TOWN OF HOOKSETT

DEVELOPMENT REGULATIONS

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OF
THE TOWN OF HOOKSETT, NH

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		04/19 amendment Site Plan Checklist Items
		04/19 amendment Limitations on Extension Requests
		04/19 amendment Bonds and Surety
		02/20 amendment Architectural Design Standards
		02/20 amendment private water systems/well radii
		12/23 amendment harvesting of stormwater and green roofs
		12/23 amendment Post Construction Stormwater Standards
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		06/24 amendment Part III, Section 3: 3.01
		06/24 amendment Appendix II, Checklist Items
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HOOKSETT CONTACTS:

Administration	603-485-8472
Assessing	603-268-0003
Central Water Precinct	603-624-0608
DPW-Building	603-485-4117
DPW-Code Enforcement	603-485-4117
DPW-Highway	603-668-8019
DPW-Parks & Recreation	603-668-8019
Community Dev. & Planning	603-268-0279
Conservation	603-485-8472
Family Services	603-485-8769
Finance	603-485-2017
Fire	603-623-7272
Library	603-485-6092
Manchester Water Precinct	603-624-6494
Police	603-624-1560
Recycle & Transfer Station	603-669-5198
Sewer Commission	603-485-7000
Tax Collector	603-485-9534
Town Clerk	603-485-9534
Town Council	603-485-8472
Village Water Precinct	603-485-3392
Zoning	603-485-4117

TOWN OF HOOKSETT

DEVELOPMENT REGULATIONS

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PART I – GENERAL DEVELOPMENT REGULATIONS

1. Authority

The Planning Board of the Town of Hooksett was authorized and empowered by the voters of the Town of Hooksett on March 8, 1966 to act upon subdivision plans and site plans in accord with the Subdivision Regulations and the Zoning Ordinance.

Pursuant to the authority vested in the Hooksett Planning Board by the voters of the town of Hooksett in accordance with the provisions of Chapter 36, Section 19-a New Hampshire Revised Statues Annotated 1955, the Hooksett Planning Board adopts the Plans in the Town of Hooksett, New Hampshire.

This document consists of three parts:

- PART I General Development Regulations
- PART II Subdivision Regulations
- PART III Site Plan Regulations

Part I includes general development regulations that apply to Parts II and III.

(end of Section 1)

2. Title

These regulations shall be entitled and may be cited as the "Development Regulations, Town of Hooksett, New Hampshire." Please note that these regulations include Part II - Subdivision Regulations and Part III - Site Plan Regulations, and includes the most recent version of a supplement entitled "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover.

(end of Section 2)

3. Purpose

3.01 The purpose of these regulations are:

1) To promote the development of an economically sound and stable community by preventing such scattered or premature subdivision of land as would involve danger or injury to health, safety or prosperity by reason of the lack of water supply, drainage, sewerage, municipal solid waste disposal, transportation, schools, fire department, or other public services or necessitate excessive expenditures of public funds for the supply of such services;

2) To assure the adequate provision of safe and convenient traffic access and circulation, both vehicular and pedestrian, through proper arrangement and coordination of streets and ways within a subdivision in relation to other

existing or planned streets or with features of an Official Map of the Town, if adopted;

3) To assure, in general, the wise development of areas in harmony with the Master Plan of the Community;

4) To promote the amenities of the Town through provisions for parks, playgrounds, or other public areas, preservation of trees and natural or historic features and planting of street trees;

5) To secure equitable handling of all subdivision plans by providing uniform procedures and standards for observance both of the subdivider and the Planning Board;

6) Protecting the health, welfare, safety and general convenience of the inhabitants of the Town of Hooksett;

7) Ensuring compliance with Zoning, health regulations; driveway permit regulations; building standards; and other applicable laws;

8) Ensuring compliance with the State of New Hampshire's health regulations, sewage disposal regulations and other applicable regulations;

9) Securing adequate provisions for water, drainage, electricity and other required utilities;

10) Reducing danger to life, limb and property from the operation of motor vehicles;

11) Lessening congestion in the streets;

12) Providing adequate parking facilities;

13) Preventing pollution of air, brooks, streams, ponds, lakes and groundwater supplies;

14) Preventing blighted areas;

15) Securing safety in the case of fire, flood, panic and other emergencies by providing adequate access for fire trucks and other emergency vehicles;

16) Promoting neat, attractive businesses and industries that will be compatible with their surroundings and in keeping with the character of the Town of Hooksett;

17) Encouraging the development of businesses and industries that will broaden and strengthen the tax base of the Town of Hooksett;

18) All of the foregoing purposes are to be accomplished with a minimum expenditure of public funds.

* Please see Appendix I for all additional criteria found under RSA 674:36

(end of Section 3)

4. Jurisdiction

The provisions of these regulations shall apply to all land within the boundaries of the Town of Hooksett.

Greater Restrictions To Apply – Whenever the regulations made under the authority hereof differ from those prescribed by any other statute, ordinance or regulation that provision which imposes the greater restriction or the higher standard shall govern.

(end of Section 4)

5. Definitions

Words and terms defined in these regulations may have their customary dictionary meanings, may have legal meanings as defined in relevant court decisions, or the same meanings as corresponding words and terms as defined in the Zoning Ordinance of the Town of Hooksett. More specifically, certain words and terms are defined as follows:

AASHTO – American Association of State Highway and Transportation Officials.

Abutter – Any person whose property is located in New Hampshire and adjoins or is directly across the street, stream, river or other body of water from the land under consideration by the Planning Board. For the 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.

Active and Substantial Development – In approving any application, the Planning Board may specify the threshold level of work which constitutes "active and substantial development and building" for the purpose of determining the minimum amount of work required in order to satisfy the provisions of RSA 674:39. Active and substantial development, in the absence of a specific finding by the Planning Board, shall be deemed to have occurred when:

1) Roadways and access ways have been installed to crushed gravel grade
2) Underground utilities and conduits have been installed and are ready for connection
3) Construction and completion of the drainage system to include: detention basins, culverts, treatment swales, catch basins, etc. in accordance with the approved plans.
4) All erosion control measures must be installed and maintained, in accordance with the approved plans.

Appropriate completion of items 1, 2, 3, and 4 must be approved by the DPW Director, the Town Planner, or the Town's Consulting Engineer.

Excavation of earth and/or clearing of trees without the completion of 1, 2, 3, and 4 shall not be considered "active and substantial development". Plans that were approved in phases, must adhere to this definition for the phase currently being developed.

The Planning Board reserves the right to issue an extension to the active and substantial deadline, if requested by the developer in writing and for good cause, as determined by

the Board. The Board may grant a maximum of five one-year extensions, upon written request filed with the Board at least thirty (30) days prior to expiration of the Vesting Period, stating the requested length of extension and the extenuating circumstances justifying an extension. Board consideration of extensions shall be noticed and shall include a public hearing. The applicant will be notified via certified mail of this hearing.

Applicant/Developer – The owner of land to be subdivided or developed through site plan, or his agent or representative, as may be authorized by signed and notarized statement on a form sufficient and acceptable to the Board, also referred to as a Subdivider.

Approval – A final vote by the Planning Board, certified by written endorsement on the subdivision plan or site plan, that the plan, in the judgment of the Planning Board, will ratify the requirements of these regulations.

Arterial Road – Road that serves corridor movements between the different areas of the Town; that interconnect with major arterials and highways in Town; that normally experience heavy traffic demands; that are designed to be within a 100-foot right-of-way. (Table of Geometric Standards, in the ~~Town's~~ "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover.

As-Built Plan – A final plan of improvements as they were constructed.

Best Management Practice (BMP) – 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 storm water runoff.

Block – Space between parallel streets, intersecting a common street.

Board – The Planning Board of the Town of Hooksett, NH.

Bond – See Surety

Buffer or Buffer Strip – A strip of land separating different uses, for the intent of screening one use from the other. This buffer shall be naturally wooded or established with trees, shrubs, grass, and other herbaceous material for its complete area with a minimum height of 6'. This area shall not be impacted or used for any other purpose without specific written permission of the Hooksett Planning Board.

Buildable Area – The required area of contiguous non-wetland acreage within each building lot, including each clustered building lot. The buildable area shall not contain jurisdictional wetlands, slopes 25% or steeper, front, side or rear yard setbacks, wetland buffers, cluster perimeter buffers, slope, drainage, and utility easements.

Building Height – The distance measured from the average finish grade along the street side of a building to the mean level of the highest gable or slope of a pitched roof and the highest roof beam for a flat or mansard roof. Ornamental projections such as a cupola's weather vane, etc., and chimneys, antennae, etc., or potentially habitable structures like roof decks, cupolas, silos, mezzanines, etc., shall be included in the height calculations.

Cluster Development – See Open Space Development

Collector Road – Road which carries traffic from Local Roads to the major system of Arterial Roads, including the principal entrance roads of a residential development and roads of circulation within the development; that normally experience moderate traffic demands; that are designed to be within a 60-foot right-of-way. (Table of Geometric Standards in the Hooksett "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover. Book.)

Critical Areas - Disturbed areas of any size located within 50 feet of a stream, bog, water body or very poorly, poorly, or somewhat poorly drained soils; disturbed areas exceeding 2,000 square feet in highly erosive soils; disturbed areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent; or, disturbed areas within 100' from prime wetlands, (no disturbance permitted within 100').

