - b. The off-site mitigation shall be equivalent to no less than the total area of impervious cover NOT treated on-site. Treatment of the impervious area shall comply with all standards of this regulation.
 - c. An approved off-site location must be identified, the specific management measures identified, and if not owned by the applicant, with a written agreement with the property owner(s) and an implementation schedule developed in accordance with planning board review. The applicant must also demonstrate that there is no downstream drainage or flooding impacts that would result from not providing on-site management for large storm events.

05 Stormwater Management Plan and Site Inspections

1. The applicant shall provide that all stormwater management and treatment practices have an enforceable operations and maintenance plan and agreement to ensure the system functions as designed. This agreement will include all maintenance easements required to access and inspect the stormwater treatment practices, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater system. The operations and maintenance plan shall specify the parties responsible for the proper maintenance of all stormwater treatment practices. The operations and maintenance shall be provided to the Planning Board as part of the application prior to issuance of any local permits for land disturbance and construction activities.
2. The applicant shall provide legally binding documents for filing with the Registry of Deeds which demonstrate that the obligation for maintenance of stormwater best management practices and infrastructure runs with the land and that the Town has legal access to inspect the property to ensure their proper function or maintain onsite stormwater infrastructure when necessary to address emergency situations or conditions.
3. The property owner shall bear responsibility for the installation, construction, inspection, and maintenance of all stormwater management and erosion control measures required by the provisions of these regulations and as approved by the Planning Board, including emergency repairs completed by the Town.

DRAFT

06 Stormwater Management Plan Recordation

1. Stormwater management and sediment and erosion control plans shall be incorporated as part of any approved site plan. A Notice of Decision acknowledging the Planning Board approval of these plans shall be recorded at the Registry of Deeds. The Notice of Decision shall be referenced to the property deed (title/book/page number) and apply to all persons that may acquire any property subject to the approved stormwater management and sediment control plans. The Notice of Decision shall reference the requirements for maintenance pursuant to the stormwater management and erosion and sediment control plans as approved by the Planning Board.
2. The applicant shall submit as-built drawings of the constructed stormwater management system following construction.

07 Inspection and Maintenance Responsibility

1. Select Board or their designated agent shall have site access to complete inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such inspections shall be performed at a time agreed upon with the landowner.
 - a. If permission to inspect is denied by the landowner, municipal staff or their designated agent shall secure an administrative inspection warrant from the district or superior court under RSA 595-B Administrative Inspection Warrants. Expenses associated with inspections shall be the responsibility of the applicant/property owner.
 - b. If violations or non-compliance with a condition(s) of approval are found on the site during routine inspections, the inspector shall provide a report to the Planning Board documenting these violations or non-compliance including recommend corrective actions. The Planning Board shall notify the property owner in writing of these violations or non-compliance and corrective actions necessary to bring the property into full compliance. The Planning Board, at their discretion, may recommend to the Select Board to issue a stop work order if corrective actions are not completed within 10 days.
 - c. If corrective actions are not completed within a period of 30 days from the Planning Board or Board notification, the Planning Board may exercise their jurisdiction under RSA 676:4-a Revocation of Recorded Approval.
2. The applicant shall bear final responsibility for the installation, construction, inspection, and disposition of all stormwater management and erosion control measures required by the Planning Board. Site development shall not begin before the Stormwater Management Plan receives written approval by the Planning Board.
3. In the event a property owner refuses to repair infrastructure that is damaged or is not functioning properly, the Town retains the right but not the obligation and accepts no responsibility, to repair or maintain stormwater infrastructure if a property is abandoned or becomes vacant.

4. Landowners shall be responsible for submitting a report to the Planning Department or designated agent by September 1 every two years, with the first report due within two years of the receipt of an Occupancy Permit. The report shall be signed and stamped by a qualified professional engineer of the landowner's choice that all stormwater management and erosion control measures are functioning per the approved stormwater management plan. The report shall note if any stormwater infrastructure has needed any repairs other than routine maintenance and the results of those repairs. If the stormwater infrastructure is not functioning per the approved stormwater management plan the landowner shall report on the malfunction in their report and include detail regarding when the infrastructure shall be repaired and functioning as approved.
5. If no report is filed by September 1 in the year the report is due, the Select Board or their designated agent shall have site access to complete routine inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such inspections shall be performed at a time agreed upon with the landowner.

Table 1. Stormwater Infrastructure Design Criteria [\(See next page\)](#)

Design Criteria	Description										
Water Quality Volume (WQV)	$WQV = (P)(Rv)(A)$ P = 1 inch of rainfall Rv = unitless runoff coefficient, $Rv = 0.05 + 0.9(I)$ I = percent impervious cover draining to the structure converted to decimal form A = total site area draining to the structure										
Water Quality Flow (WQF)	$WQF = (q_u)(WQV)$ WQV = water quality volume calculated as noted above q_u = unit peak discharge from TR-55 exhibits 4-II and 4-III Variables needed for exhibits 4-II and 4-III: I_a = the initial abstraction = 0.2S S = potential maximum retention in inches = $(1000/CN) - 10$ CN = water quality depth curve number $= 1000 / (10 + 5P + 10Q - 10[Q^2 + 1.25(Q)(P)]^{0.5})$ P = 1 inch of rainfall Q = the water quality depth in inches = WQV/A A = total area draining to the design structure										
Groundwater Recharge Volume (GRV)	$GRV = (A_i)(R_d)$ A_i = the total area of effective impervious surfaces that will exist on the site after development R_d = the groundwater recharge depth based on the USDA/NRCS hydrologic soil group, as follows: <table style="margin-left: 40px; border: none;"> <thead> <tr> <th>Hydrologic Group</th> <th>R_d (inches)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>0.40</td> </tr> <tr> <td>B</td> <td>0.25</td> </tr> <tr> <td>C</td> <td>0.10</td> </tr> <tr> <td>D</td> <td>0.00</td> </tr> </tbody> </table>	Hydrologic Group	R_d (inches)	A	0.40	B	0.25	C	0.10	D	0.00
Hydrologic Group	R_d (inches)										
A	0.40										
B	0.25										
C	0.10										
D	0.00										
Channel Protection Volume (CPV)	If the 2-year, 24-hour post-development storm volume <u>does not increase</u> due to development then: control the 2-year, 24-hour post-development peak flow rate to the 2-year, 24-hour predevelopment level. If the 2-year, 24-hour post-development storm volume <u>does increase</u> due to development then: control the 2-year, 24-hour post-development peak flow rate to ½ of the 2-year, 24-hour pre-development level or to the 1-year, 24-hour pre-development level.										
Peak Control	Post-development peak discharge rates shall not exceed pre-development peak discharge rates for the 10-year, 50-year, 100-year 24-hour storms										
EIC and UDC	$\%EIC = \text{area of effective impervious cover} / \text{total drainage areas within a project area} \times 100$ $\%UDC = \text{area of undisturbed cover} / \text{total drainage area within a project area} \times 100$										

6.12 OTHER INFRASTRUCTURE

01 SIDEWALKS – Sidewalks shall be provided for pedestrian traffic to provide connection between the main entrances of business, housing or industrial establishments and parking areas. If shoppers or employees are reasonably anticipated, provisions shall be made for sidewalks running from the street line to the establishments. All such sidewalks shall be at

least six inches above the road grade and protected by curbing. The design shall include means for accessibility. Provisions for a school bus stop shall be required in multi-family housing developments, if requested by the Raymond School District.

- 02 OUTDOOR LIGHTING** – Outdoor lighting shall be in compliance with the Town of Raymond Outdoor Lighting Design Standards and shall be so directed and shielded so that no glare will spill out onto residentially-zoned property or cause a safety hazard. After 12:00 midnight, only that amount of lighting necessary for the operation, or security of the premises shall be permitted. Fixture designs, types and locations shall be subject to the approval of the Planning Board. On projects where lighting will be proposed and provides, the applicant shall submit a separate lighting plan.
- 03 SIGNS** – Signs shall be in compliance with the Raymond Zoning Ordinance.
- 04 SNOW STORAGE** – Provisions shall be made for snow storage and/or removal during winter months. Snow shall be removed at least twenty feet from all driveways, intersections and access points. Snow storage locations shall be designated and shown on the site plan.
- 05 SOLID WASTE STORAGE** – All solid waste and recyclable materials shall be stored in containers and/or buildings specifically designed and constructed for that purpose. Waste storage areas shall be screened from view from the adjacent roadways. Solid waste removal is the responsibility of the applicant. Solid waste shall be disposed of at a permitted solid waste facility. The Town of Raymond does not provide solid waste disposal of any kind for developments classified as multi-family or non-residential.
- 06 UNDERGROUND STORAGE TANKS** – All underground storage tanks, regardless of size or type, shall be installed in conformance with New Hampshire Department of Environmental Services Regulations.
- 07 NOISE LEVELS** – Noise emanation from the building or site, as measured outside of the building at the property line, shall at no time exceed five decibels (dBA) over the existing ambient level.

6.13 OTHER CRITERIA

- 01 SMOKE, AIR CONTAMINATES, PARTICULATE MATTER** – The emission of smoke, air contaminates, or particulate matter generated by commercial or industrial uses shall be designed in compliance with New Hampshire Department of Environmental Services Regulations. Dust and other types of airborne matter from sources such as storage areas, yards, roads and driveways shall be reduced to a minimum by appropriate landscaping, screening, paving or other best management practices.
- 02 HEAT AND GLARE** – Any operation producing intense heat and glare shall be conducted within a completely enclosed building, and in such a manner as to not create a public nuisance or hazard along lot boundary lines.
- 03 STUMPS** – All stumps shall be removed from the site unless approval for an on-site stump dump is secured at the time of site plan approval. At a minimum, stumps, rubble and brush

shall be transported to a designated area within the development. The waste area shall be located and shown on the approved site plan. Waste areas shall be located above seasonal high ground water, capped with fill, loamed and seeded. All local, State and Federal Regulations pertaining to disposal of stumps and solid waste shall be adhered to. Waste areas shall be subject to the approval of the Planning Board.

04 ODIFEROUS MATTER – Odors shall not be discernible at the property boundaries. A plan for the reduction of odors crossing property boundaries may be required.

05 RADIATION HAZARD – All operations using or storing radioactive materials, whether or not licensed by the United States Nuclear Regulatory Commission (NRC), or the New Hampshire Bureau of Radiological Health, Division of Public Health Services, shall comply with all applicable Regulations of the NRC and the NH Division of Public Health Services, including those Regulations addressing low level radioactive materials.

06 RESTRICTIONS ON PERMITTED USES – All manufacturing, storage and similar uses shall be conducted within the enclosed building. Outside storage is allowed as long as it is screened by either a fence or other approved landscaping.

6.14 TRAFFIC MARKINGS

All parking spaces, stop lines, fire lanes, no-parking zones, lane indicators and such other traffic control pavement markings shall be shown on the approved site plan, and be applied in accordance with the following directions:

01 Pavement markings shall be of latex, reflective traffic paint with a minimum line width of four inches and a minimum dry film thickness of fifteen mils.

02 The following color and width conventions shall apply:

Description	Number	Color	Width
Parking stalls; Lane Dividers (one-way traffic)	Single	White	Four Inches
Lane Dividers (two-way traffic)	Double	Yellow	Four Inches Each
Stop Lines	Single	White	Twelve Inches
Descriptive Wording High (i.e. "Fire Lane")	Single	White	Eighteen Inches
Handicapped Space Symbol	N/A	White w/ Blue Background	Eighteen Inches

ARTICLE VII – ADMINISTRATION AND ENFORCEMENT

7.01 PERFORMANCE AGREEMENT AND GUARANTEE

- 01** As part of the granting of approval, the Planning Board requires the Petitioner to execute a Performance Agreement. The Board also requires an Inspection Escrow be established before any work commences on the site. The Code Enforcement Officer shall not issue any building permits until the Performance Agreement is executed and the Inspection Escrow is established.
- 02** In the case where a building is proposed, the developer shall provide a Site Plan Performance Bond for any remaining improvements prior to the issuance of a Certificate of Occupancy. The cost of improvements required shall be presented and agreed upon prior to construction, and may be established using either of the following methods:
- a. The applicant provides cost estimates for construction of all the site improvements, only excluding the on-site septic system and occupied buildings. Said cost is to be based upon standard cost preparation guides such as prepared by R.S. Means Company, Inc. and Equipment Guidebook Company, or the average of public sector bid costs for similar work. All costs must be current and/or adjusted for inflation over the anticipated time frame of the project. The applicant's bond must be reviewed and approved by the Town's Review Engineer for accuracy.
 - b. The Town's Review Engineer calculates the bond amount using similar methods referred to in item a (above), plus standard cost estimate charts developed for the Town and updated periodically. Said cost estimate charts are available to the applicant for their use in bond calculations as specified in item a (above). Standard applicable costs shall be applied for the Engineer's use.

In either case, a 10% contingency factor shall be added to subtotals of all bond amounts to cover unknown conditions. Also, anticipated cost increase due to inflation during the course of construction must be included.

- c. The Performance Bond shall be one of the following:
 - a. Savings Account, with the Town of Raymond as its sole beneficiary;
 - b. Certificate of Deposit, with the Town of Raymond as its sole beneficiary;
 - c. Cash, with the Town of Raymond as its sole beneficiary;
 - d. Irrevocable Letter of Credit, with the Town of Raymond as its sole beneficiary.

7.02 MAINTENANCE BOND

01 The Board may require surety covering maintenance of improvements for a period of two years from the date of completion in an amount not to exceed 15% of the total cost of said improvements. Amount of surety to be recommended by the Town's Review Engineer, and approved by the Planning Board. The Town's Review Engineer's recommendation shall be based upon his/her knowledge and inspection of the work performed to construct the approved improvements. If repair or unusual maintenance is needed or additional improvements are required, such costs as are necessary shall be drawn against such surety.

7.03 INSPECTION ESCROW

01 All applicants shall be required to deposit an Inspection Escrow with the Town prior to the start of any site improvements. This Escrow shall cover the cost of the Public Works Director or his designee, who shall monitor and inspect improvement for compliance with approved plans and required engineering standards. Payment shall be to the Town Treasurer in an amount approved by the Planning Board which shall be not less than 4% of the site Performance Bond estimate. Interest earned from said Escrow shall be retained by the Town to cover administrative costs.

7.04 PRE-CONSTRUCTION CONFERENCE

01 At least fifteen days prior to commencing construction of any required improvements, the applicant shall post to the Town the Inspection Escrow and shall schedule a Pre- Construction Conference through the Community Development Department to coordinate site activities with pertinent Town Departments.

7.05 PROPER INSTALLATION OF IMPROVEMENTS

01 If the Public Works Director or the Planning Board's designee determines that required improvements have not been constructed in accordance with approved plans and specifications filed by the applicant; or any conditions of the Planning Board approval, he/she shall so report such to the Community Development Department. The Public Works Director shall also notify the applicant and, if necessary, the bonding company or escrow agent, and take all necessary steps to preserve the Town's rights under the bond or agreement. No plan shall be approved by the Planning Board on the same parcel as long as the applicant is in default on a previously approved site plan.

02 It shall be the responsibility of the applicant or their agent to provide the Public Works Director or his designee with materials testing information, performed by a testing laboratory acceptable to the Public Works Director or his designee, attesting to compliance of all improvement materials incorporated into the development. Said compliance tests shall be required, but not be limited to the following:

- a. Calculations and proctor analysis of all gravel, sands and select materials;
- b. In place density testing of all gravel, sands and select materials;
- c. Mix design and compressive strength tests for concrete;
- d. Extraction, gradation and compaction tests for all bituminous asphalt;

- e. All additional testing, which the Public Works Director or his designee determines is necessary to assure compliance with local, State and Federal Regulations.
- f. Construction of all multi-family and non-residential site plan improvements shall be in general accordance with the Town of Raymond Subdivision Regulations titled Road Construction Standards.

7.06 RELEASE OR REDUCTION OF PERFORMANCE BOND

01 The Board of Selectmen and Planning Board will not accept dedication of required public improvements, nor release or reduce a Performance Bond until the Public Works Director or his designee has submitted a certificate stating that all required improvements have been satisfactorily completed, and until the applicant's engineer or surveyor has certified to the Town's Review Engineer, through submission of detailed "as-built" plans indicating locations, dimensions, materials and other information required by the Planning Board or Town's Review Engineer, that the layout of the line and grade of all public improvements is in accordance with the site plan and construction plans for the development.

02 In addition, Performance Bond Reduction shall only be performed upon total completion of each of the following major construction milestones:

- a. Layout, limits and erosion protection
- b. Clearing and grubbing
- c. Site sub grade (completion of cuts and fills)
- d. Drainage
- e. Utility completion (all water, electric, etc. installed and accepted)
- f. Granular materials
- g. Asphalt binder completion (all foundation materials and asphalt binder course installed and accepted)
- h. Guard rails and fencing
- i. Landscaping, loam, seed and mulch
- j. Substantial completion* (development is ready to function for intended purpose and all improvements to this point are acceptable)
- k. Final inspection (all proposed improvements are fully completed and accepted)

* The applicant must have substantial completion approval from the Public Works Director or his designee in order to apply for occupancy permits from the Town.

03 Development may be constructed in phases, only if approved by the Planning Board at the time of plan approval.

7.07 **OCCUPANCY**

- 01** No development may be occupied or used unless a certificate of occupancy has been issued by the Code Enforcement Officer.
- 02** The Code Enforcement Officer shall not issue a building permit until these Regulations have been complied with, and the improvements have been completed or a Performance Bond has been provided to the Town for unfinished improvements.
- 03** Development of a phase of the development must be at substantial completion for that phase in order to receive a certificate of occupancy.