Cul-de-sac – A local street closed at one end by building lots which complies with the typical cul-de-sac details set forth in the most recent edition of the Hooksett "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover. Book.

Detention Pond or Basin – A storm water storage facility which acts as a temporary reservoir, allowing rainfall runoff to be released at slow, pre-determined rates.

Development – Any construction or land alteration or grading activities other than for agricultural and silvicultural practices.

Disturbed Area – An area where the natural vegetation has been removed exposing the underlying soil.

Easement – A restriction by a property owner, of his property to another party without consideration being given for the transfer. Since a transfer of real property is involved, the dedication shall be made by written instrument suitable for recording and completed with an acceptance.

Engineer – The designated registered and licensed professional engineer of the applicant.

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

Esplanade – A flat grassed area along the edge of a road. Typically between the street and sidewalk (where present), or beyond the shoulder or curb of the road. May include grassed strips/islands between traffic lanes.

Frontage – The dimensional requirement which is the distance along the lot line dividing a lot from either (a) a public highway, except Limited Access Highways as defined by RSA 230:44 and Class VI highways; or (b) a road shown in an approved and recorded subdivision plan. Such dimensional requirements for each zone may be found printed in the Zoning Ordinance. Any proposed lot with frontage on two adjacent roads (corner lot), must have the minimum required frontage on each road.

Hazard Mitigation Plan – A written plan which provides a detailed approach to mitigate hazards on a project. This plan must be stamped by the appropriate Professional Engineer.

Highly Erosive Soils – Any soil with an erosive class (K factor) greater than or equal to 0.43 in any layer as found in Table 3-1 of the "Storm Water Management and Erosion and Sediment Control Handbook for the Urban and Developing Areas in New Hampshire."

Intersection – The point where the edge-of-pavement of two roads meet; the point where minimum and maximum road length criteria are measured from.

Local Road – Road that primarily provides direct access to abutting properties.

Lot Line Adjustment – Any adjustment of a property line(s) with no new lots being created.

Master Plan (Comprehensive Plan) – Any part or element of the overall plan for development adopted by the Planning Board.

Measure – A specific procedure designed to control runoff, erosion or sediment.

Minor Field Changes – Limited modifications to approved construction drawings (plans, profiles and details) that are necessitated by site conditions, which are encountered during construction. Minor field changes may include revision to roadway elevation and grade, drainage/pipe materials, elevations, grade and location. Minor field changes shall not include substitution or elimination of curbing, or changing underground utilities to above ground utilities or other major cross section elements or any revision affecting lot boundaries. Minor field changes shall be documented by the submittal of a drawing or other written or graphical depiction. A professional Engineer licensed to practice in the State of New Hampshire and approved by the Town's DPW Director or designee.

Multi-Unit Building – Any structure with more than two units (residential or non-residential).

Notice Of Intent (NOI) – A Federal EPA permit required to be filed at least 7 days prior to the commencement of land disturbance on any project that includes more that one (1) acre of land area.

Open Space (Common Land) Development – A subdivision where a portion of land is to remain undeveloped and protected with covenants or easements. See Zoning Article #8 for requirements.

Person – A firm, association, organization, partnership, trust, company, or corporation, as well as an individual.

Planning Board Agent – An individual, partnership or corporation designated by the Planning Board for plan review, inspection of road construction and other required public improvements.

Project Area – The area within the subdivision or site plan boundaries.

Public Street – See "Article 22 – Definitions" in the current edition of the Hooksett Zoning Ordinance for definitions of publicly approved streets and public right-of-way.

Publicly Approved Street – The term publicly approved street shall mean any street maintained on a year-round basis by the state of New Hampshire or the Town of Hooksett, or any street shown on an approved subdivision plan signed by the Town of Hooksett Board.

Reserve Strip – An area which is intended for future public use for street connections or pedestrian ways.

Resubdivision – The division of an existing subdivision or any change of lot size or lot lines therein or the relocation of any street or lot in a subdivision.

Retention Pond or Basin – A storm water storage facility, which acts as a temporary reservoir, which does not allow any surface release of rainfall runoff until after a storm, if at all. Most often, the retained storm water is discharged into the ground by infiltration or into the atmosphere by evaporation and transpiration by plants (collectively known as evapotranspiration).

Right-Of-Way, Private – Private right-of way may be approved by the Hooksett Planning Board and shall include rights-of-way which are not less than fifty (50) feet in width and which are in a location approved by the proper Town Ordinances regarding new streets and extension of existing streets, and may become a Public Street at some time in the future if the construction of said street is brought up to and meets current standards as set forth in these regulations.

Right-Of Way, Public – Means and includes all Town, State and Federal highways and roads, which are dedicated to public use or laid out by, or deeded to, a government agency, including all of the land so dedicated, deeded or laid out for said highway or road and not limited to the traveled way or paved surface only.

Roadway As-Built Plan – A plan that shall include, but not be limited to: the approved and the actual (as-built) road center-line grades, utility locations and depths, sewer and drainage invert elevations, pipe slopes, water, sewer, gas, cable, telephone, and electric service locations, actual sidewalk locations and grades, slopes, ROW lines, cistern location and construction details based on shop drawings, drainage facilities, property lines, stamps and certifications of accuracy by the design engineer and the surveyor, and all additional information necessary to accurately represent all items within the road ROW. Roadway As-Built Plans must be submitted, reviewed and approved prior to acceptance of the road by the Town.

Runoff - The portion of precipitation that makes its way overland toward steam channels or lakes.

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

Special Flood Hazard Area – The land in the flood plain within the Town of Hooksett subject to a one-percent or greater possibility of flooding in any given year. In particular, that area designated as Zone A on the Flood Insurance Rate Maps (FIRM) and Flood Boundary and Floodway Maps (FHBM).

Specimen Preservable Trees - Softwood trees (pine, spruce, etc.) over 3’ in diameter, Hardwood trees over 2’ in diameter, and unusual or endangered species.

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 a good covering of hay or straw mulch (2 tons/acre). Mulch is only a temporary measure, ultimately, the site needs vegetation.

Storm Water Pollution Prevention Plan (SWPPP) – A Plan that is required by the EPA whenever a proposed project/development disturbs more that one (1) acre of land. This plan is to be kept and maintained on-site.

Storm Water Runoff – The water from precipitation that is not absorbed, evaporated, or otherwise stored within the contributing drainage area.

Stream – Areas of flowing water occurring from sufficient time to develop and maintain defined channels, but may not flow during dry portions of the year. Includes, but is not limited to, all perennial and intermittent streams located on the U.S. Geological Survey maps.

Street – Means and includes such ways as alleys, avenues, boulevards, highways, roads, streets and other rights-of way, excluding driveways. The term "street" shall also apply to areas on subdivision plans designated as "street," etc.

Street Trees - Trees at least two and one-half inches (2.5") caliper measured four (4) feet above the root ball, installed in the street esplanade. Typically deciduous in nature.

Subdivider – An individual or any legal entity or agent therefore, that undertakes the activities governed by these regulation. The terms shall also include the terms "builder" and "developer," even though the persons so designated may be involved in successive stages of subdivision.

Subdivision – Subdivision shall mean the division of a lot, tract, or parcel of land into two (2) or more lots, plans, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, and condominium conveyance or of building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdivision 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 these regulations.

Subdivision, Major – All subdivisions of land wherein more than three (3) lots are created, including the parent parcel, and/or the construction of a roadway or the creation of a right-of-way is proposed.

Subdivision, Minor – All subdivisions of land wherein three (3) lots or less are created, including the parent parcel, and no roadway construction or right-of-way creation is proposed.

Subdivision and/or Individual Lot(s) As-Built Plans – Shall include, but not be limited to: property lines, road right-of-way, easements, driveway locations and grades; culvert locations, and inverts; water, sewer, gas, cable, telephone, and electric service locations; house corners; septic and well locations; This data for the as-built plan must be collected from a field survey. The plan must be stamped by the licensed land surveyor and must include a certification that all property bounds (monuments) are in place and the date they were set.

Substantial Completion – Substantial completion of the development shall be deemed to have occurred when a Certificate of Occupancy for all buildings shown on the approved

site plan shall have been issued by the Hooksett Code Enforcement Officer, and all other on-site and/or off-site improvements have been determined by the Town of Hooksett or its agent to be in compliance with the approved site plan or satisfactory financial guarantees remain on deposit with the Town to insure completion of such improvements or the entire subdivision plan or approved phase, has been constructed to finished subgrade. See RSA 674:39- Five Year Exemption.

Surety – Any form of security/surety, including cash deposit, escrow account, non-lapsing, self renewing letter of credit, or a passbook saving account. Performance bonds are NOT an acceptable form of surety.

Technical Review Committee (TRC) – An advisory committee consisting of the Code Enforcement Officer, Town Planner, Fire Department Representative, Public Works Director, Police Department Representative, Planning Board Member(s), Sewer Commission Representative, Water Precinct Representative, Town's Consulting Engineer, and any other representatives from other departments, boards and commissions as needed. The role of this committee is to meet with applicants, prior to a project's full submission, to discuss the project and provide non-binding recommendations to the Planning Board.

Through Street – A town maintained road (Class 5 or better) which intersects, at both ends, with town maintained roads (Class 5 or better).