7.08 **WAIVERS**

- 01** Where the Planning Board finds that unnecessary hardship may result from strict compliance with these regulations with respect to a particular tract of land, the Board may modify or waive these regulations so that substantial justice may be done and the public interest is secured, provided that:
 - a. The granting of the waiver will not be detrimental to public safety, health, or welfare or injurious to other adjacent property;
 - b. The waiver shall not have the effect of nullifying the intent and purpose of these regulations, the Zoning Ordinance, Master Plan or Official Zoning Map;
 - c. In granting waivers, the Planning Board may require such conditions as will, in the Board's judgment, secure substantially the objectives of the standards or requirements of these regulations;
 - d. A petition for waiver shall be submitted by the applicant at the time when the application is filed for consideration by the Planning Board. All petitions shall be made in writing using the Town's Waiver Request Form. The petition shall state fully the grounds for the waiver and all of the facts relied upon by the petitioner.
 - e. The Planning Board formally votes on such waiver request(s); and
 - f. Any granted waivers are noted on the final approved plan.
- 02** Pursuant to RSA 674:44(III)(e), the Planning Board may only grant a waiver if it finds by majority vote that:
 - a. Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or
 - b. Specific circumstances relative to the site plan, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations.

7.09 PENALTIES AND FINES

Any violation of these Regulations shall be subject to a civil fine or criminal penalty as provided in NH RSA 676:17, as amended. The Board of Selectmen or the Code Enforcement Officer are hereby designated as the proper local authorities of the Town to institute appropriate action under the provision of RSA 676:17.

7.10 OTHER REGULATIONS

Wherever these Regulations are in conflict with other local, State or Federal Ordinances, the more stringent shall apply.

7.11 VALIDITY

If any section, 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 of any other section, part of a section or paragraph of these Regulations.

7.12 ADOPTION & AMENDMENT HISTORY

The Town of Raymond Site Plan Review Regulations were adopted by a majority vote of the Planning Board following a duly noticed public hearing. These Regulations supersede all sections of the previous Site Plan Review Regulations.

AMENDMENT HISTORY

05/24/1990
07/13/2000
03/06/2012
01/16/2014
10/03/2019
10/6/2022
04/11/2024

Appendix I - Change of Use Review

1. Each change of use request must be accompanied by an application fee as defined in Appendix 2, entitled "Site Plan Review Fees".
2. Uses allowed are only those uses permitted in the appropriate zones under Article 4 of the Raymond Zoning Ordinance, entitled "Allowed Uses".
3. A change of use requiring Planning Board review shall be determined by the Code Enforcement Officer. The determination will be based on the following:
 - a) Does the proposed activity reflect the nature of the existing or former use?
 - b) Is any proposed use different in character, nature and kind from the existing use?
 - c) Is any proposed use having a substantially different impact on the neighborhood?
 - d) Any change of use which, in the opinion of the Code Enforcement Officer that requires Planning Board approval in order to ensure the health, welfare, morality, (integrity, principles) and safety of Raymond's citizens and recreational guests.
4. Proposals for Change of Use Review must include the following information:
 - a) Present use and proposed use of the property.
 - b) Present and proposed parking facilities.
 - c) A scaled plan of the property showing street frontage, building location, parking, driveways, traffic flow, loading spaces and walkways.
 - d) Location, description and size of existing and/or proposed signs.
 - e) Physical changes to the exterior of the structure including color changes and lighting.
 - f) An operational plan listing proposed hours of operation both open and closed to the public.
5. The Planning Board may request any further information it deems necessary for proper review of the change of use request and shall not take action until such time that the information is provided to the Board.

Appendix II - Site Plan Review Fees

Sample Chart Using 180 sf per space	
1	\$ 514.80
2	\$ 579.60
3	\$ 644.40
4	\$ 709.20
5	\$ 774.00
6	\$ 838.80
7	\$ 903.60
8	\$ 968.40
9	\$ 1,183.20
10	\$ 1,248.00
11	\$ 1,312.80
12	\$ 1,377.60
13	\$ 1,442.40
14	\$ 1,657.20
15	\$ 1,722.00
16	\$ 1,786.80
17	\$ 1,851.60
18	\$ 1,916.40
19	\$ 2,131.20
20	\$ 2,196.00
21	\$ 2,260.80
22	\$ 2,325.60
23	\$ 2,390.40

Base Rate: **\$ 300.00**
(Includes staff wages with a 23 % roll-up rate)

Variable Costs (per newly created space): **\$ 0.36**

	<u>Units - SF</u>
POV Spaces:	180
Handicap Accessible Spaces:	320
Tractor Trailer	600

<u># Spaces</u>	<u>Formula for Calculation of Fees</u>
1 - 8	\$ 0.36 per sf + (1.5 x \$ 300 base rate)
9 - 13	\$ 0.36 per sf + (2.0 x \$ 300 base rate)
14 - 18	\$ 0.36 per sf + (2.5 x \$ 300 base rate)
19 - 23	\$ 0.36 per sf + (3.0 x \$ 300 base rate)
24 - 50	\$ 0.36 per sf + (3.5 x \$ 300 base rate)
51 - 75	\$ 0.36 per sf + (4.0 x \$ 300 base rate)
76 - 100	\$ 0.36 per sf + (4.5 x \$ 300 base rate)
101 - 150	\$ 0.36 per sf + (5.0 x \$ 300 base rate)
151 - 200	\$ 0.36 per sf + (5.5 x \$ 300 base rate)

ABUTTERS FEE: \$10.00 PER NOTICE

Escrow Deposits for Legal/Engineering/Legal/Engineering/Another Peer Review Expenses¹	\$ 1,250.00
Minimum Fee:	
Disturbed Area² - Up to 5 Acres:	\$ 2,500.00
Up to 10 Acres	\$ 3,250.00
Up to 15 Acres:	\$ 4,000.00
Up to 20 Acres:	\$ 4,500.00
Over 20 Acres, but less than 30 acres:	\$ 5,000.00
Over 30 Acres - To be determined by Town Engineer/Legal Counsel	TBD

¹ Once a balance is reduced to 50% of the original deposit, the applicant shall replenish it to 100%.

² Disturbed area is defined as: That portion of the site that is altered due to construction of streets, roadways, parking areas, utilities, buildings or other physical improvements, including earth excavation, removal or alteration.

Appendix III- Site Plan Review Checklist

Town of Raymond, NH

Updated 2042

PROJECT NAME: _____ **APPLICANT NAME:** _____ **DATE RECEIVED:** _____

MAP#: _____ **LOT #:** _____ **APPLICATION DATE:** _____ **APPLICATION #:** _____

*A copy of all plans and technical reports must be sent to the Town Engineer. Proof of submittal must be provided to the Community Development Department at the time of application. If proof of transmittal is not provided, the application may be delayed until the following month's Planning Board meeting. Address is: **Dubois & King, 15 Constitution Dr. Suite 1L, Bedford NH 03110, ATTN: Jeffrey Adler, P.E.***

SUBMITTED			WAIVER REQUEST		
YES	NO		YES	NO	
___	___	1.	Name of project; names and addresses and letters of authorization of all owners of record; Tax Map and Lot Number.	___	___
___	___	2.	Name, license number and seal of surveyor, architect, landscape architect, or other design professional; north arrow, scale, and date of plan; signature block of 4 inches (long) by 2 inches (wide).	___	___
___	___	3.	The zoning district the project is located, vicinity map and zoning district(s) of all parcels within the application.	___	___
___	___	4.	Abutters and uses of abutting land within 200 feet of the site.	___	___
___	___	5.	Shape, size, height, location, and use of existing and proposed structures located on the site and within 200 feet of the site.	___	___
___	___	6.	Boundary lines, dimensions, and bearings; lot(s) area in acres and square feet and a calculation of the total disturbed area in square feet.	___	___
___	___	7.	Location, name, and widths of any existing and proposed roads on the property and within 200 feet of the site.	___	___
___	___	8.	Location of all existing and proposed sidewalks and driveways, with indication of the direction of travel for both pedestrian and vehicular traffic.	___	___
___	___	9.	All proposed access points to the site, sight distance at access point(s), curb cuts (existing or proposed), and any proposed changes to existing streets; copy of driveway permit.	___	___
___	___	10.	Location and number of parking spaces (including ADA accessible spaces) and loading spaces	___	___
___	___	11.	Location, type, and nature of all existing and proposed landscaping and Screening, including size. Include an Invasive Species checklist and plan designation of NH Native Species.	___	___

SUBMITTED			WAIVER REQUEST	
YES	NO		YES	NO
___	___	12. Location, type, and nature of all existing and proposed exterior lighting and show the illumination rate in footcandles.	___	___
___	___	13. All natural features within the site (streams, ponds, vernal pools, wetlands, etc.) <i>(If there is Zone G land the conservation committee must be notified)</i>	___	___
___	___	14. Waste/dumpster locations and elevations of their enclosures and snow storage areas.	___	___
___	___	15. Existing and proposed grades and contour lines, including Base Flood Elevation (BFE) where appropriate.	___	___
___	___	16. Size and location of all existing and proposed water mains, sewers, culverts, and distances to the existing fire hydrants, cisterns and/or fire ponds.	___	___
___	___	17. Copy of certification from licensed septic designer as to sufficiency of the OSTDS.	___	___
___	___	18. Location and type of proposed wastewater disposal system; outline of 4,000 sq. ft. area; test pits; record of percolation tests.	___	___
___	___	19. Existing and proposed stormwater drainage system.	___	___
___	___	20. Location of existing and proposed on-site wells (showing required radii on the property).	___	___
___	___	21. Soil survey data (see: requirements for soils and wetlands data).	___	___
___	___	22. Location and dimensions of any existing or proposed easements, deed restrictions, covenants, or other encumbrances upon the lot(s).	___	___
___	___	23. Information about any hazardous issues or conditions within the subject property or adjacent properties known to the application prior to the application. (IE. Phase 1)	___	___
___	___	24. Copy of the NHDES OSTDS application, if applicable.	___	___
___	___	25. NHDES Alteration of Wetlands Application or Permit, if applicable.	___	___
___	___	26. NHDES Alteration of Terrain Application or Permit, if applicable.	___	___
___	___	27. NHDOT Driveway Application or Permit, if applicable.	___	___
___	___	28. All state applications related to underground storage tanks (USTs).	___	___
___	___	29. Army Corps of Engineers (ACOE) Application or Permit, if applicable.	___	___
___	___	30. Written narrative summarizing the project, separate from the site plan pages themselves.	___	___

SUBMITTED
YES NO

WAIVER REQUEST
YES NO

___ ___ 31. Copy of all submitted materials submitted on a thumb drive or sent to the Town of Raymond via Dropbox link or other filesharing method. ___ ___

OTHER:

- ___ ___ 1. Any other federal, state, or local permits. ___ ___
- ___ ___ 2. Building elevations (in color and of all four sides) and depiction of overall design. ___ ___
- ___ ___ 3. Proposed sign location, size, height, and design. ___ ___
- ___ ___ 4. Such additional studies as may have been required by the Planning Board during Conceptual or Design Review or through the Technical Review Committee. ___ ___
- ___ ___ 5. Seven (7) full-size copies (24 x 36) of all plans, and two (2) copies of all plans in 11 X 17 format, and digital copy of plans. ___ ___
- ___ ___ 6. Seven (7) copies of all studies. ___ ___

FEES:

- ___ ___ 1. Application Fees
- ___ ___ 2. Abutter Notice Fees (*include three (3) labels per abutter*) (\$10.00 per abutter)
- ___ ___ 3. Engineering and Legal Escrow
- ___ ___ 4. Site Review-Administrative Fee

Name of the person completing the Site Plan Checklist: _____

Signature: _____

Date Prepared: _____

SUBDIVISION REGULATIONS

FOR THE

TOWN OF RAYMOND, NH



LAST AMENDED

April 18, 2024

Table of Contents

ARTICLE I – TITLE, AUTHORITY AND PURPOSE	3
1.2 AUTHORITY	3
1.3 PURPOSE	3
1.4 WAIVERS	4
ARTICLE II – DEFINITIONS	5
ARTICLE III – APPLICATION PROCEDURE	15
3.1 GENERAL PROCEDURES.....	15
3.2 PRE-APPLICATION REVIEW PROCEDURE.....	17
3.3 APPLICATION PROCEDURE.....	18
ARTICLE IV – GENERAL REQUIREMENTS	25
4.1 COMPLIANCE WITH REGULATIONS.....	25
4.2 OTHER REGULATORY APPROVALS.....	25
4.3 RESPONSIBILITY FOR REQUIRED IMPROVEMENTS	25
4.4 CHARACTER OF LAND FOR SUBDIVISION	25
4.5 CONFORMITY	25
4.6 CERTIFICATION.....	25
4.7 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL: EROSION AND SEDIMENT CONTROL	26
4.8 POST CONSTRUCTION STORMWATER MANAGEMENT STANDARDS.....	31
4.10 RESERVED STRIPS.....	44
4.11 PRESERVATION OF EXISTING FEATURES	44
4.12 REQUIREMENTS FOR SUBDIVISIONS HAVING LAND IDENTIFIED AS SPECIAL FLOOD HAZARD AREAS...	44
ARTICLE V – SUBMISSION REQUIREMENTS.....	45
5.1 GENERAL	45
5.2 DRAFTING REQUIREMENTS FOR PLAN.....	45
5.3 OTHER SUBMITTAL ITEMS.....	48
5.4 FINAL PLAN.....	49
5.5 CONSTRUCTION PLANS (Major Subdivisions Only).....	50
5.6 DESIGN OF STREETS AND ROADS.....	51
ARTICLE VI – SUBDIVISION AGREEMENT AND PERFORMANCE GUARANTEE	60
APPENDIX A - FEES	64

TOWN OF RAYMOND, NEW HAMPSHIRE SUBDIVISION REGULATIONS

ARTICLE I – TITLE, AUTHORITY AND PURPOSE

1.1 TITLE

These regulations shall hereafter be known and cited as the “Subdivision Regulations of the Town of Raymond, New Hampshire.”

1.2 AUTHORITY

Pursuant to the authority vested in the Raymond Planning Board by the voters of the town of Raymond, and in accordance with the provisions of Chapter 674 of the New Hampshire Revised Statutes Annotated, the Raymond Planning Board does hereby adopt the following Subdivision Regulations governing the review of Subdivisions in the Town of Raymond, New Hampshire. The Town’s former Subdivision Regulations were adopted on March 12, 1983.

1.3 PURPOSE

The purpose of these regulations is to provide for the orderly and harmonious development of the Town of Raymond and its environs, and to protect the public health, safety, convenience and welfare of its residents. Consistent with N.H. RSA 674, these regulations provide for the proper and appropriate subdivision of land so as to avoid danger or injury to health, safety or prosperity by reason of inadequate water supply, improper drainage or other conditions conducive to flooding, inadequate or inconvenient transportation, impediments to firefighting or to the provision of other public services, or undue and excessive expenditure of public funds to provide such services.

These regulations are also adopted to provide for open spaces and green spaces of adequate proportions; to provide for the proper arrangement and coordination of streets relative to other existing or planned streets; to provide for suitably located streets of sufficient width to accommodate existing and projected traffic; to afford adequate light, air and access for firefighting apparatus and equipment to buildings; and to coordinate planning procedures so as to compose a convenient system for the subdivision of land. The regulations provide that the land indicated on plans submitted to the Planning Board shall be of such character that it can be used for building purposes without danger to health and generally shall include provisions which will tend to create conditions favorable to health, safety, convenience and prosperity.

1.4 WAIVERS

1. Where the Planning Board finds that unnecessary hardship may result from strict compliance with these regulations with respect to a particular tract of land, the Board may modify or waive these regulations so that substantial justice may be done and the public interest is secured, provided that:
 - a. The granting of the waiver will not be detrimental to the public safety, health, or welfare or injurious to other adjacent property;
 - b. The waiver shall not have the effect of nullifying the intent and purpose of these regulations, the Zoning Ordinance, Master Plan or Official Zoning Map;
 - c. In granting waivers, the Planning Board may require such conditions as will, in the Board's judgment, secure substantially the objectives of the standards or requirements of these regulations;
 - d. A petition for waiver shall be submitted by the applicant at the time when the application is filed for consideration by the Planning Board. All petitions shall be made in writing using the Town's Waiver Request Form. The petition shall state fully the grounds for the waiver and all of the facts relied upon by the petitioner.
 - e. The Planning Board formally votes on such waiver request(s); and
 - f. Any granted waivers are noted on the final approved plan.
2. Pursuant to RSA 674:36(II)(n), the Planning Board may only grant a waiver if it finds by majority vote that:
 - a. Strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations; or
 - b. Specific circumstances relative to the subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.

ARTICLE II – DEFINITIONS

For terms for which no definition is provided, Raymond's Ordinances and Regulations may reference "The New Illustrated Book of Development Definitions" by Moskowitz and Lindbloom, published by the Center for Urban Policy Research, dated 1993 and as may be amended.

For the purpose of this regulation, the present tense includes the future tense; the singular number includes the plural; and the plural number includes the singular. The word "shall" be mandatory; the word "may" be permissive; the words "used" or "occupied" include the words "intended", "designated", or "arranged" to be used or occupied, and certain terms or words shall be interpreted as follows:

Abutting: Having a common border with or being separated from such a common border by a street or stream.

Abutter: Means any person whose property is located in New Hampshire and adjoins or is directly across a street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term abutter shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3,

XXIII. For purposes of notification by a municipality of a local land useboard hearing in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term abutter includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board (RSA 672:3).