Town – The Town of Hooksett, New Hampshire.

Town's Consulting Engineer – The duly designated engineer for the Town of Hooksett, or if there is no such office, the planning consultant by the Planning Board. The Planning Board is authorized to enter into a contract or contracts with a private engineering firm to serve as the Town Engineer for the Town of Hooksett.

(end of Section 5)

6. General Provisions

6.01 Approval Required Before Work Begins

After the proposed project's plans and application have been found complete and taken under jurisdiction of the Board, no utility installation, no grading or construction of roads, no grading of land or lots, no clearing land of natural vegetation, including trees, no placing of fill nor performing any other act or acts which will alter the natural state of the land or environment, and no construction of buildings shall be done on any part of the land or lots within a development until a final plan of such development shall have been duly prepared, submitted, reviewed, approved, and endorsed as provided in these regulations, nor until an attested copy of a final plan (site plan or subdivision plan), so approved and endorsed, has been duly recorded in the Merrimack County Registry of Deeds, nor until such appropriate permits and approvals as may be required by these regulations, other Town Ordinances and State agencies having jurisdiction shall have been duly issued.

6.02 Conformity with Master Plan and Zoning Ordinance

Subdivision and site plans shall conform to the substance and intent of the Hooksett Master Plan and the Hooksett Zoning Ordinance.

6.03 Location Relative to Community Facilities

All development shall, in the opinion of the Planning Board, be suitably located with respect to community facilities such as playgrounds and parks.

6.04 Development Constraints

Land, the use of which may be hazardous to life, safety or property because of its location or physical characteristics, or which is susceptible to flooding, may not be platted for residential use or street or commercial development.

6.05 Dedication or Reservation of Public Sites

Where deemed essential by the Planning Board, upon consideration of the particular type of development proposed and especially in large-scale neighborhood unit or large-scale commercial developments, the Planning Board may require the dedication or reservation of such areas or sites of a character, extent, and location suitable to the needs of the development, and of the Town, for schools, parks, playgrounds, and other public purposes. If applicable, these land dedications may offset required impact fees.

6.06 Large Scale Developments

The standard and requirements of these regulations may be modified by the Planning Board in the case of a plan and program for a complete community, or a neighborhood unit, or other major development which, in the judgment of the Planning Board provides adequate public spaces and improvements for circulation, recreation, air, light and service needs of the tract when fully developed and populated and which also provides such covenants or other legal provisions as will assure conformity to and achievement of the plan.

6.07 Recording Approved Plan

Upon the approval by the Planning Board, the applicant shall submit two (2) mylar copies to the Planning Board in conformance with the requirements of the Merrimack County Registry of Deeds. The Board or its agent shall record the approved mylar copy of the Final Plan at the Merrimack County Registry of Deeds. Copies of each approved development plan shall be filed with the Planning Board for distribution to appropriate town departments. Any development that fails to meet the requirements herein shall be disapproved by the Planning Board. The Registry of Deeds shall not record any plan of a proposed development until it has been approved by the Planning Board and the approval noted in the plan by signature of the Board Chairman or Vice-Chairman. The recording of a plan without the approval required by this subsection is void.

6.08 Approval Null and Void

Approval of a development plan by the Planning Board shall expire five (5) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested pursuant to RSA 674:39. (A note to this effect shall be required on the plan.)

6.09 Lake Massabesic Direct Tributary Protective Buffer

Reference is made to NHDES Rule Env-Ws 415.11 (a) through (h), and Env-Ws 386.47(r) which calls for a 300-foot or 200-foot buffer respectively, prohibits certain high-risk land uses, limits impervious areas, and requires stormwater treatment.

Direct tributaries, defines in subparagraph (c)(2) are shown on a map entitled "Lake Massabesic – Direct Surface Water Tributaries," NHDES, dated August 13, 2001, and files in the Hooksett Town Planner's Office.

Generally, this Rule affects the entire Lake Massabesic watershed in Hooksett; specifically, Neal Brook and an unnamed stream with two (2) heads rising south of Smyth Road and flowing south into the City of Manchester; and short segment of an unnamed stream rising just east of Bypass 28 flowing south into the City of Manchester. It further affects a large area of eastern Hooksett adjacent to the Candia border including Dube's Pond, Hinman Pond, and Clay Pond and the Maple Falls Brook drainage.

6.10 Special Flood Hazard Areas

Reference is made to Section 13 of these Regulations, and all applicable requirements of Section 13 must be met.

6.11 Erosion and Sedimentation Control

Reference is made to Section 14 of these Regulations, and all applicable requirements of Section 14 must be met.

6.12 Historic Sites Notification

All subdivision and site plans shall make note on the plan whether or not there are historic sites, as outlined by the Hooksett Heritage Commission, located on any parcels included for action on the plans submitted.

6.13 Protection of Stone Walls & Preservation of Natural Resources

Land use activity may not deface, alter the location of, or remove, any roadside stone wall which was made for the purpose of marking the boundary of, or which borders, any public road in the Town of Hooksett, except upon written consent of the Hooksett Planning Board or the NH Department of Transportation.

Exemptions: Driveways and points of access approved by appropriate state or local authorities.

Stone walls along public roadways usually delineate the Town's right-of-way; it is important that these stone walls be kept in place to preserve the Town's character and cultural history.

Surveyors and Engineers preparing plans for the development of land in the Town of Hooksett shall depict all stone walls on the existing conditions sheet of any subdivision or site plan, and shall describe any actions that the development may have on the condition of such stone walls.

If action to widen or alter the alignment of any public road in the Town of Hooksett creates a sight distance problem because of the location of stone walls, every effort should be taken to relocate the stone wall in such condition, or better, than it was found prior to such action.

The preservation of stone walls along public roads in the Town of Hooksett is a requirement of all developers of land along those public roads, and it shall also be the policy of the Town of Hooksett and all its departments to likewise protect and preserve stone walls whenever possible.

NOTE: The State of New Hampshire requires mutual consent of both owners when a property line stone wall is disturbed.

The Planning Board may require that a proposed development plan preserve such natural features as trees, streams, watercourses, and scenic views. The street and lot layout shall be adapted to the topography. Extensive grading and filling shall be avoided as far as possible.

(end of Section 6)

7. Completeness Criteria

1) Application requirements for subdivision plans are included in Part II and Appendix II of these regulations.
2) Application requirements for site plans are included in Part III and Appendix II of these regulations.

(end of Section 7)

8. Preliminary Discussions

8.01 Preliminary Discussion with the Town Planner and Planning Board (Rev. 06/03/24)

Applicants are required to meet with the Town Planner, prior to submittal of a completed application and final plan for development, for the purpose of preliminary consultation. This step will be limited to discussion of the contemplated proposal in conceptual form. Issues such as access, densities of development, responsibilities of the applicant, contour interval, etc. may be discussed. No notification of abutters will be required for this stage.

8.02 Joint Preliminary Discussions

An applicant may meet with the Planning Board and the Zoning Board at a joint meeting for a project where input is needed from both Boards.

8.03 Technical Review Committee (TRC) (Rev. 06/03/24)

Applications, as determined by the Town staff, must come before the TRC. The TRC meeting must take place prior to the applicant applying to the Planning Board and prior to the Planning Board meeting for completeness review. This may not apply to minor revisions to an existing site plan, as determined by the Town staff.

1) Exceptions to a TRC meeting include: lot line adjustments, lot mergers, condominium conversions, minor site plans, and minor changes to an approved site plan.
2) Application for TRC shall be obtained and submitted to the Town Planner on the form provided. Each application shall be submitted with a check made payable to the Town of Hooksett in the minimum amount of $250.00 for preliminary engineering review fees, depending on the complexity of the proposal. Two (2) full size sets (22”x 34”) and seven (7) copies, no larger than

11" x 17", shall be provided with the application for distribution to the TRC. A digital copy of the plan and associated documents shall be submitted to the Town Planner.

3) Upon receipt of a complete TRC application, the applicant's representative shall be notified of the appearance date and time. Meetings shall be held on demand on Monday. Submittals are to be received no later than two Mondays in advance of the scheduled TRC to allow staff sufficient time to review the plan and comment on the project plans. Subsequent TRC meetings may be required at the discretion of the Town Planner.

4) The agenda will be set by the Town Planner. No more than three (3) applications will be accepted for each agenda. Applications will be accepted on a first come, first served basis. No incomplete applications will be accepted.

5) No application requiring TRC review will be accepted for Planning Board review until such time as all TRC comments are addressed to the satisfaction of the various departments involved in the TRC review.

8.04 Conservation Commission Review **(Eff. 06/03/24)**

1) A digital copy of all TRC and Final Submittal applications shall be sent to the Conservation Commission Chair. Attendance at TRC meetings is optional for the Conservation Commission Chair; however, the Chair will be provided the opportunity to review the plan submission and provide comments to the Town Planner.

2) For plans requiring Conservation Commission review, the applicant should become familiar with the Conservation Commission meeting schedule. For some applications, the Commission will require a site walk prior to providing final comment to the Planning Board.

3) Applications within the Wetland Conservation Overlay District (WCOD) shall be reviewed to determine if a Compensatory Mitigation Fee is applicable (see Zoning Ordinance, Article 19, Section G (5)).

4) Applications with projects occurring adjacent to Prime Wetlands, requiring a NH Wetland Permit, Wetland Crossing Permit, with wetlands on or immediately adjacent to the property, or with wetland buffers on the property, shall be reviewed by the Conservation Commission.

5) Projects on existing sites that do not change drainage patterns, site plan amendments that do not impact wetlands beyond the originally approved impact, and changes of use are not required to go before the Conservation Commission.

(end of Section 8)

9. Application for Final Plan Approval

9.01 Application Filing

The paper application must be filed with the Planning Board through the Town Planner. An application shall consist of three (3) copies of the application form (properly and completely filled out). Three (3) copies of all information, data and permits required by the Board, as outlined in these Regulations unless specifically waived by the Board, must be shown on or included with the plan for the application to be considered complete. (Rev. 06/03/2024)

9.02 Plan Filing Requirements

The paper filing shall be completed and submitted to the Board through the Town Planner. The paper filing shall consist of:

Final Submittal (Rev. 06/03/24)

1) Site Plan – Three (3) paper print sets of the proposed development, folded to 8½ by 11 inches (or rolled if too large to fold).
2) Subdivision (Major and Minor) – Three (3) paper print sets of the proposed development, folded to 8½ by 11 inches (or rolled if too large to fold).
3) Both – Twenty (20) paper sets of the plan at 11 by 17 inch format (folded in half) for Board members.
4) Both – The application package shall include, an abutter's list, 2 sets of abutter labels, certified mailing slips, written waiver requests, letter of authorization, drainage, traffic, and wildlife studies, as well as copies of any third-party applications. See the submittal Checklist for other requirements.

9.03 Distribution to Town Departments (Rev. 06/03/24)

Upon receipt of an application, the Town Planner will distribute the application materials to the appropriate departments/committees/commissions (Fire, Police, DPW, DPW-Building, Assessing, Sewer Commission, Conservation Commission, Water Precincts, and NHDOT).

1) A cover memo requesting a reply to the office of the Town Planner shall accompany distribution; the reply should be made by the Thursday prior to the Planning Board meeting at which completeness and/or public hearing will be considered. If the above entities detect an incomplete issue, the Town Planner shall forward a copy of their comments to the applicant.
2) The above entities shall comment on each application with regards to specific concerns represented by that department. These individual departments/ committees/commissions will not assume liability regarding the general project's design.

9.04 Notices and Hearings

1) The Board will notify the applicant, abutters, engineer, architect, land surveyor, soil and wetland scientist and the public of the date of the completeness and public hearing at which the application will be considered at least ten (10) days before the meeting. Notice of the required Public Hearing may be given at the same time, and in the same notice as used for the completeness review hearing and Determination of Regional Impact.

2) At the next regular meeting or within thirty (30) days following the delivery of the application for which notice can be given in accordance with RSA 676:4, I(b), the Board shall vote to determine if a submitted application is complete according to the Board's regulations.

3) Public notice will be given by posting in two (2) public places in the Town (Town Hall and Library) and will appear on the Town's website – www.hooksett.org.

9.05 Costs and Fees **(Rev. 06/03/24)**

1) **Prior to Public Hearing -** All costs of notifications (certified mail, posting, etc.) must be paid by the applicant prior to the required Public Hearing.

2) **Summary of Cost and Fees -** In addition, the Board may impose other reasonable fees to cover administrative expenses, costs of special investigative studies, review of plans and documents, and other matters such as engineering evaluations, which may be required by virtue of the nature, or size of the particular proposal.

The administrative fee table can be obtained through the Town Planner and at the Town's website.

A***ll fees shall be paid at the time of submission, except for the recording fees which shall be paid with the submission of the final plans and mylars. If the registry rejects the recordable mylar plans, an additional $30 fee will be collected for the additional travel expense incurred by the Town.***

3) **Postponement Fee** – If an applicant requests a postponement of the hearing, the expense to re-notify abutters shall be paid by the applicant.

4) **Town Consulting Engineer Review Fees** – (Section removed and retained for future use)

5) **Unused Fees -** Any amount deposited under this Section, and not used for the purposes stated herein, shall be returned to the applicant upon approval or disapproval of the Final Plan by the Board.

6) **Excess Engineering Review Fees –** (Retain for future use)

7) **Other Review Fees** – All expenses incurred by the Board in having the proposed plans reviewed by the Town's Engineer or other planning consultant; in making environmental impact hydrological impact, groundwater quality impact, school impact and other special studies; and in preparing or reviewing surety estimates, deeds and other documents shall be borne by the applicant.

All plan reviews, impact studies and document reviews shall be made by surveyors, engineers, consultants, lawyers and other professionals retained by the Board. All work performed and all opinions rendered by these professionals shall be solely for the use and benefit of the board. No employment or other contractual relationship shall exist between the professional and the applicant.

8) **Construction Monitoring Fees** – The Planning Board shall require that the applicant of any site or subdivision plan, approved by the Board, provide funds for construction monitoring; all professional fees and expenses associated with the work shall be borne by the applicant. Such monitoring may include construction on the site, according to the approved plan, the construction of any off-site improvement approved as part of the plan and review of revised plans, as-built plans, and applicable field changes. Such monitoring may include the construction of buildings, utilities, roads, and/or any other construction that in the opinion of the Board requires monitoring to ensure that the construction is done according to the standards established by the Town, and in accordance with the approved plan. The construction monitoring shall be provided by the Town DPW Director or designee after funds have been made available by the applicant. Any judgment as to the adequacy of such construction shall be made by the Town. ***The Plan Compliance Monitoring fee table can be obtained through the Town Engineer and Town Planner.***

9) **Construction Monitoring Account -** A separate account must be established with the Finance Director for inspection of construction work in progress, and for compliance with the approved plan. If at any point during the construction process the escrow is depleted all monitoring will cease until additional escrow is provided.

9.06 Electronic Filing **(Rev. 06/03/24)**

The required form for the submittal of the approved plans, foundation plans, and as-built plans shall be in electronic format. All plans shall be submitted to the Town Planner in both of the two (2) electronic formats noted below, on a USB drive or via a digital link.

1) **An Image File.** The required form shall be an image file with a .pdf format (Adobe Acrobat). A digital copy of the plan set must be provided on a USB drive or via a digital link.

2) **A Drawing File.** Two forms shall be submitted, a .dxf (drawing exchange file) and .dwg (AutoCAD drawing format). These drawing files must contain all data shown in both paper space and model space layouts.

9.07 Electronic Filing Requirements

The above shall be accomplished with the following guidelines:

1) Horizontal and vertical features shall be tied to the New Hampshire State Plane Coordinate System – NAD-83 Feet.

2) All digital files shall include the following:

   a) The file name,

b) The property owner name,

c) The parcel identification number (tax map and lot number)

d) The name of the submitting consultant.

3) Entities and their DXF layer properties shall correspond to the following:

a) The digital file shall have a layer named "NHSPCS." NAD83 referenced points and the easting, northing, and vertical descriptions of the required points shall be annotated on this layer. The NHSPCS layer shall be MAGENTA in color.

b) All lines representing property lines shall consist of continuous line work snapped to endpoints (i.e. Stonewall representations, unless created using a line type, will not be accepted).

(end of Section 9)

10. Formal Review Procedures

Upon determination by the Board that a submitted application is complete according to the Board's Regulations, the Board shall begin formal consideration.

10.01 Action to Approve or Disapprove

The Board shall act to approve or disapprove within 65 days of acceptance, subject to extension or waiver as provided in RSA 676:4, I(f). Upon failure of the Board to approve or disapprove the application, and without extension or waiver granted, the Town of Hooksett Council shall, upon request of the applicant, immediately issue an order directing the Board to act on the application within 30 days. If the Planning Board does not act on the application within that 30-day time period, then within 40 days of the issuance of the order, the Town Council shall certify on the applicant's application that the plan is approved, unless within those 40 days the Town Council has identified in writing some specific development regulation or zoning or other ordinance provision with which the application does not comply. Such certification, citing of this paragraph, shall constitute final approval for all purposed including filing and recording under RSA 674:37 and 676:18, and the court review under RSA 677:15.

10.02 Public Hearing Not Required

A public hearing is not required when the Board is considering the disapproval of an application and plan due to:

1) Failure of the applicant to supply information required by the Regulations;
2) Failure to include abutters' identification;
3) Failure to meet reasonable deadlines established by the Board; or
4) Failure to pay the costs of notification or posting, or other fees required by the Board.
5) After the second continuance request, without the submission of a written, acceptable explanation, provided by the applicant, a hearing will be scheduled to discuss the project status and the reason for extension. The Board shall

determine if the explanation is reasonable. If no reason is provided, the application shall be disapproved.

10.03 Expiration Resubmittal Time Limits of Conditional Approvals

1) **Plan Resubmittal Time Limits –** The applicant must provide the appropriate revised information (i.e. plans, studies, etc) for submittal of a project within 90 days of the receipt of the review comments and request for revisions by the Planning Board and/or the agent of the Board. Review comments and requests may be written or verbal and issued by the Planning Board, Town Planner, Town Staff, and/or Town's Consulting Engineer and issued to the Applicant from the Town Planner. Revisions via e-mail can be accepted. If no response is submitted by the applicant, a public hearing will be scheduled to discuss the delay and potentially deny the application. A letter of decision shall be provided by the Town Planner to the Applicant.