Acceptance: An affirmative vote by a majority of the Board at a public meeting that an application contains the items required to constitute a complete application sufficient for the Board to invoke jurisdiction in accordance with RSA 676:4(I)(6).

Access Management: Providing or managing access to land development while simultaneously preserving the flow of traffic on the surrounding road system in terms of safety, capacity and speed.

Active and Substantial Development: The threshold level of work as determined by the Planning Board, with due regard for the scope and detail of a particular project, which shall constitute a sufficient level of activity being conducted for the purpose of fulfilling paragraph I of N.H. RSA 674:39, Four Year Exemption.

Applicant (Owner or Agent): Means the individual(s) or corporation who own the land, or his or her agent or representative as authorized by a signed statement by the owner, who petitions the Planning Board for the review and approval of the Subdivision Application.

Application: The form and all accompanying documents, fees and exhibits required of an applicant to gain acceptance of the application by the Board.

Approval: Formal recognition by the Planning Board, certified by written endorsement on the Plan, that the final submission meets the requirements of the Subdivision Regulations and has been approved by the Planning Board.

Approval, Conditional: Recognition by the Planning Board that the Subdivision Plat is approved, contingent upon the completion of specific tasks or items required for final approval. Until all the requirements for an approval have been met, a conditional approval does not constitute, nor shall it be construed as approval, either implied or granted of the Subdivision Plat, nor does it bind the Planning Board to approval of the final Subdivision Plat. A conditional approval requires that the subdivision plat come back before the Board in a public meeting for final approval.

Approval, with Conditions: Recognition by the Planning Board that the Subdivision Plat is approved with conditions subsequent that, once resolved, will constitute final approval without returning to the Board. The Board Chairman shall have authority to sign the mylar.

Arterial Road: Any road that is a higher standard than the Rural Collector Road. Any Arterial Road must meet AASHTO standards.

As-Built Plan: A scaled engineering drawing depicting the actual placement of improvements and other elements on the site.

Berm: A mound of soil, either natural or manmade, used to obstruct views, to regulate water flow, to mitigate noise, or for other purposes specific to its intended use.

Best Management Practices (BMP): In the context of stormwater management, a proven or accepted structural, non-structural, or vegetative measure, the application of which reduces erosion, sediment or peak storm discharge or improves the quality of stormwater runoff.

Board: The presiding quorum of the Planning Board of the Town of Raymond, New Hampshire.

Buffer: The area between parcels within a zoning district or between zoning districts that shall be landscaped to provide a visual screen and to absorb noise, dirt, dust and litter, pursuant to the standards in these regulations.

Chicane: A form of curb extension that alternates from one side of the street to the other.

Choker: A barrier to traffic at the intersection of two streets in which one direction of the street is blocked but traffic from the opposite direction is allowed to pass through.

Conditional Approval of Preliminary Layout: Means an expression by the Planning Board that the Preliminary Layout appears to satisfy all requirements established herein for the Preliminary

Layout submission phase. Conditional approval does not constitute, nor should it be construed as, approval either implied or granted of the plat, nor does it bind the Raymond Planning Board to approval of the plat.

Condominium: A building, or group of buildings, in which dwelling units, offices, or floor area are owned individually, and the structure, common areas, and facilities are owned by all the owners on a proportional, undivided basis (Illustrated Book of Development Definitions, Moskowitz and Lundbloom, 1999).

Curb: A stone, concrete or other improved boundary usually marking the edge of the roadway or paved area.

Curb Cut: The opening along the curb line at which point vehicles may enter or leave the roadway.

Deceleration Lane: Right turn lanes and tapers removing turning and slow-moving vehicles from the travel lane of the road.

Decision: The action taken by majority vote of the Planning Board to approve, conditionally approve, or disapprove the application. The decision must be placed on file in the Planning Board's office and shall be available to the public within 5 business days after the decision is made. If the decision is a denial, the applicant must be given written reasons for the action.

Deed Restriction: A restriction of the use of land set forth in the deed.

Design Review Team: Shall be comprised of those agents of the Planning Board designated to review the site plans prior to the submission to the planning board and at any time the Planning Board may choose to refer an applicant back to the Design Review Team.

Development: Any construction or land construction or grading activities on real estate other than for agricultural and silvicultural practices.

Development Agreement: An agreement executed by the Planning Board and the applicant that includes the approval or approval with conditions of the subdivision Plan and the improvements to be bonded along with the performance bond.

Disturbed Area: An area where the natural vegetation has been removed exposing the underlying soil or where it has been altered by human activity.

Driveway: A private roadway providing access to a street or highway (Illustrated Book of Development Definitions, Moskowitz and Lundbloom, 1999).

Easement: A grant of one or more of the property rights by the owner to, or for use by, the public, a corporation or another person or entity. Easements may be considered public or private.

A private easement is limited to a specific individual such as the owner of an adjoining parcel. A public easement is one that grants rights to a large group of individuals or to the public in general.

Public easements can include drainage, utilities, sidewalk and driveways. A restrictive easement is a condition placed on the land by its owner or by government, that in some way limits its use, usually regarding the types of structures that may be built there or what may be done with the ground itself. Restrictive easements are frequently placed on wetlands to prevent them from being destroyed by development. Conservation easements are often used to permanently protect the conservation values of the land.

Erosion: The detachment and movement of soil or rock fragments by water, wind, ice or gravity.

Fill: Sand, gravel, earth or other material of any composition whatsoever placed by humans.

Filing: Delivery of an application to the Planning Board or its agent/designee. It must be received no fewer than 30 days before the date of the Planning Board meeting at which it is to be presented and must include a letter of agency designating the owner's representative, all fees, the names and addresses of abutters, as well as the name and business address of every engineer, land surveyor or soil scientist whose professional seal appears on the plan or plat, for required notification.

Flooding:

- a A general and temporary condition of partial or complete inundation of normally dry land areas from:
 1. The overflow of inland or tidal waters.
 2. The unusual and rapid accumulation or runoff of surface waters from any source.
 3. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (a)(2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
 4. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(1) of this definition (Title 44, Emergency Management and Assistance, Code of Federal Regulations, Subpart A Section 59.1, Definitions).

Floodplain: Floodplain or flood-prone area means any land area susceptible to being inundated by water from any source (see definition of flooding). (Title 44, Emergency Management and Assistance, Code of Federal Regulations, Subpart A Section 59.1, Definitions).

Forced Turn Island: A type of traffic island that prevents traffic from executing specific movements at an intersection.

Formal Consideration: Action to be taken by the Planning Board following acceptance of an application. The action must begin within 30 days of application acceptance and may include a site visit, a request for review by other boards or professionals, or scheduling of a public hearing.

Frontage: The total length of all property lines of a premise which abut an existing Class V or better road or a road proposed to be built equal to or better than a Class V Road.

Hazardous Waste: Any refuse, sludge or other waste material or combination thereof in solid, semi-solid, liquid or contained gaseous form which because of its quantity, concentration, or chemical, physical or infectious characteristics may cause or significantly contribute to an increase in mortality or in serious irreversible or incapacitating illness or which may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed. Categories of hazardous waste material include but are not limited to explosives, flammables, oxidizers, poisons, irritants and corrosives, as well as hazardous waste material as defined by the Atomic Energy Act of 1954, as amended.

Highly Erodible Soils: Any soil with an erodibility class (K Factor) equal to or greater than 0.43 in any layer, as found in Table 3-1 of the *Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire*.

Impervious Surface: Any material that prevents absorption of stormwater into the ground (Illustrated Book of Development Definitions, Moskowitz and Lundbloom, 1999). Examples of impervious surfaces include but are not limited to roofs, patios, balconies, decks, streets, driveways, parking areas, sidewalks, along with any concrete, stone, brick, asphalt or gravel surface.

Improvements: All work required to construct the proposed development, including but not limited to site grading, landscaping, utility installation (water, sewer, electric, drainage, telephone, etc., and their appurtenances), roadways, parking lots, drives, buildings, fencing, signs, etc. meaning and intending to include all work necessary to construct the development as agreed and as shown on the approved plan or plat, including all on-site and off-site improvements.

Local Roads: All other town-maintained roads.

Locus Map: A map or insert depicting the location of the subject site or subdivision within a larger geographic area, such as the neighborhood, municipality or region, for the purpose of identifying its relative location.

Lot: A designated parcel, tract, or area of land established by plat, subdivision, or as otherwise permitted by law, to be separately owned, used, developed, or built upon

Lot of Record: A lot that exists as shown or described on a plat or deed in the records of the Rockingham County Registry of Deeds (Illustrated Book of Development Definitions, Moskowitz and Lundbloom, 1999).

Lot Line Adjustment: Adjustments to the boundary between adjacent properties, where no new lots are created.

Major Collector Roads: Important roads which provide service from arterials to minor roads.

Typical traffic volumes are over 2,500 vehicles per day. These corridors are designated by the NHDOT and are eligible for federal funding. Some of these roads are under jurisdiction of the NHDOT, and others are under the jurisdiction of the Town of Raymond.

Median: A barrier placed between the lanes of traffic flowing in opposite directions or between parking spaces.

Multifamily Structure: A residential building designed for and occupied by three or more families, regardless of the type of ownership, such as, but not limited to condominiums, apartments or other common wall or row-type housing units of the same type.

Nonpublic or Individual Waste Disposal: Any treatment system other than a public sewer which receives sewage or other wastes.

Nonresidential Use of Land: Any use of land excluding uses that are solely for residential purposes.

Nuisance: A use of property or course of conduct that interferes with the legal rights of others by causing damage, annoyance or inconvenience.

Pedestrian: A person traveling on foot, including persons operating a pushcart, riding on or pulling a coaster wagon, sled, scooter, tricycle, bicycle or similar conveyance, or on/in roller skates, skateboard, wheelchair or baby carriage/stroller.

Performance Bond: Shall be one of the following: Savings Account, a non-lapsing Bond or Surety Bond, Certificate of Deposit, Cash, or Irrevocable Letter of Credit, when the Town of Raymond is placed as the beneficiary and given exclusive access thereto against completion of required actions/improvements

Permit: Written governmental permission issued by an authorized official empowering the holder thereof to take some action not allowed without such authorization.

Planner: Means the duly designated Planner for the Town of Raymond.

Plat: Map of a specific land area the boundaries of which are defined by a New Hampshire licensed surveyor who has duly surveyed metes and bounds, which is presented to the Planning Board for approval and which, if approved, shall be submitted to the Rockingham County Registry of Deeds for recording.

Pre-application Review: A process in which the preliminary conceptual consultations phase, design review phase and/or the preliminary layout procedures may be used, as defined in RSA 676:4 II.

Private Road: A road that is built to Town of Raymond Road specifications and that remains under private use and ownership and is so recorded in deeds for all abutting lots.

Professionals of Record: The duly designated and legally recognized engineer, licensed surveyor or other credentialed professional representing the applicant or petitioner as may be pertinent

to the actual services to be performed in accordance with the provisions of NH RSA 310-A:3 and of NH RSA 310-A:55.

Project Area: The area within the subdivision's boundaries and other affected areas.

Public Hearing: A legally noticed Planning Board meeting scheduled to review a specific application or amendments to ordinances or regulations or other matters and to allow the public an opportunity to talk and participate.

Public Meeting: Any meeting of the Planning Board other than nonpublic sessions under RSA 91-A:3.

Right of Way: Means a strip of land used for or intended to be used for a street, crosswalk, water main, sanitary or storm sewer main, or for other special use including public use. The usage of the term for land platting purposes in these regulations shall mean that every right of way hereafter established and shown on a recorded plat is to be separate and distinct from the lots and parcels adjoining such right of way, and is not to be included with the dimensions for areas of such other lots or parcels.

Road Undulations: Raised humps in the paved surface of a street that extend across the travel way for purposes of passively reducing speed.

Seasonal High-Water Table: Means and includes the upper limit of the ground water in a soil which becomes seasonally saturated with water.

Sediment: Solid material, either mineral or organic, that is in suspension or is transported or has been moved from its site of origin by erosion.

Setback: The distance between any building or improvement (i.e., septic system, water line, well, etc.) and the lot line or each other, of or within a parcel of land. Setbacks for buildings typically are designated as front, side and rear setbacks.

SHORELAND PROTECTION AREA: Means is an area of land within seventy-five (75) feet of the seasonal highwater mark of any river, brook, lake or intermittent or perennial stream.

Sidewalk: An improved facility intended to provide for pedestrian movement usually, but not always, located in the public right of way adjacent to, but separate from a roadway.

Sixty-five Day Review: The time period following acceptance of an application as complete within which the Planning Board must make its decision in accordance with RSA 676:4 I(c).

Stabilized: When the soil erosion rate approaches that of undisturbed soils. Soils which are disturbed will be considered protected when covered with a healthy, mature growth of grass or vegetation.

Stormwater Runoff: The water from precipitation that is not absorbed, evaporated or otherwise contained within the contributing drainage area.

Stream: Areas of flowing water occurring for sufficient time to develop and maintain defined channels, although not necessarily flowing during dry portions of the year. Includes but is not limited to all perennial and intermittent streams.

Street: Includes such ways as alleys, avenues, boulevards, highways, roads, streets, and other rights of way, excluding driveways as per N. H. RSA 236:13. The term “streets” shall also apply to areas on any plan designated as street, roads, lanes, etc. A street is a public or private way intended to provide vehicular movement, which may or may not be continuous.

Subdivider: Means the registered owner(s), or the authorized agent of the registered owner(s), of a subdivision, or anyone who has contracted or has an option to purchase the property to be subdivided.

Subdivision: Means the division of a lot, tract, or other division of land into two or more lots, plats, sites or other divisions of land, for the purpose, whether immediate or future, of sale or of building development, lease of transfer. When appropriate to the context of these regulations, the subdivision shall relate to the process of subdividing, or to the land or area subdivided. Subdivision shall include re-subdivision. The division of a parcel of land held in common and subsequently divided into two parts among the several owners shall be deemed a subdivision. Land adjacent subdivided solely for the purpose of transfer or exchange between two adjacent property owners will not require a subdivision hearing provided that the parcel Transferred is to become an integral part of the owner’s parcel to whom it is to be transferred and is deeded as such, and that both the plan and the deeds are recorded provided that the remaining portion of the original parcel meets all current existing Subdivision and Zoning Regulations.

Subdivision, Major: Means any subdivision that does not meet the definition of a Minor Subdivision.

Subdivision, Minor: Means a division of land that creates not more than two (2) additional lots for building development purposes and does not involve the creation of a street. The Planning Board can provide for an expedited review and approval of a Minor Subdivision in accordance with NH RSA 676:4 III. Such expedited review may allow submission and approval at one or more Board meetings, but no application may be approved without full notice to the abutters and holders of conservation, preservation, or agricultural preservation restrictions at some point prior to approval or disapproval (or if the Planning Board determines to hold a public hearing).

Subdivision Performance Agreement: Means an agreement executed by the Raymond Planning Board and the applicant that includes any conditions of approval of the subdivision, improvements to be bonded and identification of any impact fees assessed.

Subdivision, Scattered and Premature: Means a subdivision of land that is:

- 1) Located on a site that is remote from most town facilities and services (i.e., involving danger or injury to health, safety, or prosperity by reason of a lack of water supply, sewage disposal, drainage, transportation, schools, fire protection

- or other public services which may necessitate the excessive expenditure of public funds for the supply of such services (N. H. RSA 674:36 II (a)) or
- 2) Located at a site that is not at present adequately served by town facilities and services but may reasonably be expected to be served in the future

Submission: The presentation of a subdivision application to the Planning Board. Submission must take place at a public meeting of the Board, following the proper filing of all applications and required notice to the abutters and general public as required by these regulations and in general under N. H. RSA 676:4, I(d).

Surveyor: Shall mean a New Hampshire Licensed Land Surveyor.

Tax Maps: The recorded map of delineated lots or tracts in the municipality, showing boundaries, bearings, sizes and dimensions to the extent practicable, including sheet and lot numbers.

Technical Review Committee: Shall be comprised of those agents of the Planning Board that consists of the Community Development and Planning Department, the Building Inspector/Code Enforcement Officer, the Public Works Director, the Fire Chief, Assistant Fire Chief and the Chief of Police or any designees appointed by the respective members.

T-Intersection: An at-grade intersection of perpendicular roadways.

Town: Means the Town of Raymond, New Hampshire.

Town Engineer: Means engineer, Public Works Director, or Agent as duly designated by and for the Town of Raymond Planning Board.

Tract: Shall mean the land being subdivided.

Traffic Calming: Means by which traffic may be slowed in order to prevent conflicts with pedestrians, bicycles or other slow-moving vehicles. Examples of traffic calming measures are road undulations, chicane curbing.

Traffic Study: A traffic impact study will seek to determine the effect of a proposed development on traffic patterns both on and off site and will propose appropriate mitigation measures, when necessary.

Waiver: Permission granted by the Planning Board, to depart from the literal requirements of a regulation with respect to submission of required documents or to specific actions required after consideration of waiver requests with regard to waiver criteria set forth in Section 1.4 of the Town of Raymond Subdivision Regulations.

Walkway: A facility or structure, whether in the public right of way or on private property, which is provided for the benefit and use of the pedestrian public.

Water Supply System: A system for the collection, treatment, storage, and distribution of potable water from the source of supply to the consumer (Illustrated Book of Development Definitions, Moskowitz and Lundbloom, 1999).

Wetlands: As defined per RSA 482-A:2 X. “an area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

Wetland Buffer/Set Back: Means a designated area contiguous or adjacent to a wetland that is required for the continued maintenance function and ecological stability of the wetland.

Yield Plan: An analysis showing the maximum number of single-family homes that will be permitted within a Conservation Development. This analysis shall be based on applying a conventional layout plan (in accordance with Town Subdivision Regulations) including lots conforming to the underlying zone dimensional standards, streets needed to access those lots, rights of way, and other pertinent characteristics of the tract. The conventional layout shall reflect a development density and pattern, taking into account the presence of lakes, rivers, streams, wetlands, floodplains, steep slopes, existing easements or encumbrances and, if the property is not served by public sewer, the suitability of soils for private subsurface wastewater disposal, as indicated by the Soil Survey of Rockingham County, New Hampshire.

Zoning Determination: A determination made by either the Code Enforcement Officer as the administrator of the Zoning Ordinance in general, or the Planning Board for zoning sections delegated during their specific adoption, intended to be administered by the Planning Board, which qualifies whether or not a proposed subdivision is in compliance with the current Zoning Ordinance in the form of proposed lot shapes, sizes, characteristics and suitability for the intended purpose and/or its anticipated use.

ARTICLE III – APPLICATION PROCEDURE

3.1 GENERAL PROCEDURES

The Raymond Planning Board follows the subdivision review procedure outlined in NH RSA 676:4.

A. Classification of Subdivisions

Whenever a subdivision of land is proposed, the owner shall apply for and secure approval in accordance with the following procedures, which shall include four (4) steps for a minor subdivision and five (5) steps for a major subdivision.

- | (A) <u>MINOR SUBDIVISION</u> | (B) <u>MAJOR SUBDIVISION</u> |
|---|---|
| 1. Zoning Determination
2. Consultation with Planner
3. Survey/Informative Phase
4. Final plan | 1. Zoning Determination
2. Consultation w/Planner
3. Survey Phase
4. Preliminary Plan/Design Review
5. Final plan |

B. Official Submission Dates

The Raymond Planning Board shall be given sole authority to determine whether an applicant has met all the necessary requirements as set forth in these regulations and has submitted a complete application. Complete applications must be filed with the Secretary of the Planning Board no fewer than thirty (30) days prior to the scheduled appointment with the Raymond Planning Board. In accepting a complete application plus any required fees, the Raymond Planning Board shall furnish the applicant with a dated receipt for the same, indicating the appointment time at a regular meeting. The official acceptance date of the complete application therefore, shall be the date of the Raymond Planning Board hearing at which the application is accepted by the Raymond Planning Board. The requirements for complete applications are detailed in Article V, Section 5.1 – Plan, and in Article V, Section 5.4 – Final plan.

C. Consultation with Duly Designated Planner

The applicant may, if he or she desires, meet with the Planner to review the town’s land use regulations and seek preliminary non-binding comments on the proposed subdivision/site review.

D. Application

Whenever a subdivision is proposed, and before any contract or offer for sale, rent or lease of lots in the subdivision shall have been negotiated, and before any application for a permit for the erection of a building thereon shall be made, the owner(s) of the property or his agent shall submit an application to the Raymond Planning Board for approval of such subdivision on a form to be provided by the Board. Application for approval shall be filed with the Secretary of the Raymond Planning Board no fewer than thirty (30) days prior to the scheduled appointment with the Raymond Planning Board. Each and every application received by the Raymond Planning Board shall meet the following guidelines to be considered complete.

1. All applications shall be submitted to the planning office no later than 4:00 pm on the Wednesday prior to the week of the scheduled Planning Board Meeting.
2. Applications shall be submitted on forms approved by the planning office and available at the office and on the Raymond web site.
3. All accompanying data, reports, fees and plans shall comply with the following minimum standards.
 - a. The required application check list shall be completed.
 - b. Any waiver request shall be in writing and attached to the checklist.
 - c. Each application shall have six (8) certified copies of the full-size plans for review by the Technical Advisory Committee.
 - d. Eight (8) copies of the plan in 11" X 17" size format.
 - e. One (1) copy of the final approved plan in a digital format referenced to NH State Plane feet, NAD 83, in a format compatible with the town's ESRI ArcView GIS system.
 - f. The applicant shall provide eight (8) copies of any engineering or impact reports.
 - g. The applicant shall provide eight (8) sets of printed labels for a butter mailing.
 - h. All required fees including site review fees as noted in Article IV Section IV of the Raymond Site Review regulations if applicable, shall be submitted with application. (The applicant shall provide an estimate of the disturbed area and shall calculate the required fees.)
 - i. Be sure the correct map and lot number is on application.
 - j. Be sure application is completed correctly and signed and date stamped.

At the time of application, the applicant will be given a date and time for the application to be presented to the Planning Board. The meeting shall be posted as a public meeting pursuant to the provisions of RSA 91-A and notice shall also be given to the abutters.

E. Subdivision Filing Fee

Application for approval of a subdivision shall be accompanied by a fee as calculated using the Subdivision Fee Schedule incorporated as part of these regulations in Appendix A, payable to the Town of Raymond, to offset the implementation of these Subdivision Regulations. An additional charge of \$10.00 per abutter notice shall accompany the application, along with the appropriate deposit for establishment of a Community Development and Planning Department Escrow Account for the purpose of covering reasonable fees incurred by the Planning Board for peer engineering and legal review. The filing fee is part of a complete application.

3.2 PRE-APPLICATION REVIEW PROCEDURE

A. Preliminary Conceptual Consultation Phase

Prior to submission of a formal preliminary plan, the subdivider may request a meeting with the Raymond Planning Board or a duly designated agent of the Planning Board, to seek general guidance and information; the Raymond Planning Board may provide preliminary comments regarding ideas for development. The purpose of the meeting is to provide assistance in resolving problems with meeting Subdivision requirements prior to final consideration. The Raymond Planning Board and the applicant may discuss proposals in conceptual form only and in general terms such as relating to the desirability of types of development and proposals under the Master Plan. The meeting is non-binding and does not require a formal public notice or notice to abutters.

B. Design Review Phase

The Raymond Planning Board or its duly designee agents may engage in non-binding discussions with the applicant beyond conceptual and general discussions, which involve more specific design and engineering details provided, however, that the design review phase proceeds only after identification of and notice to abutters and the general public as required. Statements made by Raymond Planning Board members shall not be the basis for disqualifying said members from subsequent review or deliberation of the proposal or for invalidating any action taken.

As part of the design review phase, the applicant may wish to discuss any areas of non-compliance with the Subdivision Plan. To do so, the applicant may present a proposed plan, including but not limited to, a yield plan, for review, with detailed information to allow the Planning Board or designee to determine any areas of noncompliance with the Subdivision Regulations. Should any non-compliance issues be identified as part of this process, then the applicant can present the evidence required under Section 1.4(3) for a waiver, the applicant and the Planning Board/designee may discuss the evidence presented and the recommendations likely to be made based on such evidence when the formal application and waiver request is made. If the Planning Board/designee identifies deficiencies in the evidence required under Section 1.4(3), nothing shall preclude the applicant from presenting different or more evidence when a waiver request is filed with the subdivision application pursuant to Section 1.4. As with all other aspects of the design

review phase, the discussions on areas of noncompliance are non-binding.

3.3 APPLICATION PROCEDURE

A. Final Plan

The subdivider, after official notification by the Raymond Planning Board with respect to the preliminary plan and the changes, if any, to be made thereto, shall within six months thereafter file with the Raymond Planning Board four drawings of the final plan and street profiles as described in Article 5.4, provided that if the preliminary plan shows development by phase, the final plan may be one of the phases thento be developed. If the complete subdivision plan cannot be shown on one sheet, then two or more sheets of the same size, with an index and match lines may be submitted. The subdivider shall tender offers of cession in a form certified as satisfactory by Legal Counsel for the town, of all lands included in streets, highways or parks not specifically reserved. Approval of the plat by the Raymond Planning Board shall not constitute an acceptance by the town of the dedication of any street, highway, park, or other public or open spaces. A bond or other Performance Guarantee, if required, also must be filed. A New Hampshire Department of Environmental Services SubdivisionApproval also must be presented.

B. Board Action on Plats

1. No plat shall be approved or disapproved by the Raymond Planning Board without affording a public hearing thereon. Notice shall be given in accordance with RSA 676:4-1(d).
2. At the public hearing, any applicant, abutter, holder ofconservation, preservation, or agricultural preservation restriction, or any person with a direct interest in the matter may testify in person or in writing.
3. No application may be denied or approved without a public hearing on the application unless the following situations occur:
 - i. The subdivision consists of a minor lot line adjustment or boundary agreement which does not create a buildable lot. However, notice to the abutters and holders of conservation, preservation, or agricultural preservation restrictions is required prior to approval of the application. Any abutter or holder of conservation, preservation, or agricultural preservation restrictions may request to be heard on the application.
 - ii. The Board may disapprove the application prior to public hearing for the following reasons:
 - a Failure of the applicant to supply information required by the Regulations, including abutters or holders of conservation, preservation, or agricultural preservation restrictions identification; failure to meet reasonable deadlines established by the Planning Board; OR failure to pay costs of notice or other fees required by the Planning Board.

4. The Board may disapprove an application for the following reasons:
 - i. Failure of the applicant to supply information required by the Regulation, including proper identification of abutters or holder of conservation, preservation or agricultural preservation restrictions.
 - ii. Failure to meet reasonable deadlines established by the Board.
 - iii. Failure to pay cost of notice or other fees required by the Planning Board.
 - iv. Failure to conform to any applicable State or local statutes, ordinances or regulations.
 - v. The project is determined to be scattered and premature.
 - vi. Other grounds for disapproval may also be relied upon, if the Board adequately states said grounds in its records.
5. In case of disapproval of any application submitted to the Board, the ground(s) for such disapproval shall be adequately stated upon the records of the Planning Board.

C. Approval

The Board shall consider a completed application and shall act to approve or disapprove it within sixty-five days. However, the applicant may waive this requirement and consent to an extension of such period.

Approval of the plat shall be made by written endorsement of the Chairman, Vice Chairman or Secretary of the Board on the original, reproducible, transparent mylar. Approval of the Board may be conditional upon completion of such improvements as the Raymond Planning Board deems necessary. These conditions will be identified in the Subdivision Performance Agreement executed by the Town of Raymond and the applicant, and will be added to the plat prior to recording. The agreement becomes a part of the registration documents with the Rockingham County Registry of Deeds.

D. Conditional Approval

The Board may grant conditional approval of a plat or application, which approval shall become final without further public hearing upon certification to the Board by its designee or based upon evidence submitted by the applicant of satisfactory compliance with the conditions imposed. Final approval of a plat or application may occur in the foregoing manner only when the conditions are:

1. Minor plan changes, whether or not imposed by the Board as a result of a public hearing, compliance with which is administrative and does not involve discretionary judgment, or
2. Conditions which are in themselves administrative and which involve no

discretionary judgment on the part of the board, or

3. Conditions with regard to the applicant's possession of permits and approval granted by other boards or agencies

All other conditions shall require a hearing and notice as required by NH RSA 676:4 I (i) before approval becomes final. All conditions precedent (those which must be completed before final approval is given) must be completed within 6 months of approval, unless a mutually agreeable extension has been granted by the Planning Board. If the conditions are not met within 6 months of approval, or within any extension period, then the approval shall lapse. Extensions shall be granted only if no amendments have been made to the zoning ordinance or subdivision regulations which would make the plan nonconforming and only if all required permits are still valid.

E. Administrative Fees and Expenses

All expenses incurred by the Town of Raymond in processing an application for final plan approval shall be borne by the applicant. These fees may include those necessary for document review and other matters which may be required by particular applications, including but not limited to, the expense of outside engineering review, consultant fees, studies deemed by the Board to be necessary to the review, etc., and/or legal fees. At any time, the Planning Board confers with a consultant at the applicant's expense, the applicant will be given the opportunity to be present or will be made privy to the substance of the conference.

Adjustment, either an increase or decrease of the plan application fee, shall be made at the time of final plan approval if the number of lots proposed at the time of plan fee assessment differs from the approved number of lots.

Escrow accounts, in accordance with RSA 673:16(II), will be established to offset the expenses legally imposed upon an applicant, including but not limited to the expense of the notice, the expense of consultant services or investigative studies under RSA 676:4, I(g), or the implementation of conditions lawfully imposed as part of a conditional approval, and may be paid out toward that expense by the municipal treasurer only upon order of the Planning Board or its designated agent for such purpose.

F. Construction Inspection Expenses:

Whenever a proposed subdivision will involve street construction, the installation of drainage structures, or other required improvements, the costs incurred by the Town to have the Town Engineer, Public Works Director or designated agent of the Raymond Planning Board inspect the required improvements shall be borne by the applicant. Prior to receiving final approval of a subdivision involving required improvements, the applicant shall deposit with the Treasurer of the Town of Raymond a sum of Five percent (5%) of the estimated cost of construction of said required improvements as provided by the Applicant and agreed to by the Town Engineer, Public Works Director or designated agent of the Raymond Planning Board, to make the necessary inspections. The fee for the Town

Engineer, Public Works Director or designated agent of the Raymond Planning Board shall be based on the standard rate schedule on file in the Planning Board office and shall be paid to the Town at least fifteen (15) days prior to commencement of the construction of any required improvements.

Any amount deposited under this section and not used for the purposes stated herein shall be returned to the applicant upon final acceptance of the required improvements. Whenever the actual amount required to make necessary inspections exceeds the amount deposited under this section, such amount in excess of the deposited amount shall be paid to the Treasurer prior to the final acceptance of the improvement and prior to the release of any bond money deposited under these regulations.

G. Subdivision Performance Agreement

As a condition of the Planning Board's approval of a Subdivision, the applicant shall execute a Subdivision Performance Agreement. This document shall outline the understanding of the Board and the applicant as to the terms and conditions of the approval. The Subdivision Performance Agreement shall be prepared for signing within two weeks of the date of the Notice of Decision, with the costs of preparation being borne by the applicant as provided by NH RSA 674:4, I(g).

H. Failure of the Board to Take Action

The Raymond Planning Board shall act to approve, conditionally approve, or disapprove within 65 days after acceptance of an application, subject to extension or waiver as provided in RSA 676:4, I(c)(1).

I. Filing with Registry of Deeds

The Raymond Planning Board shall promptly file said Final plan with the Rockingham County Registry of Deeds within five (5) working days of certification that all conditions of approval have been met. All conditions required at the time of approval shall be listed on the Final plan to be recorded.

J. Deeds

Deeds for all land to be conveyed shall be prepared to agree with and make reference to the approved subdivision plat.

K. Impact Fees and Off-Site Improvements

Impact fees will be assessed pursuant to the Impact Fee Ordinance and the Impact Fee Schedule and Methodology as it may be amended from time to time. Additionally, the Planning Board may, if it determines that specific off-site improvements are required which specifically arise from the proposed development, impose fees for such improvements in an amount which bears a rational nexus to the development and which is consistent with New Hampshire law.

L. Inspection of Improvements

At least fifteen (15) working days prior to commencing construction of any required improvements, the subdivider shall notify the authorized agent of the Raymond Planning Board, in writing, of the time when he proposes to commence construction of such improvements, so that the Raymond Planning Board may cause inspection by the Town Engineer, Public Works Director or designated agent of the Raymond Planning Board to be made to assure that all standards, specifications and requirements shall be met during the construction of improvements and utilities required by the Raymond Planning Board.

M. Proper Installation of Improvements

If the Town Engineer, Public Works Director or designated agent of the Raymond Planning Board shall find, upon inspection of improvements performed before the expiration date of any performance bond or escrow agreement, that any of the required improvements or conditions of Planning Board approval have not been constructed in accordance with approved plans and specifications filed by the subdivider, he shall so report to the Board of Selectmen and Raymond Planning Board. The Board of Selectmen or authorized agent then shall notify the subdivider and, if necessary, the bonding company or escrow agent and shall take all necessary steps to preserve the town's rights under the bond or agreement. No plat shall be approved by the Planning Board as long as the subdivider is in default on a previously approved plat.

N. Acceptance of Streets, Utilities, Other Improvements, and Public Land

Before acceptance by the Town of any street, utility system or other improvement, the subdivider shall provide a surety bond or escrow agreement, approved as to form by Town Counsel, which shall be in the amount of at least ten percent (10%) of the cost of such improvement and for a period of two years, to be payable to the town if the subdivider does not correct any deficiency found or repair damage to any such improvement during this period.

The subdivider shall further provide a written acknowledgement from all providers of utility services (electric, telecommunications, gas, water, etc.), approved as to form by Town Counsel. Said acknowledgement shall acknowledge each utility's obligations to pay real and personal property taxes for use of any public rights-of-way associated with the subdivision, provide for the indemnification of the Town for injury and damages associated with said utility use of said public rights-of-way, and identify the name of all utilities sharing, and poles or conduit located within the street or utility system for which acceptance is sought.

O. Change of Design and Improvements

If at any time before or during the construction of required improvements it is demonstrated that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements, the Raymond Planning Board may authorize changes provided these changes are within the spirit and intent of the Board's approval and do not extend to the modification or substantial alteration of the function of any improvements required by the Raymond Planning Board.

After a duly noticed Public Hearing, the Raymond Planning Board shall issue an authorization under this section in writing. Any authorized change shall be included on the official subdivision plat, and notice of the authorized change shall be transmitted to the Rockingham County Register of Deeds.

P. Changes, Erasures and Modifications

No changes, erasures, modifications or revision shall be made in any subdivision plat after approval has been given by the Raymond Planning Board and endorsed in writing on the plat, except as herein provided. In the event that any such plat is recorded without complying with this requirement, the same shall be considered null and void and the Raymond Planning Board shall institute proceedings to have the plan stricken from the records of the Rockingham County Registry of Deeds.