2) **Time Limits for Fulfilling Conditions:** Conditional approval shall be null and void unless all conditions necessary for release and recording of the plan are fulfilled within one (1) year of the Board's granting conditional approval. The Board may grant a maximum of five (5) one-year extensions, upon written request filed with the Board at least thirty (30) days prior to expiration of conditional approval, stating the requested length of extension and the extenuating circumstances justifying an extension. Board consideration of extensions shall be noticed and shall include a public hearing. The applicant will be notified via certified mail of this hearing. Time limit extensions may be granted for one (1) year in length.

****A note must be included, on the coversheet, referencing this requirement.**

10.04 Approval of Final Plan

The approval of the Final Plan shall be attested on the two (2) original mylars and the eleven (11) paper site plans or eleven (11) paper subdivision plans for the signature of the Chairman or Vice Chairman of the Board. No building permits shall be issued and no road construction shall commence until after the development plan is signed and recorded at the registry.

1) **Commencing Work Prior to Written Approval** – No person, corporation, partnership or other entity shall begin any nonresidential site development or residential subdivision development by clearing (including trees and vegetation), grading, stumping or excavating any parcel of land until the prior written approval of the Planning Board has been obtained.

2) **Expiration of Approval** – If the site development is not completed within five (5) years (see RSA 674:39) from the date of the original site plan / subdivision plan approval, as recorded in the Planning Board minutes, the applicant shall reapply for nonresidential site development approval, unless the right to develop has been vested. All work not completed at the time of the reapplication shall be subject to any intervening changes in these or any other applicable regulations.

3) **Disapproval** – If the Board determines that the proposed site development does not meet all of the applicable requirements, it shall vote to disapprove the application. The grounds for the disapproval shall be stated in the minutes of the Board and shall be communicated to the applicant in writing within ten (10) days of the disapproval vote.

10.05 Retention of Signed Plans

The Board shall retain one (1) print for its records; file one copy with the Public Works Director, Code Enforcement Officer, Police Department, Water Precinct, Assessor, Sewer Commission, and the Applicant. Additionally, two (2) copies must be filed with the Town's Consulting Engineer.

10.06 Submittal of Plans for Approval

The Final Plan shall be drawn in ink on transparent film (Mylar) at a scale of 1"= 100' or larger. The plans provided shall be 22 x 34 inches and one full plan set shall be 11 x 17 inches. Where necessary, sections of the plan may be presented in several sheets at the required scale accompanied by an index sheet showing the entire development.

A mylar of the Final Plan shall be provided for recording at the Registry of Deeds. A second mylar shall be provided for the Town's permanent record. Recording shall be accomplished by the Town Planner.

Information to be shown on Final Plan: Information from Section 7, Completeness Criteria, shall be shown on Final Plan.

A $25.00 check, made payable to the Merrimack County Registry of Deeds (MCRD), for LCHIP fees per plan set and each additional document.

10.07 Engineering Review Period & Required Information

All plans, reports, and calculations that are determined to require engineering review shall adhere to the following review and submittal schedule:

1) Completeness Review – All material required for the initial completeness review for a project shall be submitted to the Town Planner no less than 14 calendar days prior to the Thursday before the noticed hearing for the project. All submitted material for all required follow-up reviews shall be submitted no later than 12:00 p.m. on the Thursday prior to the noticed meeting.

2) Project Design Review – All material required for the initial project design review shall be submitted no less than 14 days prior to the Thursday before the noticed hearing for the project. All submitted material for any required follow-up reviews shall be submitted no later than eleven calendar days (two Thursdays) prior to the noticed meeting.

3) Project Design Review Schedule – The project design review schedule shall commence after a plan is accepted by the Board as complete, or after revised plans are properly submitted and found complete by the Board. The plans submitted for completeness review shall not be fully reviewed until they are found complete by the Planning Board at the noticed completeness hearing.

4) Required Submittal Information – Two complete sets of all plans, drainage reports, required engineering studies or reports, etc. shall be submitted to the Town Planner. After these submittals are accepted, the Town Planner shall forward the copies to the Town's Consulting Engineer.

5) In cases where the submission deadline falls on a holiday, the submitted materials must be received on the previous work day (i.e. if the plans are due on a Monday, which is a holiday, the plans must be received on the previous Friday).

(end of Section 10)

11. General Requirements and Design Standards

General requirements and design standards for development plans can be found in the Town's "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover. Book. They include, but may not be limited to:

11.01 Easements

1) Easements across lots or centered on rear or side lot lines shall be provided for utilities where necessary and shall be at least thirty (30) feet wide, and such additional width as the Planning Board may require.

2) A proper easement shall be for the purpose of maintaining proposed detention ponds of similar runoff control structures such as headwalls, riprap slopes, etc.

3) Slope easements shall be provided for the purpose of maintaining roadway slopes outside of the right-of-way.

4) As noted in the Master Plan, various road classifications require specific right-of-way widths. The Planning Board may request easements for roadway widths at any time an applicant brings a matter to the Board requiring action to a parcel with frontage on that roadway. Such a contribution would be proportional to the impact of the action required on the use of the roadway, and to accommodate to the proposed development.

11.02 Monuments

1) Monuments shall be granite and shall conform to the requirements of the state Board of Licensure for Land Surveyors, i.e., shall identify the Licensed Land Surveyor establishing and responsible for the monument. In order that the monuments shall be magnetically locatable, including in the event the top is broken off, a short section of iron bar, minimum 3/8-inch diameter, one-foot long, shall be buried in a vertical position directly adjacent to the monument with the top approximately one foot below finished grade.

   a) **Roadway Right-of-Way** – not smaller than 5" x 5" x 4 feet in length.

   b) **All other Property Lines** – not smaller than 4" x 4" x 3 feet in length. A bound shall be placed on all property lines and at each angle point.

2) Where the placement of a required bound is impractical or impossible to implement, such as along existing stone walls or in paved areas, monumentation shall be provided by an alternate method, such as drill holes or rail road spikes, which must be approved by the Board or the Town's DPW Director or designee.

3) At least one (1) Right-of-Way bound per roadway shall be designated as a benchmark. The elevation of each designated bound shall be determined and recorded on the as-built plans submitted to the Town. The reference elevation shall be tied to the United States Geodetic Survey (USGS) datum. Prior to the issuance of a Certificate of Occupancy (CO), or prior to the issuance of the last remaining CO in the case of multiple units, all monumentation must be verified through the use of an as-built plan (see definition for as-built plan) certified by a registered land surveyor, and may be physically verified by the-DPW Director or designee.

4) If an existing monument is not used during the boundary survey, the proposed lot corner, as shown on the certified plot plan, must be appropriately monumented. "Double Monuments" will not be approved.

5) All proposed plans, including but not limited to, lot line adjustments, condominiums, commercial/residential site plans, and subdivisions shall include proposed granite bound monuments at all unmonumented, existing lot corners and angles and all proposed lot corners and angles.

11.03 Roadway and Site Plan Cross-Sections and Profiles

1) Cross sections and profiles of streets showing grades approved by the appropriate Town official shall be submitted separate from the plan diagram. They shall be drawn to Town standard scales, and elevations shall be based on a datum plan approved by the Board.

2) All site plans must include finish grade cross sections demonstrating all features (rooftops, plantings, existing tree lines, parking areas, etc.) at a scale of 1:1. The Board reserves the right to request additional views if deemed necessary.

11.04 Block Layout

The length, width, and slope of blocks shall be determined with due regard to:

1) Provision of adequate building sites available to the special needs of the type of use contemplated;

2) Zoning requirements as to lot sizes and dimensions;

3) Needs for convenient access, circulation, control, and safety of street traffic;

4) Limitations and opportunities to topography;

5) Block lengths shall not exceed 1,200 feet or be less than 500 feet; and

6) Pedestrian crosswalks, not less than ten (10) feet wide, shall be required where deemed essential to provide circulation, or access to schools, playground, shopping centers, transportation, and other community facilities.

11.05 Lots

1) Depth and width of properties reserved or laid out for all purposes shall be adequate to provide for the off-street service and parking facilities for vehicles required by the type of use and development contemplated.

2) Corner lots shall be increased in size wherever necessary in order that any structure to be placed thereon shall conform to the minimum setback line of each street as required by the Zoning Ordinance.

3) The subdividing of land shall be such as to provide that all lots shall front on a Public or private right of way, roadway shown on an approved subdivision or site plan, or a road shown on the Town's tax maps.

4) Large lots or parcels – if a tract of land is subdivided into parcels larger than ordinary building lots, such parcels shall be so arranged as to allow the opening of future streets and logical future development.

5) The arrangement of lots shall be appropriate for the location of the subdivision and for the type of development and use intended. Lots shall be arranged such that their sidelines are substantially perpendicular or radial to streets. Lots shall be configured in regular geometric shapes, such as squares, rectangles, or any other form acceptable to the Planning Board to address specific site constraints.

6) Lot areas and dimensions shall conform to the requirements of the most recent revision of the Zoning Ordinances and the most recent revision of these Development Regulations. The existing or proposed right-of-way, as defined in these regulations, shall neither be used to satisfy minimum lot area nor dimensional requirements of the Zoning Ordinance nor these Subdivision Regulations.