Q. As required by RSA 674:39 every subdivision plat approved by the Planning Board and properly recorded in the registry of deeds (and for site plans, recording if such is ever required by Planning Board, or local regulations) shall be exempt from all subsequent changes in subdivision regulations, site plan review regulations, impact fee ordinances, and zoning ordinances adopted by the Town or Planning Board, except those regulations and ordinances which expressly protect public health standards, such as water quality and sewage treatment requirements, for a period of 4 years after the date of approval; provided that:

1. Active and substantial development or building has begun on the site by the owner or the owner's successor in interest in accordance with the approved subdivision plat within 12 months after the date of approval, or in accordance with the terms of the approval, and, if a bond or other security to cover the costs of roads, drains, or sewers is required in connection with such approval, such bond or security is posted with the Town, at the time of commencement of such development;
2. Development remains in full compliance with the public health regulations and ordinances specified in this section; and
3. At the time of approval and recording, the subdivision plat or site plan conforms to the subdivision regulations, site review regulations and zoning ordinances then in effect at the location of such subdivision plan or site plan.

Once substantial completion of the improvements as shown on the subdivision plat or site plan has occurred in compliance with the approved subdivision plat or site plan or the terms of said approval or unless otherwise stipulated by the Planning Board, the rights of the owner or the owner's successor in interest shall vest and no subsequent changes in subdivision regulations, site plan regulations, or zoning ordinances, except impact fees adopted pursuant to RSA 674:21 and 675:2-4, shall operate to affect such improvements.

The Planning Board may, as a condition of subdivision approval, specify the threshold levels of work that shall constitute substantial completion and active and substantial development for purposes of fulfilling, respectively, subsection B above and subsection A above and after allowing the applicant to identify such threshold levels and with due regard to the scope and details of a particular project:

However, if for some reason specific threshold levels of work for a particular subdivision are not noted by the Planning Board as a condition of subdivision approval, then for the purposes of this section, "substantial completion of improvements" shall by these regulations mean that twenty-five percent (25%) or more of all the required improvements of the subdivision approval (roads, drains or sewersthat have been bonded or secured through an agreement with the Town) have been installed and completed as determined by the Town's Code Enforcement Officer. Similarly, "active and substantial development or building" shall by these regulations mean that twenty-five percent (25%) or more of all the lots or units approved within the subdivision approval have been developed and certificate of occupancy permits have been issued for these lots or units.

In the event that for a particular subdivision, the Planning Board does not as a condition of approval specify threshold levels of work that constitute "substantial completion of the improvements" and "active and substantial development of building," then the twenty-five percent (25%) threshold set forth above shall be applied automatically to the proposal as part of these regulations and no further vote of the Planning Board is required to make them a condition of approval.

Failure of the Planning Board to specify by way of these regulations or as a condition of subdivision approval what shall constitute "active and substantial development or building" shall entitle the subdivision plat approved by the Planning Board to the 4-year exemption as described in subsection A above. The Planning Board may, for good cause, extend the 12-month period set forth in subsection A 1.

ARTICLE IV – GENERAL REQUIREMENTS

4.1 COMPLIANCE WITH REGULATIONS

No subdivision of land shall be made, and no land in any subdivision shall be sold or offered for sale or lease, and no street or utility construction shall be started until a plat prepared in accordance with the requirements of these regulations has been approved by the board and other required permits have been issued. The subdivider shall familiarize himself with all state and town regulations relative to health, buildings, road, water regulations and other pertinent data so that he is aware of the obligations and standards expected. The subdivider may avail himself of the assistance of the board before preparation of applications or plans.

4.2 OTHER REGULATORY APPROVALS

The Raymond Planning Board shall require written copies of decisions relative to the proposed subdivision made by, but not limited to:

- N. H. Department of Environmental Services Water Division
- N. H. Department of Environmental Services Wetlands Board

4.3 RESPONSIBILITY FOR REQUIRED IMPROVEMENTS

All costs of required improvements shall be borne by the subdivider.

4.4 CHARACTER OF LAND FOR SUBDIVISION

All land to be subdivided shall, in the judgment of the board, be of such a character that it can be used for building purposes without danger to public health or safety or to the environment. Land subject to periodic flooding, poor drainage or other hazardous conditions shall not ordinarily be judged suitable for building purposes. Lot lines for newly proposed lots shall be perpendicular to the right-of-way. Proposals to subdivide land with inadequate capacity for sanitary sewage disposal may be required to provide additional acreage per lot, over the amount specified in the Zoning Ordinance.

4.5 CONFORMITY

All subdivision plans shall conform to the Zoning Ordinance of the Town of Raymond and to the subdivision regulations herewith prescribed, and they shall be guided in their layout by any comprehensive plans that the Raymond Planning Board may have adopted covering the area involved before receiving final approval.

4.6 CERTIFICATION

The subdivider shall certify before any plat is approved by the Board that all arrangements have been made with the appropriate governmental agencies, private utilities and other agencies, including town departments, to provide and install in the manner customary in the town all usual

and necessary utilities and services to each of the lots in the subdivision, unless otherwise exempted by the Raymond Planning Board.

4.7 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL: EROSION AND SEDIMENT CONTROL

A. Introduction and Purpose

During the construction process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil can also cause damage to adjacent properties and impair the function of municipal drainage systems and infrastructure. In addition, clearing and grading during construction cause the loss of native vegetation that support terrestrial and aquatic habitats.

The purpose of this regulation is to safeguard persons, protect property, and prevent damage to infrastructure and the environment in Town of Raymond. This regulation will also promote the public welfare by guiding, regulating, and controlling the design, construction, use, and maintenance of any development or other activity that disturbs or breaks the topsoil or results in the movement of earth on land in Town of Raymond.

DRAFT

B. Definitions

Clearing: Any activity that removes the vegetative surface cover.

Drainage Way: Any channel that conveys surface runoff throughout the site. **Erosion Control:** a measure that prevents erosion.

Erosion and Sediment Control Plan: A set of plans prepared by or under the direction of a licensed professional engineer indicating the specific measures and sequencing to be used to control sediment and erosion on a development site during and after construction.

Grading: Excavation or fill of material, including the resulting conditions thereof.

Perimeter Control: A barrier that prevents sediment from leaving a site by filtering sediment-laden runoff or diverting it to a sediment trap or basin.

Phasing: Clearing a parcel of land in distinct phases, with the stabilization of each phase completed before the clearing of the next.

Sediment Control: Measures that prevent eroded sediment from leaving the site.

Site: A parcel of land or a contiguous combination thereof, where grading work is performed as a single unified operation.

Site Development Permit: A permit issued by the municipality for the construction or alteration of ground, and improvements and structures for the control of erosion, runoff, and grading.

Stabilization: The use of practices that prevent exposed and stockpiled soil from eroding, slumping or failure.

Start of Construction: The first land-disturbing activity associated with a development, including land preparation such as clearing, grading, and filling; installation of streets and walkways; excavation for basements, footings, piers, or foundations; erection of temporary forms; and installation of accessory buildings such as garages.

Watercourse: Any body of water, including, but not limited to lakes, ponds, rivers, streams, and bodies of water delineated by Town of Raymond.

Waterway: A channel that directs surface runoff to a watercourse or to the public storm drain.

C. Site Plan Review Approval

1. A site plan application proposing land-disturbing activity of 3,000 or more square feet requires the approval of an Erosion and Sediment Control Plan.
2. A site plan application proposing land-disturbing activity of 3,000 or more square feet requires the approval of an Erosion and Sediment Control Plan.
 - a Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
 - b Existing nursery and agricultural operations conducted as a permitted main or accessory use.
3. Each application shall bear the name(s) and address(es) of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by a filing fee.
4. Each application shall include a statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the Erosion and Sediment Control Plan and that an engineer or construction site manager shall be on site on all days when construction or grading activity takes place.
5. The applicant will be required to file performance guarantee, letter of credit, or other improvement security in an amount deemed sufficient by the Planning Board to cover all costs of improvements, landscaping, maintenance of improvements for such period as specified by the Planning Board, and engineering and inspection costs to cover the cost of failure or repair of improvements installed on the site. If a performance guarantee is required for overall general site construction, sediment and erosion control measures shall be included in the construction cost estimate for the performance guarantee.

D. Erosion and Sediment Control Plan

1. The Erosion and Sediment Control Plan shall include the following:
 - a A natural resources map identifying soils, forest cover, and resources protected under other chapters of this code. Note: This map should be at a scale no smaller than 1"=100'
 - b A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
 - c All erosion and sediment control measures necessary to meet the objectives of this local regulation throughout all phases of construction and after completion of development of the site. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each season.

- d Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
 - e Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.
2. Modifications to the plan shall be processed and approved or disapproved in the same manner as Section IV of this regulation, may be authorized by (erosion and sediment control agency) by written authorization to the permittee, and shall include:
 - a Major amendments of the erosion and sediment control plan submitted to the Planning Board for review and approval.
 - b Field modifications of a minor nature do not require Planning Board approval but should be noted on the final As-Built Plans.

E. Site Design Requirements

1. Grading, erosion control practices, sediment control practices, and waterway crossings shall meet the design criteria set forth in the most recent version of (erosion and sediment control manual) and shall be adequate to prevent transportation of sediment from the site to the satisfaction of (erosion and sediment control agency). Cut and fill slopes shall be no greater than 2:1, except as approved by (erosion and sediment control agency) to meet other community or environmental objectives.
2. Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, except when in compliance with all other chapters of this Code. Clearing techniques that retain natural vegetation and drainage patterns, as described in the NH Stormwater Manual: Volume 3 Erosion and Sediment Controls During Construction (December 2008 as revised), shall be utilized.
3. Clearing, except that necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.
4. Phasing shall be required on all sites disturbing greater than 30 acres, with the size of each phase to be established at plan review and as approved by the Planning Board.
5. Erosion control requirements shall include the following:
 - a Soil stabilization shall be completed within five days of clearing or inactivity in construction.
 - b If seeding or another vegetative erosion control method is used, it shall become established within two weeks or (erosion and sediment control agency) may require the site to be reseeded or a nonvegetative option employed.
 - c Special techniques that meet the design criteria outlined in (erosion and sediment control manual) on steep slopes or in drainage ways shall be used to ensure stabilization.
 - d Soil stockpiles must be stabilized or covered at the end of each workday and maintained at no greater than 1:1 slope.

- e The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
 - f Techniques shall be employed to prevent the blowing of dust or sediment from the site.
 - g Techniques that divert upland runoff past disturbed slopes shall be employed.
6. Sediment controls requirements shall include
- a Settling basins, sediment traps, or tanks and perimeter controls.
 - b Settling basins that are designed in a manner that allows adaptation to provide long term stormwater management, if required by (erosion and sediment control agency)
 - c Protection for adjacent properties by the use of a vegetated buffer strip in combination with perimeter controls
7. Waterway, watercourse and wetland protection requirements shall include when applicable:
- a A temporary stream and/or wetland crossing installed and approved by the NH Department of Environmental Services (NHDES) if a wet watercourse or wetland will be crossed regularly during construction.
 - b Stabilization of the watercourse channel and/or wetland before, during, and after any in-channel work per NHDES requirements;
 - c On-site stormwater conveyance channels designed according to NHDES requirements; and
 - d Stabilization adequate to prevent erosion located at the outlets of all pipes and paved channels.
8. Construction site access requirements shall include:
- a Temporary access road provided at all site; and
 - b Other measures required by the Planning Board in order to ensure that sediment is not tracked onto public streets by construction vehicles or washed into storm drains
9. Waste Removal and Disposal
- a All waste generated on the site shall be controlled and discarded properly including building materials, concrete and concrete wash out effluent, chemicals, litter and sanitary wastes.
 - b Waste shall not be discharged to the municipal MS4 system.

F. Site Inspection

1. The Planning Board or its designated agent shall make inspections as hereinafter required and either shall approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the Erosion and Sediment Control Plan as approved. Plans for grading, stripping, excavating, and filling work approved by the Planning Board shall be maintained at the site during the progress of the work. To obtain inspections, the permittee shall notify the town engineer at least two working days before the following:
 - a Start of construction
 - b Installation of sediment and erosion measures
 - c Completion of site clearing
 - d Completion of rough grading
 - e Completion of final grading
 - f Close of the construction season
 - g Completion of final landscaping
2. The permittee or their agent shall make regular inspections of all control measures in accordance with the inspection schedule outlined on the approved Erosion and Sediment Control Plan(s). The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures. All inspections shall be documented in written form and submitted to the Planning Board at the time interval specified in the approved permit.
3. The Planning Board or its designated agent shall enter the property of the applicant as deemed necessary to make regular inspections to ensure the validity of the reports filed under Section b.

G. Separability

The provisions and sections of this ordinance shall be deemed to be separable, and the invalidity of any portion of this ordinance shall not affect the validity of the remainder.

4.8 POST CONSTRUCTION STORMWATER MANAGEMENT STANDARDS

Glossary of Acronyms

BMP	Best Management Practices
GIS	Geographic Information System
HSG	Hydrologic Soil Group
LID	Low Impact Development
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
SMP	Stormwater Management Plan
SPCC	Spill Prevention, Control and Countermeasure Plan

A. Purpose, Goals and Definitions

1. The purpose of post construction stormwater management standards is to provide reasonable guidance for the regulation of stormwater runoff to protect local natural resources from degradation and prevent adverse impacts to adjacent and downstream land, property, facilities, and infrastructure. These standards regulate discharges from stormwater and runoff from land development projects and other construction activities to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff.
2. The goal of these standards is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public in the Town of Raymond. This regulation seeks to meet that goal through the following objectives:
 - a. Minimize increases in stormwater runoff from any development to reduce flooding, siltation and streambank erosion and maintain the integrity of stream channels.
 - b. Minimize increases in nonpoint source pollution caused by stormwater runoff from development which would otherwise degrade local water quality.
 - c. Minimize the total volume of surface water runoff which flows from any specific site during and following development to not exceed the pre-development hydrologic condition to the maximum extent practicable as allowable by site conditions.
 - d. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through stormwater management controls and to ensure that these management controls are properly maintained and pose no threat to public safety or cause excessive municipal expenditures.
 - e. Protect the quality of groundwater resources, surface water bodies and wetlands.

B. Minimum Thresholds for Applicability

1. The Post-Construction Stormwater Management Standards apply to subdivisions that result in creation of a private road or a road intended for adoption as a public road. All stormwater runoff generated from the proposed private or public roadway(s) and any other stormwater runoff contributing to the roadway stormwater management system(s) shall be managed and treated in full compliance with these standards.
2. For subdivisions comprising lots with frontage on existing private or public roadways, roadside drainage and any other stormwater runoff from the new lots

discharging to the roadside drainage system must be managed for: stormwater runoff quantity/volume; and water quality treatment if stormwater is discharged to the municipality's drainage system subject to the EPA MS4 permit.

3. The following activities are considered exempt from preparing and submitting a stormwater management plan:
 - a. Agricultural and forestry practices located outside wetlands and surface water setbacks and/or buffers.
 - b. Resurfacing and routine maintenance of existing roads and parking lots.
 - c. Exterior and interior alterations and maintenance to existing buildings and structures.

C. Stormwater Management for New Development

1. All proposed stormwater management practices and treatment systems shall meet the following performance standards:
 - a. Stormwater management and erosion and sediment control practices shall be located outside any specified buffer zones unless otherwise approved by the Planning Board. Alternatives to stream and wetland crossings that eliminate or minimize environmental impacts shall be considered whenever possible.
 - b. Low Impact Development (LID) site planning and design strategies are encouraged to be used to the maximum extent practicable (MEP) to reduce stormwater runoff volumes, protect water quality, and maintain predevelopment site hydrology. LID techniques have the goals of protecting water quality, maintaining predevelopment site hydrology. LID techniques that preserve existing vegetation, reduce the development footprint, minimize, or disconnect impervious area, and use enhanced stormwater best management practices (BMP's) (such as rain gardens, bio retention systems, tree box filters, and similar stormwater management landscaping techniques) shall be incorporated into landscaped areas. Capture and reuse of stormwater is strongly encouraged. The applicant must document in writing why LID strategies are not appropriate when not used to manage stormwater.
 - c. All stormwater treatment areas shall be planted with native plantings appropriate for the site conditions: trees, grasses, shrubs and/or other native plants in sufficient numbers and density to prevent soil erosion and to achieve the water quality treatment requirements of this section.
 - d. All stormwater installations and areas that receive rainfall runoff must be designed to drain within a maximum of 72 hours for vector control.
 - e. Salt storage areas shall be fully covered with permanent or semi-permanent measures and loading/offloading areas shall be located and designed to not drain directly to receiving waters and maintained with

good housekeeping measures in accordance with NH DES published guidance. Runoff from snow and salt storage areas shall enter treatment areas as specified above before being discharged to receiving waters or allowed to infiltrate into the groundwater. See NHDES published guidance fact sheets on road salt and water quality, and snow disposal at <http://des.nh.gov/organization/commissioner/pip/factsheets/wmb/index.htm>

- f. Surface runoff shall be directed into appropriate stormwater control measures designed for treatment and/or filtration to the MEP and/or captured and reused onsite.
- g. All newly generated stormwater from new development shall be treated on the development site. Runoff shall not be discharged from the development site to municipal drainage systems or privately owned drainage systems (whether enclosed or open drainage) or to surface water bodies and wetlands in rates greater than discharged under existing conditions (developed condition or undeveloped condition). A development plan shall include provisions to retain natural predevelopment watershed areas on the site by using the natural flow patterns.
- h. Runoff from impervious surfaces shall be treated to achieve at least 80% removal of Total Suspended Solids and at least 60% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual. Volumes 1 and 2, December 2008, as amended (refer to Volume 2, page 6, Table 2.1 Summary of Design Criteria, Water Quality Volume for treatment criteria) or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater BMP's designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the NH Stormwater Manual. Note: The Anti- Degradation provisions of the State Water Quality Standards require that runoff from new development shall not contribute additional pollutant loads to existing water body impairments.
- i. Measures shall be taken to control the post-development peak rate runoff so that it does not exceed pre- development runoff. Drainage analyses shall include calculations comparing pre- and post-development stormwater runoff rates (cubic feet/second) and volumes (cubic feet) for the 1-inch rainstorm and the 2-year, 10- year, 25-year, and 50-year 24-hour storm events. Similar measures shall be taken to control the post-

development runoff volume to infiltrate the groundwater recharge volume GRV according to the following ratios of Hydrologic Soil Group (HSG) type versus infiltration rate multiplier: HSG-A: 0.4; HSG-B: 0.25; HSG-C: 0.1; HSG-D: 0.00. For sites where infiltration is limited or not practicable, the applicant must demonstrate that the project will not create or contribute to water quality impairment. Infiltration structures shall be in locations with the highest permeability on the site.