11.06 Minimum Buildable Area Requirements

This requirement does not apply to Urban Residential lots and conservation subdivisions.

No Buildable Area shall contain existing natural slopes 25% or steeper.

Each lot shall be configured such that a rectangle with dimensions of 100 feet by 75 feet of Buildable Area or a circle with a diameter of 100 feet of Buildable Area can be contained within it.

The following criteria for buildable area requirements shall be calculated and included on the subdivision plans. Where lots contain varying slopes, each area shall be calculated as a percentage of the total required buildable area.

1) **No Municipal Services (Water and Sewer)**

   a) A minimum buildable area of 13,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are 0% to 8%.

   b) A minimum Buildable Area of 20,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are greater than 8%, but are less than 25%.

2) **Either Water or Sewer**

a) A minimum buildable area of 11,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are 0% to 8%.

b) A minimum Buildable Area of 18,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are greater than 8%, but are less than 25%.

3) **Both Sewer and Water**

a) A minimum buildable area of 10,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are 0% to 8%.

b) A minimum Buildable Area of 16,000 square feet shall be provided on lots where the existing natural slopes contained within the Buildable Area are greater than 8%, but are less than 25%.

11.07 Surety

Applicants shall provide Surety in compliance with Section 18 of these Regulations.

11.08 Driveways, Entrances, and Exits

This section applies to existing and proposed lots of record, residential and non-residential. Residential driveway grades shall conform to the following criteria.

1) **Open Drainage Roadways (no curbing):** Driveway grades for the first 10 feet (minimum) shall be a negative grade of 2%, and then may transition to a maximum positive or negative grade of 10%.

2) **Closed Drainage Roadways (with curbing, no sidewalk) with the elevation of the garage or parking area ABOVE the elevation of the Roadway:** Driveway grades for the first 10 feet (minimum) shall be positive or negative grade of 2%, and then may transition to a maximum positive or negative grade of 10%.

3) **Closed Drainage Roadways with curbing, & sidewalk against curb:** Driveway grades for the first 5 feet (minimum) shall be positive grade of 2%, then may transition to a maximum positive or negative grade of 2% for the next 5 feet and then may transition to a maximum positive or negative grade of 10%.

4) **Closed Drainage Roadways with curbing, & sidewalk 5' from curb:** Driveway grades for the first 10 feet (minimum) shall be positive grade of 2%, and then may transition to a maximum positive or negative grade of 10%.

a) All driveways, with a negative slope from the edge of a curbed roadway, must be constructed with a 1-2" raised, tapered pavement lip at the edge of pavement, to maintain the drainage gutter line created by the curbing, for stormwater flow.

b) All transitions in driveway grades must include an appropriate vertical curve, connecting the two tangent grades.

c) All driveway profiles must provide smooth transitions to the proposed garage or parking area.

d) Appropriate grade transitions must be included with all driveway profiles to provide smooth access into the parking area or garage.

e) Driveways shall not interrupt the natural or constructed roadway ditch lines and/or drainage flow.

f) The Public Works Director reserves the right to make exceptions and/or require additional specifications to the above noted driveway grade regulations, on a case by case basis, specifically where potential, excessive stormwater flows are possible.

5) **Commercial Driveway Grades** – Commercial driveways shall slope away from the finish roadway elevations at a grade of 2% for twenty (20) feet from the edge of pavement. Maximum grade for all driveways shall be no more than 2% for the first fifty (50) feet and the remainder of the driveway shall not exceed 10%. On a case by case basis, with specific, written approval from the DPW Director or designee, a driveway may slope towards the road at 2% for twenty (20) feet.

6) **Residential Driveway Inspection** – The layout of each residential driveway will be inspected for approval by the DPW Director or designee at the time of the foundation inspection. The driveway must be at subgrade elevations at that time. At that time, if it is determined that the grades do not meet the requirements in these regulations, the building permit will be revoked and will only be reissued after the driveway grades have been corrected.

7) **Driveway Culverts** – Driveway culverts shall be designed to adequately handle the anticipated stormwater flows within the ditch lines and shall in no case be less than twelve (12) inches in diameter and 20 feet long. Culverts may be HDPE (ADS or equal), reinforced concrete, or ductile iron.

   All driveway culverts shall be constructed with inlet and outlet flares or head walls, as determined by the DPW Director or designee.

   Driveway culverts shall be installed with adequate cover for highway loading (minimum 12 inches from top of pipe to driveway surface, except DIP where 6 inches is permissible).

8) **Residential Driveway Widths** – Minimum driveway widths shall be 12 feet with a maximum width of 20 feet at the street, not including the radii. The driveway radii, where the driveway edge-of-pavement meets the roadway edge-of-pavement shall not be less than 5'.

9) **Commercial Driveway Widths –** Minimum driveway widths shall not be less than twenty-four (24) feet for two-way traffic and not less than eighteen (18) feet for one way traffic. The driveway radii, where the driveway edge-of-pavement meets the roadway edge-of-pavement shall not be less than 20' and not more than 25' if accessing a class IV, III, II or I roadway.

10) **Residential Driveway Sight Distance** – All residential driveways shall have adequate sight distance in each and/or every traffic direction, which is determined by the road speed limit. In general, the driveway shall be located at the safest position on the frontage, and in no case should provide less than 200 feet of year-round intersection sight distance, per AASHTO standards. If the speed limit required longer sight distance, the AASHTO recommended "stopping sight distance" must be met. The posted speed limit, plus 5 mph shall be used for this calculation.

11) **Commercial Driveway Sight Distance** - Only one access is allowed per lot unless the site is connecting two existing streets in the promotion of safety or the driveway is designed for one-way traffic flow. All accesses must have an all season safe sight distance for the posted speed of the intersecting road, plus 5 mph, in accordance with the AASHTO Intersection Sight Distance Guidelines. On a case by case basis, the Board may allow the applicant to have only "Stopping Sight Distance". For all seasons of the year, the sight distance must include a vegetation or windrow of snow of two (2) feet zero (0) inches in height.

12) **Driveway Angle** – Driveways shall intersect the roadway at a preferred angle of 90 degrees but in no case shall the intersecting angle be less than 60 degrees.

13) **Driveway Aprons -** Driveway aprons and flares from the edge of the road pavement to the property line shall be paved with a 2-inch thickness of roadway binder asphalt at the time of the roadway construction.

14) **Driveway Materials -** Driveways shall be constructed, at a minimum, of well draining granular materials resulting in firm and wearable drive surfaces for all season passage. All proposed driveways accessing an existing Town road must be paved from the town road to the right-of-way.

15) **Driveway Location -** No driveway shall be constructed within 50 feet of another driveway, nor within 100 feet of an intersecting road, unless in the situation of common driveways, or if the lots' frontages are less than 100 feet. These situations will require specific Board approval. The separation is to be measured from edge to edge, not including the radii.

16) **Driveway Permits -** All driveways constructed after acceptance of the development's roadways shall require issuance of a driveway permit and shall be constructed in accordance with these regulations.

    All driveways, entrances, exits and approaches shall be designed to provide a maximum of vehicular and pedestrian traffic safety. All driveways, entrances, exits and approaches shall comply with the driveway permit provisions of New Hampshire RSA 249 and the Town of Hooksett regulations.

    Driveway Permits – Applicants shall obtain a driveway permit from the New Hampshire Highway Department for driveways entering upon Class I through III highways. A driveway permit shall be obtained from the Hooksett DPW Director or designee for driveways accessing any Town street or roadway. A

copy of all approved driveway permit applications shall be submitted with the nonresidential site development application.

17) **Driveways in Excess of 300 feet in Length** – Any driveway in excess of three hundred (300) feet or that connects two existing streets or roadways, must be constructed with a minimum clear travel lane of 14 feet. If the utility companies require primary power, phone and cable, to be installed along any proposed driveway, the subject driveway, up to the end of the primary utilities, must be constructed as part of the roadway construction, to crushed gravel grade.

18) **Driveways with wetland crossings –** All driveways that include a permitted wetland crossing must be constructed, to 25' past the limits of the wetland, to crushed gravel grade.

11.09 Legal Documents

At the time of submission of the final plan, the applicant shall file with the Planning Board:

1) Protective covenants in form for recording
2) All required easement documents
3) Deeds for the proposed roadways and rights of way
4) Other conveyances, certificates, affidavits, endorsements, or deductions as may be required by the Planning Board in the enforcement of these regulations

11.10 Development and Street Names

1) The name of the development shall not duplicate or approximate the name of any other development within the Town.
2) No street names shall be used which will duplicate or which could be confused with any other street name already in use.
3) Prior to approval of the final plan, the developer shall obtain approval of all street names from the Town Council. The application shall be provided and processed by the Code Enforcement Officer.

11.11 Street System

Note: Applicant is referred to Section OO-13 of the most recent edition of the Town H "Other Ordinances."

1) **Roadway Requirements (Public and Private)**

   a) The arrangement, character, extent, width, grade, and location of all streets shall be considered in their relation to existing or planned streets, to topographical conditions, to the public convenience and safety, and their appropriate relation to the proposed use of the land to be served by such street.

   b) Proposed streets shall conform, as far as practicable, to such Master or Study Plan as may have been adopted by the Planning Board.

   c) All roadways shall be designed and constructed in support of future possible connections to abutting properties.

d) In the event that Planning Board approval is required, the Applicant may grant an easement, or a Fee Simple Deed, to the Town for the use of land adjacent to the existing right-of-way (ROW). Said easement or deed may grant use of land for transportation purposes and be proportional to the impact of action required on the use of the roadway. This would customarily apply to all land lying within the ROW as specified in the Table of Geometric Standards, Right-of-Way Width.

e) Proposed streets in a development shall provide for the continuation of the principal streets in adjoining areas or to their proper projection when adjoining land shall have been subdivided.

f) Streets in the developments shall be so designated that, in the opinion of the Planning Board, they will provide safe vehicular travel while discouraging movement of through traffic.

g) Where a development abuts or contains an existing or planned Arterial Street, the Planning Board may require marginal access streets, reverse frontage with screen planting contained in a non-access reservation along the rear property line, deep lots with rear service streets, or other such treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.

h) Where a development borders on or contains a railroad right-of-way, the Planning Board may require a street approximately parallel to and one each side of such right-of-way, at a distance suitable for the appropriate use of intervening land, as for park purposes in residential districts, or for commercial or industrial purposes in appropriate districts. Such distances shall also be determined with due regard for approach grades and future grade separations.

i) Reserve strips controlling access to streets shall be prohibited except where their control is definitely placed in the Town under the conditions approved by the Planning Board.

j) Street jogs with centerline offsets of less than 125 feet shall not be permitted.

k) Streets shall be designed to intersect as nearly as possible at right angles and no street shall intersect any other street at less than 60 degrees. The centerlines of no more than two (2) accepted rights-of-way shall intersect at any one point.

l) Street grades shall conform to those specified in the Table of Geometric Standards of the most recent edition of the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover. Book. Horizontal curves shall meet the design standards as recommended by AASHTO.

m) Street Trees - When required by the Planning Board, street trees shall be planted in the esplanade areas of all new streets. Tree pits shall be at least

three (3) feet in diameter by two (2) feet in depth and filled with good loam free of stones over two (2) inches in diameter, sods, and clay.

n) Structural Design Requirements: All structural design for headwalls, retaining walls, box culverts, bridges, or other structures shall meet or exceed HS 25-44. The design of each structure shall be provided as part of the submitted design plans. The stamped "shop drawings" and/or submittals for these structures must be provided for review and approval at or prior to the project's required preconstruction meeting.

2) **Cul-de-Sacs**

In the interest of protecting the safety of the public from fire, consideration of public health, the operation of public utilities (sewer and water) and to ensure coordination of the street network within the Town, dead-end or cul-de-sacs streets shall not be longer than twelve hundred (1,200) feet measured from the nearest through road, measured from the centerline of the through street to the center of the bulb of the cul-de-sac.

However, longer cul-de-sacs may be approved if there is reasonable potential for connection through another street through adjoining land based on traffic circulation, development patterns and topography. The Planning Board shall determine if a cul-de-sac is to be permanent, i.e., not connecting, or temporary, i.e., providing a connection to adjacent property. No more than 40 lots, or less than five lots, shall be permitted on a cul-de-sac roadway. Conceptual grading of the potential roadway extension must be provided for review and approval. If the conceptual grading extends over the right-of-way, easements must be provided.

Cul-de-sacs shall not be less than 500 feet. Cul-de-sac lengths will be measured from the centerline of the **THROUGH** street to which the cul-de-sac connects to the radius point of the bulb at the turn around. The distance will be measured along the centerline of the proposed cul-de-sac.

In no circumstance may a cul-de-sac be proposed, designed, or constructed, off another cul-de-sac. All cul-de-sacs MUST be directly connected to a **THROUGH** street (please see definition of a through street).

Hammer head turn-arounds are permitted on a temporary basis only. This style turn-around would be applicable between approved subdivision phases.

3) **Sidewalks**

Sidewalks shall be in conformance with the Table of Geometric Standards of the most recent edition of the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover. Book.

a) **Sidewalks by Zone** – Sidewalks are required in industrial, commercial and high-density residential districts.

The Planning Board shall determine whether sidewalks are required on one or two sides of proposed roads based upon proposed intensity of the

development, traffic characteristics, potential pedestrian destinations and other factors.

In medium-density residential districts, sidewalks shall be required on collector and arterial roads.

b) **With or Without Curbing** – In low-density districts, either sidewalks or widened paved shoulders shall be required on both sides of arterial and on one side of collector roads.

Pedestrian traffic on local roads in medium- and low-density districts shall be accommodated by a paved, widened shoulder or a sidewalk on one side only.

Where sidewalks exist or are proposed on both sides of the road, all residential mail boxes shall be installed on the same side of the road. If only one sidewalk exists or is proposed, the mailboxes shall be installed on the opposite side of the road from the sidewalk.

4) **Sight Distance**

Sight distances at intersections shall be in accordance with the most recent edition of AASHTO standards for Intersection Sight Distance using the posted/design speed limit plus 5 mph. Sight distance calculations shall be required and shown on the project roadway and/or driveway plans. Vertical crests and sags must also be designed in accordance with AASHTO.

5) **Highway Classifications**

Arterial Highways:

Route 3 & 28, Hooksett Road

Bypass 28, Londonderry Turnpike

Route 28A, Mammoth Road

Route 3A, West River Road

Route 27, Whitehall Road

Collector Roadways:

Alice Avenue

Auburn Road

Bicentennial Drive

Farmer Road…….p/o

Granite Street

Hackett Hill Road

Industrial Park Drive……p/o

Legends Drive……..p/o

Merrimack Street

North River Road

Pleasant Street

*Shannon Road……..p/o

Smyth Road

South Bow Road

*Thames Road……p/o

West Alice Avenue

Lindsay Road……p/o Zapora Drive

Main Street

Martins Ferry Road

* Private Roadway

p/o - Part Of

Local Roads:

All Other Public Roadways

11.12 Drainage Design Criteria

1) **Definitions**

Acre-foot – A volume equal to an area of one acre times a depth of one foot.

Anti-Seep Collar – A device installed around a culvert, pipe or conduit through an embankment, which lengthens the path of seepage along the exterior of the conduit. The minimum required extension to all sides is twice the exterior diameter of the conduit embedded in an impervious material.

Aquifer – An underground potential water-producing geologic formation.

Barrel – The concrete, HDPE, or corrugated metal pipe that passes runoff for the riser portion of an outlet structure, through the embankment, and finally discharges to outfall point.

Base Flow – The portion of stream flow that is not due to storm runoff, and is supported by interflow and groundwater outflow into a channel.

Bedrock – Solid rock located on or below the ground surface of the earth.

Best Management Practice (BMP) – In stormwater management, a structure or practice designed to prevent the discharge of one or more pollutants to the land surface and thus minimize their availability for wash-off by stormwater, or a structure or practice to temporarily store or treat urban stormwater runoff to reduce flooding, remove pollutants, and provide other amenities.

Channel Erosion – The widening, deepening, and headward cutting of small channels and waterways, due to erosion caused by moderate to larger floods.

Contributing Watershed Area – Geographic extent of land area contributing its runoff of the point of interest. (Also referred to as "catchment.")

Crown – The highest point on the inside of a culvert or pipe.

Design Storm – A selection rainfall event of specified amount, intensity, duration, and frequency used as the basis of design. Type III storm event is typical for the Hooksett area.

Detention – The temporary storage of runoff in a structure or waterbody.

Detention Time – The average amount of time a volume of water is detained in a BMP. This time may differ from the amount of time it takes to completely drain a particular BMP (see Dewatering Time).

Discharge Structure – The outlet structure of a structural BMP, such as a pond, designed to release water at a design flow rate (or multiple flow rates, depending on depth of storage).

Emergency Spillway – The channel of a pond-type BMP, designed to pass a storm event exceeding the design capacity of the primary discharge structure.

Erosion – The wearing of the land surface by water or wind, and the subsequent detachment and transportation of soil particles.

Evaporation – The process whereby water returns to the atmosphere as water vapor, from the surfaces of the land and water bodies.

Long Term Exfiltration Rates for Various Soil Textures

Texture Class	**NRCS Hydrologic Soil Group**	**Design Infiltration Rate (inches per hour)**
Sand	A	8.20
Loamy Sand	A	2.40
Sandy Loam	B	1.00
Loam	B	0.50
Silt Loam	C	0.25
Sandy Clay Loam	C	0.15
Clay Loam	D	0.08
Silty Clay Loam	D	0.05
Sandy Clay	D	0.04
Silty Clay	D	0.03
Clay	D	0.02
Muck	D	0.01
Ledge	Rock	Impervious
Pavement	N/A	Impervious

Extended Detention – A stormwater management BMP that provides for the gradual release of a volume of water over a time interval designed to increase settling of urban pollutants, and protect downstream channels from frequent flooding. See Retention.

Floodplain – The low land adjacent to a waterbody subject to flooding.

Forebay – An extra storage area provided near an inlet of a pond BMP to trap incoming sediment before it accumulates in a pond BMP. Design volume is 10% of the water quality volume. No infiltration can be assumed within the forebay area.