- j. The design of the stormwater drainage systems shall provide for the disposal of stormwater without flooding or functional impairment to streets, adjacent properties, downstream properties, soils, or vegetation.
- k. The design of the stormwater management systems shall account for upstream and upgradient runoff that flows onto, over, or through the site to be developed or re-developed, and provide for this contribution of runoff.
- l. Whenever practicable, native site vegetation shall be retained, protected, or supplemented. Any stripping of vegetation shall be done in a manner that minimizes soil erosion. development impervious surfaces, buildings and structures; surface water bodies and wetlands; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers, locations of various hydrologic group soil types, mature vegetation, land topographic contours with minimum 2-foot intervals and spot grades where necessary for sites that are flat.

2. Submission Requirements for Stormwater Management Report and Plans

- a. The SMP shall include a narrative description and a Proposed Conditions Site Plan showing all post-development proposed impervious surfaces, buildings and structures; temporary and permanent stormwater management elements and BMP, including BMP GIS coordinates and GIS files; important hydrologic features created or preserved the site; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers; proposed tree clearing and topographic contours with minimum 2-foot intervals. The plans shall provide calculations and identification of the total area of disturbance proposed on the site (and off site if applicable) and total area of new impervious surface created. A summary of the drainage analysis showing a comparison of the estimated peak flow and volumes for various design storms (see Table 1. Stormwater Infrastructure Design Criteria) at each of the outlet locations shall be included.
- b. The SMP shall describe the general approach and strategies implemented, and the facts relied upon, to meet the goals of Section 1.15-3. A and C.: The SMP shall include design plans and/or graphical sketch(es) of all proposed above ground LID practices.

- c. The SMP shall include calculations of the change in impervious area, pollution loading and removal volumes for each best management practice, and GIS files containing the coordinates of all stormwater infrastructure elements (e.g. catch basins, swales, detention/bioretention areas, piping).
- d. The SMP shall include a description and a proposed Site Plan showing proposed erosion and sediment control measures, limits of disturbance, temporary and permanent soil stabilization measures in accordance with the NHDES Stormwater Manual Volume 3 (most recent version) as well as a construction site inspection plan including phased installation of best management practices and final inspection upon completion of construction.
- e. The SMP shall include a long-term stormwater management BMP inspection and maintenance plan (see Section 1.15-2.E) that describes the responsible parties and contact information for the qualified individuals who will perform future BMP inspections. The inspection frequency, maintenance and reporting protocols shall be included.
- f. The SMP shall describe and identify locations of any proposed deicing chemical and/or snow storage areas. SMP will describe how deicing chemical use will be minimized or used most efficiently.
- g. In urbanized areas that are subject to the EPA MS4 Stormwater Permit and will drain to chloride-impaired waters, any new developments and redevelopment projects shall submit a description of measures that will be used to minimize salt usage, and track and report amounts applied using the UNH Technology Transfer Center online tool (<http://www.roadsalt.unh.edu/Salt/>) in accordance with Appendix H of the NH MS4 Permit.

3. General Performance Criteria for Stormwater Management Plans

- a. All applications shall apply site design practices to reduce the generation of stormwater in the post-developed condition, reduce overall impervious surface coverage, seek opportunities to capture and reuse and minimize and discharge of stormwater to the municipal stormwater management system.
- b. Water quality protection.
 - i. All stormwater runoff generated from new development or redevelopment shall not be discharged directly into a jurisdictional wetland or surface water body without adequate treatment.
 - ii. All developments shall provide adequate management of stormwater runoff and prevent discharge of stormwater runoff from creating or contributing to water quality impairment.

- c. Onsite groundwater recharge rates shall be maintained by promoting infiltration through use of structural and non- structural methods. The annual recharge from the post development site shall maintain or exceed the annual recharge from pre-development site conditions. Capture and reuse of stormwater runoff is encouraged in instances where groundwater recharge is limited by site conditions All stormwater management practices shall be designed to convey stormwater to allow for maximum groundwater recharge. This shall include, but not be limited to:
 - i. Maximizing flow paths from collection points to outflow points.
 - ii. Use of multiple BMPs.
 - iii. Retention of and discharge to fully vegetated areas.
 - iv. Maximizing use of infiltration practices.
 - v. Stormwater System Design Performance Standards.
 - d. Stormwater system design, performance standards and protection criteria shall be provided as prescribed in Table 1 below. Calculations shall include sizing of all structures and best management practices, including sizing of emergency overflow structures based on assessment of the 100-year 24-hour frequency storm discharge rate.
 - e. The sizing and design of stormwater management practices shall utilize new precipitation data from the Northeast Region Climate Center (NRCC) or the most recent precipitation atlas published by the National Oceanic and Atmospheric Administration (NOAA) for the sizing and design of all stormwater management practices. See the NRCC website at <http://precip.eas.cornell.edu/>.
 - f. All stormwater management practices involving bioretention and vegetative cover as a key functional component must have a landscaping plan detailing both the type and quantities of plants and vegetation to be in used in the practice and how and who will manage and maintain this vegetation. The use of native plantings appropriate for site conditions is strongly encouraged for these types of stormwater treatment areas. The landscaping plan must be prepared by a registered landscape architect, soil conservation district office, or another qualified professional.
4. Spill Prevention, Control and Countermeasure (SPCC) Plan. Any existing or otherwise permitted use or activity having regulated substances in amounts greater than five gallons, shall submit to the local official such as Fire Chief or Emergency Response Official a SPCC plan for review and approval. The Plan will include the following elements:

- a Disclosure statements describing the types, quantities, and storage locations of all regulated substances that will be part of the proposed use or activity.
- b Owner and spill response manager's contact information.
- c Location of all surface waters and drainage patterns.
- d A narrative describing the spill prevention practices to be employed when normally using regulated substances.
- e Containment controls, both structural and non-structural.
- f Spill reporting procedures, including a list of municipal personnel or agencies that will be contacted to assist in containing the spill, and the amount of a spill requiring outside assistance and response.
- g Name of a contractor available to assist in spill response, contaminant, and cleanup.
- h The list of available clean-up equipment with instructions available for use on-site and the names of employees with adequate training to implement containment and clean up response.

D. Stormwater Management for Redevelopment

1. Redevelopment (as applicable to this stormwater regulation) means:
 - a Any construction, alteration, or improvement that disturbs existing impervious area (including demolition and removal of road/parking lot materials down to the erodible subbase) or expands existing impervious cover by any amount, where the existing land use is commercial, industrial, institutional, governmental, recreational, or multifamily residential.
 - b Any redevelopment activity that results in improvements with no increase in impervious area shall be considered redevelopment activity under this regulation if capital cost of improvements is greater than 30% of the assessed property value.
 - c Any new impervious area over portions of a site that are currently pervious.
2. The following activities are not considered redevelopment unless they meet the above criteria in section D.1.b.:
 - a Interior and exterior building renovation.
 - b Resurfacing of an existing paved surface (e.g. parking lot, walkway or roadway).
 - c Pavement excavation and patching that is incidental to the primary project purpose, such as replacement of a collapsed storm drain.
 - d Landscaping installation and maintenance.

3. Redevelopment applications shall comply with the requirements of Sections C.2 Submission Requirements for Stormwater Management Report and Plans, C.3 General Performance Criteria for Stormwater Management Plans, and C.4 Spill Prevention, Control and Countermeasure (SPCC) Plan.
4. For sites meeting the definition of a redevelopment project and having less than 60% existing impervious surface coverage, the stormwater management requirements will be the same as other new development projects. The applicant must satisfactorily demonstrate that impervious area is minimized, and LID practices have been implemented on-site to the MEP.
5. For sites meeting the definition of a redevelopment project and having more than 60% existing impervious surface area, stormwater shall be managed for water quality in accordance with one or more of the following techniques, listed in order of preference:
 - a. Implement measures onsite that result in disconnection or treatment of 100% of the additional proposed impervious surface area and at least 30% of the existing impervious area and pavement areas, preferably using filtration and/or infiltration practices.
 - b. If resulting in greater overall water quality improvement on the site, implement LID practices to the MEP to provide treatment of runoff generated from at least 60% of the entire developed site area.
6. Runoff from impervious surfaces shall be treated to achieve at least 80% removal of Total Suspended Solids and at least 60% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual. Volumes 1 and 2, December 2008, as amended (refer to Volume 2, page 6, Table 2.1 Summary of Design Criteria, Water Quality Volume for treatment criteria) or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. All new impervious area draining to surface waters impaired by nitrogen, phosphorus or nutrients shall be treated with stormwater BMP's designed to optimize pollutant removal efficiencies based on design standards and performance data published by the UNH Stormwater Center and/or included in the latest version of the NH Stormwater Manual. Note: The Anti-Degradation provisions of the State Water Quality Standards require that runoff from development shall not contribute additional pollutant loads to existing water body impairments.
7. All newly generated stormwater from redevelopment shall be treated on the development site. Runoff shall not be discharged from a redevelopment site to municipal drainage systems or privately owned drainage systems (whether enclosed or open drainage) or to surface water bodies and wetlands in rates greater than discharged under existing conditions (developed condition or undeveloped condition).

8. Off – site mitigation allowance: In cases where the applicant demonstrates, to the satisfaction of the Planning Board, that on- site treatment has been implemented to the MEP or is not feasible, off-site mitigation will be an acceptable alternative if implemented within the same sub watershed, within the project’s drainage area or within the drainage area of the receiving water body. To comply with local watershed objectives the mitigation site would be preferably situated in the same sub watershed as the development and impact/benefit the same receiving water. Off-site mitigation shall only be approved by the Planning Board with the following conditions:
 - a. The Conservation Commission has been given the opportunity to advise the Planning Board regarding the proposed off-site mitigation.
 - b. The off-site mitigation shall be equivalent to no less than the total area of impervious cover NOT treated on-site. Treatment of the impervious area shall comply with all standards of this regulation.
 - c. An approved off-site location must be identified, the specific management measures identified, and if not owned by the applicant, with a written agreement with the property owner(s) and an implementation schedule developed in accordance with planning board review. The applicant must also demonstrate that there is no downstream drainage or flooding impacts that would result from not providing on- site management for large storm events.

E. Stormwater Management Plan and Site Inspections

1. The applicant shall provide that all stormwater management and treatment practices have an enforceable operations and maintenance plan and agreement to ensure the system functions as designed. This agreement will include all maintenance easements required to access and inspect the stormwater treatment practices, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater system. The operations and maintenance plan shall specify the parties responsible for the proper maintenance of all stormwater treatment practices. The operations and maintenance shall be provided to the Planning Board as part of the application prior to issuance of any local permits for land disturbance and construction activities.
2. The applicant shall provide legally binding documents for filing with the Registry of Deeds which demonstrate that the obligation for maintenance of stormwater best management practices and infrastructure runs with the land and that the Town has legal access to inspect the property to ensure their proper function or maintain onsite stormwater infrastructure when necessary to address emergency situations or conditions.
3. The property owner shall bear responsibility for the installation, construction, inspection, and maintenance of all stormwater management and erosion control

measures required by the provisions of these regulations and as approved by the Planning Board, including emergency repairs completed by the Town.

F. Stormwater Management Plan Recordation

1. Stormwater management and sediment and erosion control plans shall be incorporated as part of any approved site plan. A Notice of Decision acknowledging the Planning Board approval of these plans shall be recorded at the Registry of Deeds. The Notice of Decision shall be referenced to the property deed (title/book/page number) and apply to all persons that may acquire any property subject to the approved stormwater management and sediment control plans. The Notice of Decision shall reference the requirements for maintenance pursuant to the stormwater management and erosion and sediment control plans as approved by the Planning Board.
2. The applicant shall submit as-built drawings of the constructed stormwater management system following construction.

G. Inspection and Maintenance Responsibility

1. Select Board or their designated agent shall have site access to complete inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such inspections shall be performed at a time agreed upon with the landowner.
 - a. If permission to inspect is denied by the landowner, municipal staff or their designated agent shall secure an administrative inspection warrant from the district or superior court under RSA 595-B Administrative Inspection Warrants. Expenses associated with inspections shall be the responsibility of the applicant/property owner.
 - b. If violations or non-compliance with a condition(s) of approval are found on the site during routine inspections, the inspector shall provide a report to the Planning Board documenting these violations or non-compliance including recommend corrective actions. The Planning Board shall notify the property owner in writing of these violations or non-compliance and corrective actions necessary to bring the property into full compliance. The Planning Board, at their discretion, may recommend to the Select Board to issue a stop work order if corrective actions are not completed within 10 days.
 - c. If corrective actions are not completed within a period of 30 days from the Planning Board or Board notification, the Planning Board may exercise their jurisdiction under RSA 676:4-a Revocation of Recorded Approval.
2. The applicant shall bear final responsibility for the installation, construction, inspection, and disposition of all stormwater management and erosion control measures required by the Planning Board. Site development shall not begin before

the Stormwater Management Plan receives written approval by the Planning Board.

3. In the event a property owner refuses to repair infrastructure that is damaged or is not functioning properly, the Town retains the right but not the obligation and accepts no responsibility, to repair or maintain stormwater infrastructure if a property is abandoned or becomes vacant.
4. Landowners shall be responsible for submitting a report to the Planning Department or designated agent by September 1 every two years, with the first report due within two years of the receipt of an Occupancy Permit. The report shall be signed and stamped by a qualified professional engineer of the landowner's choice that all stormwater management and erosion control measures are functioning per the approved stormwater management plan. The report shall note if any stormwater infrastructure has needed any repairs other than routine maintenance and the results of those repairs. If the stormwater infrastructure is not functioning per the approved stormwater management plan the landowner shall report on the malfunction in their report and include detail regarding when the infrastructure shall be repaired and functioning as approved.
5. If no report is filed by September 1 in the year the report is due, the Select Board or their designated agent shall have site access to complete routine inspections to ensure compliance with the approved stormwater management and sediment and erosion control plans. Such inspections shall be performed at a time agreed upon with the landowner.

Table 1. Stormwater Infrastructure Design Criteria

Design Criteria	Description										
Water Quality Volume (WQV)	$WQV = (P)(Rv)(A)$ P = 1 inch of rainfall Rv = unitless runoff coefficient, $Rv = 0.05 + 0.9(I)$ I = percent impervious cover draining to the structure converted to decimal form A = total site area draining to the structure										
Water Quality Flow (WQF)	$WQF = (qu)(WQV)$ WQV = water quality volume calculated as noted above qu = unit peak discharge from TR-55 exhibits 4-II and 4-III Variables needed for exhibits 4-II and 4-III: Ia = the initial abstraction = 0.2S S = potential maximum retention in inches = $(1000/CN) - 10$ CN = water quality depth curve number = $1000 / (10 + 5P + 10Q - 10[Q^2 + 1.25(Q)(P)]^{0.5})$ P = 1 inch of rainfall Q = the water quality depth in inches = WQV/A A = total area draining to the design structure										
Groundwater Recharge Volume (GRV)	$GRV = (AI)(Rd)$ AI = the total area of effective impervious surfaces that will exist on the site after development Rd = the groundwater recharge depth based on the USDA/NRCS hydrologic soil group, as follows: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Hydrologic Group</th> <th style="text-align: left;">Rd (inches)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>0.40</td> </tr> <tr> <td>B</td> <td>0.25</td> </tr> <tr> <td>C</td> <td>0.10</td> </tr> <tr> <td>D</td> <td>0.00</td> </tr> </tbody> </table>	Hydrologic Group	Rd (inches)	A	0.40	B	0.25	C	0.10	D	0.00
Hydrologic Group	Rd (inches)										
A	0.40										
B	0.25										
C	0.10										
D	0.00										
Channel Protection Volume (CPV)	If the 2-year, 24-hour post-development storm volume <u>does not increase</u> due to development then: control the 2-year, 24-hour post-development peak flow rate to the 2-year, 24-hour predevelopment level. If the 2-year, 24-hour post-development storm volume <u>does increase</u> due to development then: control the 2-year, 24-hour post-development peak flow rate to ½ of the 2-year, 24-hour pre-development level or to the 1-year, 24-hour pre-development level.										
Peak Control	Post-development peak discharge rates shall not exceed pre-development peak discharge rates for the 10-year and 50-year, 24-hour storms										
EIC and UDC	$\%EIC = \text{area of effective impervious cover} / \text{total drainage areas within a project area} \times 100$ $\%UDC = \text{area of undisturbed cover} / \text{total drainage area within a project area} \times 100$										

4.10 RESERVED STRIPS

No privately owned reserved strip, except an open space area, shall be permitted which controls access to any part of the subdivision or to any other parcel of land from any street or from any land dedicated or which may be dedicated to public use.

4.11 PRESERVATION OF EXISTING FEATURES

Existing features which would add value to the subdivision, such as trees, watercourses, falls, brooks, historic spots and similar irreplaceable assets, shall be preserved in the subdivision to the greatest extent possible, as determined by the Board.

Land shall be subdivided and improved in reasonable conformity to existing topography in order to minimize grading, cutting and filling and in order to retain the natural contours, limit storm water runoff and conserve the natural cover and soil.

The smallest practical area of land should be disturbed at any one-time during development. When land is disturbed during development, the disturbance should be kept to the shortest practical period of time. Land should not be left disturbed during the winter months. Where necessary, temporary vegetation or mulching and structural measures may be required by the town to protect areas disturbed during development. Sediment basins shall be installed and maintained during development to remove sediment from runoff water and from land undergoing development. Where possible, natural drainage ways should be utilized and left open to remove excess surface water. Permanent final vegetation and structures should be installed as soon as practical utilizing Best Management Practices.

4.12 REQUIREMENTS FOR SUBDIVISIONS HAVING LAND IDENTIFIED AS SPECIAL FLOOD HAZARD AREAS

All subdivision proposals governed by these Regulations having land identified as "Special Flood Hazard Area" in the Flood Insurance Study, Town of Raymond, New Hampshire, together with the associated Flood Insurance Rate Maps and Flood Boundary and Floodway Maps bearing the effective date of May 17, 2005, which are declared to be part of these Regulations and are hereby adopted by reference, shall meet the following requirements:

- A. The Raymond 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 Raymond Planning Board shall also require that all proposals for subdivision of greater than five (5) lots or five (5) acres, whichever is less, include within the proposal base flood elevation data.
- C. Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted to allow a determination that:

1. all 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 to reduce exposure to flood hazards.

Variances allowed under this Article shall not apply to the provisions of Article 4, section 4:10 with respect to the "Special Flood Hazard Areas".

ARTICLE V – SUBMISSION REQUIREMENTS

Plan

5.1 GENERAL

The plan shall be prepared by a licensed land surveyor, in conjunction with a professional engineer and/or a licensed landscape architect, at a convenient scale of not more than one inch (1") equal to one hundred feet (100'). The plat may be prepared in ink or pencil and the sheets shall be numbered in sequence if more than one sheet is used and shall be of such size as is acceptable for filing in the Office of the Rockingham County Register of Deeds, but shall be no larger than twenty-two inches by thirty-four inches (22" x 34"). It should be noted that the map prepared for the plan may also be used for the final subdivision plat, and therefore, should be drawn on reproducible Mylar in ink.

5.2 DRAFTING REQUIREMENTS FOR PLAN

- A. Applicant/Agent name and address, including telephone number of applicant; Name and address, including telephone number, of legal owner or owners owning ten percent or more of the property; citation of last instrument conveying title to each parcel or property involved in the proposed subdivision, giving grantor, grantee, date, and land records reference; name and address, including telephone number, of the professional person(s) responsible for subdivision design, for the design of public improvements, and for surveys (i.e., surveyor, engineer, architect, wetland scientist, soils scientist, etc.); any legal descriptions.
- B. Subdivision name, if not within a previously platted subdivision. The proposed name shall not duplicate phonetically the name of any plat previously recorded in the town. Proposed names of any streets shall not duplicate phonetically the name of any existing or platted streets in the town.
- C. Abutting property owner names, addresses, Map and Lot numbers, and Registry of Deeds References (i.e., Volume and Page of recorded instrument of ownership) for all abutters to the proposed subdivision. Three sets of mailing labels, along with a list of names, addresses and Map and Lot numbers for properties across streets or within two hundred feet of the perimeter of the proposed subdivision.

- D. The boundaries of the tract with a signed statement by a Licensed Land Surveyor attesting to the accuracy of the plan and a survey closure of better than one in ten thousand (1/10,000).
- E. The approximate limits of abutting properties and subdivisions adjacent to the tract.
- F. The names and locations of all existing public rights of way, their boundaries if they can be established, and if not, by their center lines.
- G. The locations and widths of all existing easements and the names of the parties controlling them.
- H. The location of private rights of way (permission to cross) serving the lot on adjacent property, with the name of the party to whom it is granted.
- I. The locations and dimensions of all cemeteries upon or adjacent to the tract. A 25' easement shall be shown around any cemetery, as well as an access easement to said cemetery.
- J. The location of ponds or standing water, permanent or seasonal as can be determined, and location and dimensions of all existing and proposed waterways and drainage ways.
- K. The location and dimension of existing and proposed bridges, culverts, catch basins, drains, water mains and hydrants and connections thereto.
- L. The location and width of all infrastructure and utilities consisting of, but not limited to, cisterns, existing and proposed streets and other public ways, and easements for proposed driveways, streets, right of ways, and building setback lines.
- M. The location and dimensions of all property lines showing proposed lots and any areas reserved by the subdivider.
- N. All new lots, numbered consecutively in accordance with the Town of Raymond Tax Map. All plans shall show Tax Map number and Tax Lot number, e.g., Tax Map Number X, Lots Y, Y-1, Y-2, Y-3, etc.
- O. The location, dimensions, and area of all existing and proposed park or playground areas, open space, or other public or private reservation, with designation of the purpose thereof and conditions, if any, of the dedication or reservation.
- P. A copy of such private deed restrictions and/or covenants as are intended to cover part or all of the tract, to be submitted on a separate sheet.
- Q. An overlay of the plat showing floodplain boundaries in relation to the Federal Floodplain Management Maps.

- R. An overlay of the soil maps of the Town of Raymond, showing all poorly and very poorly drained soils and all areas of greater than 25% slope and exposed ledge.
- S. Location of all existing wells and septic systems.
- T. All restrictions and stipulations relevant to the plat.
- U. Existing topography of the land to be subdivided shall be shown at contour intervals not exceeding two feet Spot elevations shall be shown where slope is less than 2 %. Contours shall be shown in dashed lines. Topography may be derived from aerial photography or Lidar in non-developable areas. Areas being developed shall be obtained through field survey only.
- V. Soils types and boundaries based upon an on-site survey and soil conservation service data. Soil boundaries shall be shown by dotted lines.
- W. Full legal descriptions of the drainage easements, size easements, right of ways, covenants, reservations and other restrictions shall accompany the plan with notations of each on the plan.
- X. A title block shall be located in the lower right-hand corner of the plat.
- Y. Types and location of bounds and other monumentation, existing and to be set. All street lines shall be delineated by 4" x 4" x 3' granite markers and all others shall be iron pins or drilled holes, as appropriate.
- Z. The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause for disapproval of a plan.

5.3 OTHER SUBMITTAL ITEMS

In addition to the above, the Raymond Planning Board shall require the following information addressing the unique characteristics of the land to be subdivided:

- A. Topographical survey of the tract with contour lines at regular intervals of not more than two feet (2') of elevation.
- B. Rock ledge at or above ground level, as observed.
- C. Standing water areas that are to be filled and the depth of fill. A Dredge and Fill Permit from the New Hampshire Wetlands Board is required for any filling or dredging in any area designated by the Raymond Conservation Commission as a wetland or where water is encountered at any time.
- D. Where topography makes it difficult to include utilities and infrastructure previously mentioned within the public area so laid out, the plan shall show permanent easements for such facilities.
- E. Dimensions and areas regarding water areas, bridges, culverts and drains, may be approximate scaled distances.
- F. Temporary stakes along center lines of proposed roads may be required to facilitate inspection.
- G. Where the preliminary layout as submitted covers only a portion of the subdivider's entire holding, a nonbinding sketch of the prospective future street system in the unsubmitted part of the property shall be provided. The street system of the submitted part will be considered in light of adjustments and connections to the proposed remainder.
- H. When submitted to the Planning Board, the Plan shall be accompanied by any other studies the Raymond Planning Board may deem necessary or desirable to protect and assure the health and safety of the citizens of Raymond, including the future occupants of the subdivision, whether residential, commercial or industrial.
- I. Access connections to abutting parcels shall be shown.

5.4 FINAL PLAN

In addition to the information required for a plan (refer to Chapter 5, section 2) and along with other submittal items (refer to Chapter 5, section 3), the following is required:

- A. Adequate space should be available on the plan for the necessary endorsement by the proper authorities. Wording for this shall read, "Approved by the Raymond Planning Board on (date approved by the Raymond Planning Board at a regular Public Hearing). Certified by: Chairman, Vice Chairman or Secretary or member."
- B. The state seal of the surveyor and, if used to prepare the plans, the engineer, soil scientist or wetlands scientist.
- C. The error of closure, to be not less than one in ten thousand (1 in 10,000), shall be entered on the plan along with the method of closure.
- D. Typical street cross section.
- E. All final proposed water courses and drainage ways with the directions of flow indicated.
- F. All dimensions required in Articles 5.2(l) to 5.2(o), to the nearest one/one hundredth ($1/100^{\text{th}}$) foot. All dimensions in Article 5.2 (i) and (k) to the nearest one tenth ($1/10^{\text{th}}$) foot. Average widths for water course and drainage ways. Dimensions of ponds and standing water are not necessary. Bearings of all property lines must be shown to the nearest one second of arc.
- G. Street right of way lines shall show the length of each tangent segment to the nearest one one-hundredth ($1/100^{\text{th}}$) of a foot and the bearing along it to the nearest one second of an arc. Also, the length, central angle, (delta) radius, and length of tangent of each curved segment.
- H. Location and type of all permanent monuments.
- I. Names of proposed streets.
- J. Reference to the deed number of the property owners, as: "Land owned by _____ and described by deed recorded in Volume number _____, Page number _____, at the Rockingham County Registry of Deeds, Brentwood, New Hampshire. Recorded on ____."
- K. Wetland delineation.

5.5 CONSTRUCTION PLANS (Major Subdivisions Only)

Construction plans shall be prepared for all required improvements. Plan sheets shall be of the same size as the plan. The following shall be shown:

- A. Plans of all areas to be disturbed for construction of streets, drainage ways, structures, sewer, water and electric lines, erosion and sediment control structures, and other areas to be disturbed for the construction of improvements shall be made showing existing topography (shown in dashed lines) and proposed contours (shown in solid lines at a contour interval of no greater than two feet (2') plus spot elevations, soil types and boundaries shown in dotted lines, existing tree lines and proposed trees and all other plantings, edge of all paved areas, location and size of all structures, piping and other materials, center line stationing of all proposed streets at 50 foot intervals, and the location of all adjacent lot lines with the lot numbers of each lot taken from the appropriate preliminary or final plan. Plans shall be drawn at a scale of no greater than one-inch equals fifty feet (1" =50').
- B. Profiles of all proposed streets, showing existing and proposed elevations along the center lines of all proposed streets and all structures, piping and other materials. Profiles shall be drawn at a scale of one-inch equals five feet (1" =5') vertical scale. Profiles for all drainage lines shall be provided in same.
- C. Cross sections of all proposed streets at fifty-foot station intervals and at all catch basins or culverts, showing all areas to be disturbed for the construction, existing grades, proposed sub-grades, proposed final grades, and all utilities and other structures. Scale of cross sections shall be no greater than one-inch equals ten feet (1" =10') vertical scale and one-inch equals fifty feet (1" =50') horizontal scale.
- D. Details of construction of all streets, driveways, curbing, sidewalks, drainage structures, sediment and erosion control structures, and any other required improvements shall be shown at a convenient scale.
- E. Erosion and Sediment Control plans and other information indicating how runoff sedimentation and erosion shall be controlled during and after construction of required improvements.
- F. Benchmarks comprising pertinent points of known elevation, tied into the USGS system datum, as well as 3 points on the State Plane Coordinates system, shall be shown on all plan sheets.

5.6 DESIGN OF STREETS AND ROADS

A. Road Layout: Streets shall be laid out to provide for a reasonable flow of traffic including anticipated future growth and use.

1. Arrangement of streets will allow for connection to existing subdivisions and will allow for connection to future subdivisions. Linearly connecting streets should bear the same name.
2. Streets shall be logically related and in harmony to the existing topography so as to reduce disturbance to slopes and wetlands.
3. Blocks shall not be greater than 1,000 feet in length nor less than 200 feet in length. Streets entering from opposite sides of a street should be located directly across from one another or, otherwise, offset by a minimum of 150 feet.
4. Cul-de-sacs shall be required on all dead ends and shall conform to the requirements of Sub Section 5.
5. Each lot shall be provided with two independent access routes from the Raymond Fire Station and/or otherwise shall not be located more than 1,000 feet from a point with two such access routes. Both access routes shall be located entirely over state and/or Raymond town roads.
6. A turn-around for school buses and snow plows will be provided at each town line crossing. Said turn-around shall meet the requirements for a temporary cul-de-sac.
7. Local rural and urban streets shall be designed to encourage passive speed control.
8. Regardless of street ownership (public or private) all roadways shall meet the design and construction regulations for streets and roads.

B. Design Criteria

Methods of design shall conform to the specifications of the American Association of State Highway and Transportation Officials (AASHTO).

1. Bridges and other structures shall be designed and detailed according to current standards of the AASHTO and the New Hampshire Department of Transportation (NHDT). Bridges shall be designed for a state certified loading of 99,000 pounds gross weight and for AASHTO HS-20 loading, shall pass a 50-year flood design to meet flood conditions without water touching the bridge deck supports or creating backwater outside the property of the developer, and shall be a minimum width of 24 feet curb to curb and 28 feet rail to rail to provide room for pedestrians a pedestrian walkway 4 feet wide.

2. Fill slopes will be no steeper than 4:1, but may be as steep as 2:1 if guardrails are provided. Ledge shall slope away from the roadway at a minimum of 12:1 slope and shall be entirely located outside the right of way.
3. Special trees, stone walls, historical artifacts and other points of interest shall be identified during the design process, shall be shown on the preliminary plans, and shall be brought to the attention of the Raymond Planning Board. All such objects shall be left in place if more than 8 feet from the edge of pavement.
4. Pavement shall be centered in the right of way.
5. Streets shall intersect at an angle of 90° or at any angle contrary to major traffic flow as determined by the Raymond Planning Board.
6. Highway finish grades shall be a minimum of four feet (4') above annual high water and any underlying ledge or bedrock.
7. Drainage for the entire subdivision shall be designed by a Registered Professional Engineer. Complete drainage plans and calculations shall be submitted to the Planning Board. Copies of applications for all permits such as for Dredge and Fill, Corps of Engineers and EPA also shall be submitted.
8. Functional Classification of Roads
 - a. Arterial Roads – major roads which carry substantial traffic volumes and are designed to provide access to distant parts of the town or state.
 - b. Major Collector Roads – important roads which provide service from arterials to minor roads. Typical traffic volumes are over 2,500 vehicles per day. These corridors are designated by the NHDOT and are eligible for federal funding. Some of these roads are under jurisdiction of the NHDOT, and others are under the jurisdiction of the Town of Raymond.
 - c. Minor Collector Roads – locally important roads which provide service from arterials or major collectors to local roads and to more remote parts of the town. These roads are all under the jurisdiction of the Town of Raymond. Typical traffic volumes are between 750 to 2,500 vehicles per day. All roads serving commercial and/or industrial lots shall at a minimum be designated minor collector roads.
 - d. Local Roads – all other town-maintained roads.
 - e. Private Roads – public roads for which the Town of Raymond has no rights or responsibilities.
9. Multiple intersections involving a junction more than two streets shall be prohibited.

10. No street shall have a name which will duplicate or closely duplicate the name of an existing street. The Raymond Planning Board shall have final approval of all street names. The applicant must submit all proposed street names to the Raymond Fire and Police Department and, upon receiving their approval, the names may be submitted to the Raymond Planning Board.
11. The Raymond Planning Board shall require the planting of trees and/or shrubs within the street right of way. Such plantings shall be indicated on the Final plan (see Section 5.6(I)).
12. Street and traffic control signs shall be furnished and installed by the subdivider as directed by the Planning Board or its designated agent.
13. The review of any subdivision conducted by the Board or its' agents under these Regulations shall ascertain that adequate provisions have been made by the owner or his/her authorized agent for traffic safety. To facilitate this review, the Board or its' agents shall require the developer to submit a traffic impact analysis, when deemed necessary, due to the size, location or traffic generating characteristic of the development.

C. Right of Ways

Right of Ways (ROW) shall be established in accordance with the following regulations:

1. Minimum right of way widths for each functional classification of road are given in the design matrix.
2. Right of Way for permanent cul-de-sacs shall have a minimum radius of 75 feet.
3. Property lines at street intersections shall be joined on the plat by a fillet which provides the same minimum distance from edge of pavement apron which is provided by the right of way for that classification of road.
4. Permanent maintenance easements for cross culverts shall be provided.
5. Temporary construction easements for slopes will be shown on the plan.
6. Right of ways for future roads shall include adequate easements for necessary slope and drainage work. Profiles and cross sections shall be submitted showing the proposed construction details.
7. All areas disturbed during construction within or adjacent to a right of way shall receive a final surface treatment of either loam and seeding or asphalt pavement, whichever is more applicable.

- D. The following geometric design standards shall apply to all road designs, whether public or private.
1. Grades of streets shall not exceed 8.0%. At intersections, the grade on the minor street shall not exceed 2.0% within 75 feet of the edge of pavement of intersecting roads.
 2. For all changes in grade, vertical curves shall be provided according to the design matrix. All K values shall be shown on construction drawings.
 3. Horizontal curves shall have the minimum radius as shown in the design matrix. Curves shall be super elevated at a maximum rate of .08 (1"/1').
 4. Pavement and shoulder width shall be as shown in the design matrix. Pavement will be centered in the right of way.
 5. Minimum slope of roads and culverts shall be 0.5% and of ditches shall be 1.0%.
 6. Ditch slopes greater than 5% shall not be permitted unless a closed drainage design is employed.

Right of Way Design Matrix

Right of Way Design Matrix*

Criteria	Public Roads				
	Collector - Rural	Collector - Urban	Local Rural	Local Urban	Private Road
Average Daily Traffic Volume (ADT)	750 to 2,000	750 to 2,000	<750	<750	<750
Design Speed	30 MPH	25 MPH	25 MPH	25 MPH	15 MPH
Minimum ROW Width	50'	50'	50'	50'	n/a
Minimum Pavement Width	24'	24'	22'	22'	20'
Minimum Shoulder Width each side	4'	none (curbed)	4'	none (curbed)	2'
Minimum Horizontal Curve Radius	250'	200'	200'	200'	110'
K-value / Crest	30	20	20	20	10
K-value / Sag	35	30	30	30	20
Minimum Tangent Length	100'	75'	75'	75'	50'
Stopping Sight Distance	200'	155'	155'	155'	125'
Curbing Requirement	No	Yes	No	Yes	No
Sidewalk Requirement	No	Yes	No	Yes	Yes **
Closed Drainage Requirement	No	Yes	No	Yes	No

Information for 25MPH/20MPH was gathered from AASHTO "A Policy on Geometric Design of Highways and Streets" 2011 6th Edition
Minimum Horizontal Curve Radius from Table 3-13b (Minimum Radii for Low-Speed Urban Streets)

K-value/Crest, K-value/Sag & Stopping Sight Distance from Tables 3-34 and 3-36 (Design Controls for Crest and Sag Vertical Curves)

For Rural Collectors, use AASHTO Green Book

For Urban Collectors, use *Designing Walkable Urban Thoroughfares -- A Context Sensitive Approach*

* Any waiver request must meet minimum AASHTO standards

** Sidewalks are required on private streets serving 20 units or more

E. Cul-de-Sacs

Cul-de-sacs shall meet the following criteria and be designed in accordance with the Typical Cul-de-sac Detail included in these regulations.

1. The point at which the normal portion of a highway begins to flare for the turnaround is called the throat.
2. The grade on the turning portion of the cul-de-sac shall not exceed 2.0%, the grade shall not exceed 2.0% for 50 feet leaving the throat.
3. The distance from the throat to the nearest intersecting street shall not be less than 400 feet, nor more than 850' feet.
4. Temporary turn-arounds shall be provided.
5. Permanent cul-de-sacs will have a central area of 40-foot radius, with a 20-foot roadway around it. A culvert will be provided from the center to the outside to handle anticipated drainage.
6. Transition curves into a cul-de-sac will have a minimum radius of 37.5'.

F. Utilities

All subdivisions shall make adequate provision for water supply (both domestic and emergency), storm water management, sanitary sewage disposal, required utilities, and required improvements.

1. All public utilities and facilities, such as sewer, gas, electrical, and water systems shall be located, elevated, and/or constructed to minimize or eliminate flood damage. All utilities and drainage construction in subdivisions shall conform to the flood plain protection requirements of the Raymond Zoning Ordinance.
2. All utility system installations shall be at the expense of the subdivider.
3. The subdivider shall install laterals from all utilities in the street right of way to 5 feet inside the property line of each proposed building lot within the subdivision.
4. Electric lines, telephone lines, cable television distribution lines, and alarm systems shall be placed underground, including services to street lights. The subdivider shall coordinate subdivision design with the utility companies to ensure adequate and suitable area for underground installations. This design shall be on the final plan before final approval

by the Raymond Planning Board.

5. The design of on-site sewage disposal systems for all subdivisions shall meet the requirements promulgated by the N. H. Department of Environmental Services Subsurface Systems Bureau. The design of off-site sewer disposal facilities will meet the requirements promulgated by the Town of Raymond Sewer Commission, when established.
6. The design of all water distribution and fire suppression facilities shall be in accordance with Town of Raymond Water Department regulations, AWWA and NFPA standards.
7. All utilities shall be protected by and installed within permanent easements to be transferred to the town if said utility is located within private land. Minimum easement width shall be 25 feet.

G. Fire Protection and Emergency Access

The applicant shall meet with the authorized representative of the Fire Department to review fire protection and suppression improvements such as fire alarm/sprinkler systems, pressure hydrants, dry hydrants, and cisterns, and to review site access and/or any other improvements that shall be required for approval.

1. All new subdivisions shall be required to be located within one half mile of an adequate pressure hydrant, dry hydrant, or cistern.
 - a. Subdivisions creating more than nine new building sites, or with the potential to create same in the future (i.e., parcels larger than 20 acres for 2-acre zoning and 10 acres for 1- acre zoning) shall be required to construct an adequate pressure hydrant, dry hydrant or cistern.
 - b. The one-half mile radius within which an adequate pressure hydrant, dry hydrant or cistern shall be located will be measured along the center line of an approved road way providing access to the site. The distance shall be measured from the center of the hydrant or storm pipe to the furthest corner of any proposed or potential lot corner.
2. A dry hydrant and/or cistern shall be considered adequate if it is capable of providing 30,000 gallons of water at a rate of 1,000 gallons per minute during the driest time of the year (based on 1,000 GPM for 30 minutes) and is protected by a suitable chain link fence, when deemed necessary. Cisterns need not be fenced. Pressure hydrants shall be deemed adequate if capable of supplying 1,000 GPM at a residual pump pressure of 20 psi. All mechanical connections shall be approved by the Raymond Fire Department (see attached standards).

- a The Raymond Fire Chief or his authorized representative shall be the sole authority on adequacy of dry hydrants, cisterns and pressure hydrants.
- b The applicant shall be responsible for providing hydrant stand pipe fill connections in accordance with Raymond Fire Department Regulations.
- c Dry hydrants and/or cisterns shall be conveyed by Warranty Deed to the Town of Raymond.
- d Cisterns shall be constructed in accordance with Raymond Fire Department Regulations and NFPA 1231.
- e A water main extension is required if the subdivision entrance is within 1,000 feet of the existing distribution system, is within the allowable system gradient, and is acceptable to the Raymond Public Works, Water Division. All pressure hydrants with distribution system extensions shall meet the following requirements:
 - 1 Hydrants will be placed at the beginning and end of every development and will be placed at distances not exceeding 1,000 feet of roadway in a residential development, or every 500 feet in industrial/commercial parks.
 - 2 Hydrants will pass a flow test of 1,000 GPM at 20 psi residual in residential areas (to be witnessed by the Fire Department).
 - 3 Hydrants in industrial and commercial parks will be flow tested, two at a time, each to provide 1,000 GPM at 20 psi residual (to be witnessed by the Fire Department).
 - 4 Hydrant gates, pipes and aperture will be as described in the Raymond Water Department "*Guideline Specification for Design and Construction of Water Mains.*"
 - 5 If necessary, the applicant shall be required to make system improvements necessary to comply with Items 2 and 3 above, at his or her own expense.
- f Emergency Access

The Fire Chief shall require a key box for any new, non-residential, multi-family, commercial, or industrial construction in any property protected by an automatic alarm system or where access to or within openings, or where immediate access is necessary for life saving or firefighting purposes. The key box shall be of a type approved by the Fire Chief and is to be installed in an approved location. Key box installations shall be in accordance with Fire Department instructions for same.

H. Landscaping

All Subdivisions shall be adequately and suitably landscaped. It is the intent of this regulation to encourage the planting and/or replanting of both hard- and soft-wood trees in an effort to provide continued and adequate shade, animal habitat, sound attenuation, air filtration, radiation protection and sight aesthetics. The following shall be considered the minimal landscaping effort acceptable to address this requirement.

1. All surface areas which have been disturbed by construction and have not received a surface treatment of asphalt or concrete shall receive a surface treatment of four inches of loam to be fertilized, mulched and seeded.
2. All road right of ways shall have mixed plantings of deciduous trees of 1-to-2-inch tree caliper. The plantings shall be spaced at fifty-foot intervals on both sides of roadways, a minimum of 8 feet off the edge of roadway, but in no instance shall plantings be located within the ditch lines.
3. In areas where development is being proposed in open areas with minimal tree cover, deciduous trees shall be planted at a rate of eight per acre.
4. Deciduous species considered acceptable for use shall include walnut, maple, chestnut, beech, ash, oak, linden, or other species acceptable to the Raymond Planning Board. All species shall conform to all applicable provisions of the Horticultural Standards published by the American Association of Nurserymen.
5. Within 50 feet of all intersections between new and existing roads, landscape plantings of ornamental and flowering species shall be required. Said plantings shall be arranged in a setting which will distract from the disruptive nature of the new roadway and offer a pleasing contrast to typical appearances of roadway intersections.
6. Ornamental and flowering species acceptable for use shall be Dogwood, Cherry, Crabapple, Bradford Pear, Honey Locust or other species acceptable to the Planning Board. All species shall conform to all applicable provisions of the Horticultural Standards published by the American Association of Nurserymen.
7. All trees shall be properly planted, mulched, fertilized, wrapped and supported in accordance with the previously mentioned standards. In addition, all trees shall be warranted for one year from planting.
8. Where a cut slope is more than 10 feet, or a fill slope is more than 20 feet (distances to be measured along the slope), and the Planning Board

determines that the open slopes detract from the wooded character of the community, trees of no less than 6 feet in height shall be planted 20 feet on center or as otherwise directed.

I. Streetlights

At the discretion of the Planning Board, a street light shall be installed at each intersection in order to adequately light same.

1. Street lights shall be single fixture units providing sufficient light to adequately illuminate the intersection in conformance with the Site Plan Outdoor Lighting Design Standards.
2. Sodium Vapor lamps shall not be used or acceptable.
3. Light posts shall be located a minimum of eight feet from the edge of pavement, but in no case shall light poles be located in ditch lines.

ARTICLE VI – SUBDIVISION AGREEMENT AND PERFORMANCE GUARANTEE

As part of the granting of an approval, the Raymond Planning Board shall require the applicant to execute a Subdivision Agreement. The Agreement shall be prepared by the Planning Board within two weeks of the date of the Notice of Decision. The Agreement must be executed within 45 days and prior to the start of any work. The Raymond Planning Board shall require a Subdivision Performance Bond be posted before the Code Enforcement Officer issues any building permits. However, under no circumstances shall any improvements be made to the site prior to signing a Subdivision Performance Agreement and establishment by the applicant of an Inspection Escrow Account with the Public Works Director.

The cost of improvements required, which will be used to determine the amount of the Performance Bond, may be established by either of the following two methods:

- The applicant may provide cost estimates for the construction of streets, monuments, hydrants, or water facilities for the subdivision, based upon standard cost preparation guides such as prepared by R. S. Means Company, Inc. or Equipment Guide Book Company, or based upon the average of public sector bid costs for similar work. Costs must be correct and/or adjusted for inflation over the anticipated time frame of the project. The applicant's cost estimate shall be reviewed by the Town's Engineer for accuracy and must be approved by same.
- The Public Works Director or the Board's authorized agent may calculate the bond amount using similar methods to those referred to in item "A" above, plus standard cost estimate charts developed for the Town and periodically updated. Cost Estimate charts also are available to the applicant for use in bond calculation, as specified in item "A" above.

In either case, a 10% standard contingency factor shall be added to subtotals of all bond amounts to cover unknown conditions. Also, anticipated cost increases due to inflation over the course of construction shall be included.

The Performance Bond shall be in the form of a Savings Account or Certificate of Deposit naming the Town of Raymond as signatory and beneficiary, or in the form of cash. Deposited funds must be deposited into FDIC insured banks operating within the State of New Hampshire. Bond funds may be released, upon order of the Public Works Director or other designated agent of the Planning Board, as work on improvements or site reclamation is completed and satisfactorily inspected.

A. Maintenance Bond

The Raymond Planning Board shall require surety covering maintenance of streets and other improvements for a period of two years from the date of substantial completion, in an amount not to exceed 15% of the total cost of said improvements. The amount of surety shall be as recommended by the Town's authorized agent and shall be approved by the Raymond Planning Board, who may consult with Town Counsel as to the form and content of the maintenance bond. The Town's authorized agent's recommendation shall be based upon his knowledge and upon inspection of the work performed in construction of the approved improvements. If repair or unusual maintenance is necessary, or if additional improvements are required, costs as necessary shall be drawn against said surety.

B. Inspection Service Fee

Applicants shall be required to deposit an inspection fee in escrow with the Town. The fee shall cover the costs of the Town's designated agent, who shall monitor and inspect improvements for compliance with approved plans and applicable engineering standards. Funds shall be in the custody of the Town Treasurer in an amount approved by the Planning Board, which amount shall not be less than five percent (5%) of the site improvement bond estimate. Interest earned from said escrow account, along with 10% of the final inspection costs, shall be retained by the Town to cover administrative costs.

C. Inspection of Improvements

At least fifteen (15) days prior to the start of construction of any subdivision improvements, the applicant shall pay to the Town the inspection fee required by the Raymond Planning Board, and shall notify other authorized agent, in writing, of the time when construction is proposed to begin. The Town's designated inspection agent shall then cause inspections to be made to assure that all standards, specifications and requirements are met during the construction of required improvements and utilities.

D. Proper Installation of Improvements

If, prior to expiration of any Performance Bond or final inspections performed pursuant to Section B above, the Town's inspection agent finds that any of the required improvements have not been constructed in accordance with approved plans and specifications filed by the applicant, or in accordance with any conditions of the Planning Board's approval, it shall be reported to the Board of Selectmen and to the Raymond Planning Board. The Board of Selectmen then shall notify the applicant and take necessary steps to preserve the Town's rights under the bond or the Subdivision Performance Agreement.

E. Failure to Complete Improvement/Abandonment of Project

When a Performance Bond has been posted and required improvements have not been constructed or installed in accordance with the approved plan, the Board of Selectmen may thereupon declare the applicant to be in default and utilize all legal and equitable remedies, including use of bond proceeds, to complete the project.

F. Release or Reduction of Performance Bond

The Board of Selectmen and Planning Board will not accept dedication of required improvements, nor will a release or reduction of a Performance Bond be ordered, until the Town's authorized inspection agent has submitted a certificate stating that all required improvements have been satisfactorily completed. Prior to such certification, the applicant's engineer or surveyor will certify to the Town's agent, through submittal of detailed, as-built survey plans of the subdivision indicating locations, dimensions, materials, and other information required by the Planning Board or the Town's Engineer, that the layout of the line and grade of public improvements is in accordance with the final, approved plat and construction plans for the subdivision. Also, a title opinion will be furnished to and approved by the Planning Board, certifying that all such improvements are ready for dedication to the Town and are free and clear of any and all liens and encumbrances. Upon receipt of such certifications, the Town may thereafter accept the improvements for dedication in accordance with the established procedure.

G. Reduction of Performance Bond

The amount of a Performance Bond may be reduced upon the dedication of certain public improvements, to the ratio that the dedicated improvement bears to the total of the required improvements of the subdivision. In no event shall a Performance Bond be reduced to below 15% of the original amount. Reduction may be ordered upon completion of any of the following major construction milestones:

- Site Sub Grade (completion of cuts & fills) and Utility completion (water drains, electric lines, etc., installed and accepted)
- Asphalt Binder Completion (all foundation materials and asphalt binder course installed, inspected and accepted)
- Substantial Completion (Development is ready to function for intended purpose; all improvements have been installed, inspected and accepted with the exception of the final asphalt course). NOTE: The subdivision must be

certified by the Public Works Director or other authorized agent of the Planning Board to have been substantially completed in order to receive Certificates of Occupancy within the subdivision.

- Final Inspection (all required improvements are fully complete, inspected, and acceptable).

A subdivision may be constructed in phases, each phase being separately bonded and subject to bond reduction, only if the Planning Board approves such phased construction at the time of plan approval.

H. Occupancy

The Building Inspector shall not issue a building permit until these regulations have been complied with and the required improvements have been made, or a Performance Bond has been provided to the Town for unfinished improvements. No development, home or building may be occupied or used unless a Certificate of Occupancy has been issued by the Building Inspector. The Development or Phase of Development must be certified to be substantially complete in order to receive Certificates of Occupancy for the buildings therein.

APPENDIX A - FEES

Fee Schedule by # of New Lots	
1	\$356
2	\$431
3	\$506
4	\$793
5	\$868
6	\$943
7	\$1,018
8	\$1,093
9	\$1,379
10	\$1,454
11	\$1,529
12	\$1,604
13	\$1,679
14	\$1,965
15	\$2,040
16	\$2,115
17	\$2,190
18	\$2,265
19	\$2,551
20	\$2,626
21	\$2,701
22	\$2,776
23	\$2,851

Base Rate \$300

(includes staff wages with a 23% roll-up rate)

Variable Rate \$75

(Install poles, reflective plates, Materials & Labor & Mapping Updates)

ABUTTERS - \$10.00 PER NOTICE

For each lot over 23, use the Base Rate multiplied by 4.75 added to the Variable Rate multiplied by the number of new lots. **(BR x 4.75) + (VR x Z)**
{Z is the # of new lots}

Escrow Deposits for Legal/Engineering Review <i>Minor Subdivision Fee</i>	\$850
<i>Major Subdivision up to 8 Lots:</i>	\$1,250
<i>9 to 13 lots:</i>	\$1,850
<i>14 to 18 lots:</i>	\$2,250
<i>19 to 23 Lots:</i>	\$2,500
<i>23 to 30 Lots:</i>	\$2,750
<i>Over 30 Lots: To be determined by Town Engineer/Legal Counsel</i>	TBD

Once a balance is reduced to 50% of the original deposit, the applicant shall replenish it to 100% of the amount initially required by this schedule.