Freeboard – The space from the top of an embankment to the highest water elevation expected within embankment impoundment for the largest design

storm stored. The space is required as a safety margin in a pond or basin and shall be measured from the lowest point in the embankment.

Head – In hydraulics, the height of water above a reference plane.

Head Loss – Energy loss in hydraulic flow due to friction, turbulence, velocity change or flow direction.

Head Water, Head Water Depth – In hydraulics, the difference in elevation between the water elevation at the inlet of a pipe, and the invert of the pipe.

Hydrology – The study of the movement of water between the earth's atmosphere, surface, and subsurface. In particular, the Town of Hooksett permits several methods of runoff calculations; but the SCS method (up to 1000 acres) is preferred due to versatility and basin design parameters. Other methods should be discussed with the Planning Board prior to use. Storms modeled should include the 2-year, 10-year, 25-year, and 100-year events.

Hydrologic Soil Group – For the SCS Runoff Curve Number method, the classification of a soil relative to its runoff potential, based on infiltration rate of the soil, permeability of restrictive layers, and moisture-holding capacity of the soil profile.

Hydrograph – A plot of runoff rate versus time for a particular storm event. The hydrograph must model the flows for the entire event.

Impervious Surface – A hard surface area which either prevents or retards the entry of water into the soil. Common impervious areas include, but are of limited to, rooftops, walkways, patios, pools, detention basins, driveways, parking lots. These surfaces are commonly concrete, or asphalt.

Impoundment – The body of water retained by a berm, dam, or dike.

Infiltration – The downward movement of water through the land surface at ground level into the underlying subsoil. See Exfiltration.

Infiltration Rate – A soil characteristic which describes the maximum rate at which water enters the soil.

Inlet Control – In culvert design, the condition where inlet shape and material controls the rate of flow in the culvert.

Invert – The lowest point on the inside of a culvert or pipe.

Level Spreader – A device used to spread out stormwater runoff uniformly over the ground surface as sheet flow (i.e., not through channels). The purpose of level spreaders is to prevent concentrated, erosive flows from occurring, and to enhance infiltration. This BMP shall be sized for the 10-Year Storm Event (4.3")

Mean depth – The average depth described as the cross-sectional area of an inundated channel divided by its surface width. For a water body or storage basin, mean depth is the volume of the basin divided by its surface area.

NRCS – United States Department of Agriculture, Natural Resource Conservation Service. Formerly known as Soil Conservation Service (SCS).

Outfall – The point or structure of a conduit discharging to a water body.

Outlet Control – In culvert design, the condition where flow in the culvert is not governed solely by inlet conditions, but may also be affected by friction losses in the culvert barrel and/or downstream water elevations.

Outlet Protection Apron – An apron of appropriately sized angular fractured rock placed at the outlet of all culverts. This BMP shall be sized per the requirements found in the NHDES Alteration of Terrain Volume 2 manual.

Peak Discharge Rate – The maximum flow for a given hydrologic event at specified location and time span.

Pervious Surface – Ground cover which allows the passage of water, such as grass, woods, gravel, etc.

Point Source – A distinct, identifiable source of pollutants.

Rainfall Intensity – The rate at which precipitation occurs at a given instant. Rainfall intensities (24 hour) for Hooksett shall be as follows:

2 year event	2.9 inches
5 year event	3.8 inches
10 year event	4.3 inches
25 year event	5.1 inches
50 year event	5.7 inches
100 year event	6.3 inches

Rational Method – A method for estimating peak rates of runoff from small watersheds (drainage areas less than 20 acres). The method is typically used for the sizing of storm drainage pipes, culverts, and channels. The method relates peak discharge to rainfall intensity/duration/frequency, time of concentration, and land-use cover. Not recommended for analysis or sizing of basins and ponds.

Reach – The smallest portion of a drainage system consisting of uniform cross-section, shape, and slope. Often used in conjunction with pipes and channels.

Recharge – Of water that infiltrates into the ground, the portion that moves deeper into the ground and moves through the ground as interflow (unsaturated flow) and groundwater flow (saturated flow). Recharge results in the replenishment of groundwater.

Retention – The holding of runoff in a basin without release except by means of evaporation, infiltration, or emergency bypass

Riser – The vertical portion of an inlet to a conduit, extending from the barrel to the water surface.

Routing – The mathematical process of determining how hydrographs respond to storage and hydraulic control in reservoirs (including ponds, lakes, and detention basins) and watercourses (rivers and streams).

Runoff Curve Number Method – A method developed by the SCS (now known as the NRCS) for estimating runoff, accounting for soils characteristics and land-use cover. In this method, the *Curve Number* relates the volume of runoff to interception, depression storage, soil storage, and rainfall depth.

Runoff Rate – Also referred to as discharge rate. The measure of the volume of runoff per unit of time, reaching a particular point of interest on the earth's surface.

Runoff Volume – The total volume of water that occurs as "Direct Runoff" during a particular storm event. This volume is usually measured in inches of depth over the extent of the contributing watershed.

SCS – United States Department of Agriculture – Soil Conservation Service. Now known as the Natural Resource Conservation Service (NRCS).

Sediment – Mineral and organic soil material that is transported in suspension by wind, gravity, or flowing water, from is origin to another location.

Sheet Flow – Runoff which flows over the ground surface as a thin, even layer, not concentrated in a channel.

TR-55 – *Technical Release No. 55, Urban Hydrology for Small Watersheds*. This publication describes a methodology developed by the SCS (now NRCS) for estimating runoff volumes and peak discharge rates. The method uses the Runoff Curve Number Method for relating runoff depth to rainfall depth, and graphical or tabular methods for relating peak discharge to the runoff depth.

TR-20 – *Technical Release No. 20, Project Formulation – Hydrology*. This publication comprises the watershed computer model developed by the SCS (now NRCS) for hydrologic analysis. The method uses runoff hydrographs and hydrograph routing to estimate runoff volumes, runoff rates, and storage structure performance for any specified precipitation event.

Tailwater – In hydraulics, the difference between the theoretical or actual elevation of the water surface at the outlet end of a pipe, and the invert of the pipe.

Time of Concentration – The time required for water to travel from the hydraulically most distance point to the outlet of a watershed, or the total of all travel times in a watershed.

Water Table – The upper surface of groundwater in a saturated zone of soil or bedrock.

Watershed – The region contributing runoff to designated point of interest on the earth's surface. Sometimes referred to as "catchment" or "subcatchment."

2) **Drainage Design Requirements: All drainage designs must adhere to the latest editions of Volume 1, Volume 2, and Volume 3 of the NHDES**

Alteration of Terrain program and these regulations, which ever are more restrictive.

a) All runoff, erosion, and sediment control measures and the design of all drainage structures and systems shall meet the design standards and specifications set forth in these regulations or in the current "Manual on Drainage Design for Highways" published by the New Hampshire Department of Transportation.

b) All private drainage systems are to be maintained as necessary and minimally on an annual basis. All applicants are required to provide the Town with a written report verifying compliance with this requirement. A note requiring this annual report must appear on the recorded cover sheet and site plan.

c) All projects which require an EPA SWPPP Plan and NOI Permit must provide copies of the SWPPP inspection reports to the Town.

d) All drainage computations and related submissions shall be certified by a Professional Engineer.

e) The drainage design shall model the pre- and post-development 2-year, 10-year, 25-year, and 100-year storm events for the site using the rainfall intensities shown in the definitions. The design shall demonstrate no increase of runoff at any point along the border of the site for any of the modeled events. The entire event shall be modeled and the hydrograph for each structure shall be shown.

f) The drainage system shall be sized as follows:

   Closed Drainage System = 25-Year storm event
   Open Drainage System = 25-Year storm event
   Cross-Culverts Connecting Wetlands or outletting to a Wetland = 100 Year
   Detention Ponds = 100-Year with 1' freeboard to the top of the berm
   Bridges = 100-Year with zero surcharge

g) Pipes and culverts shall not be surcharged. Outlet control structures (relating to detention ponds only) may be surcharged.

h) Minimum cover for closed drainage systems, measured between the pipe crown and finished grade, shall be as follows:

   Under paved roads: Three (3) feet for all culvert material
   Residential driveways: One (1) foot for all culvert material
   Under grass areas: Two (2) for all culvert material

i) Acceptable pipe materials for roadway and driveway drainage are: reinforced concrete pipe (RCP), smooth interior polyethylene pipe (HDPE) and ductile iron pipe (DI).

j) Water shall not be impounded adjacent to roadways. The 100-Year pond elevation shall be designed to be a minimum of 10 feet from the edge of the right of way or otherwise a minimum of 25 feet from the edge of pavement.

k) All proposed projects must meet the requirements for stormwater quality as required in the NHDES Alteration of Terrain (AoT) Design Volume 1. If no AoT permit is required, no detention is proposed, and/or the site is a redevelopment, approved BMP's shall be used to provide eighty (80) percent removal of total suspended solids from existing and proposed paved surfaces. The design engineer shall provide calculations showing removal rates using the values found in the Alteration of Terrain Stormwater Manual, Volume 1, and Appendix E.

l) Maximum flow velocity in any pipe during the 25-year storm event is 10 fps.

m) Maximum flow velocity in a vegetated channel is 3.5 fps during the 25-year storm event. Maximum flow velocity in a rock lined channel is 6 fps during the 25-year storm event. These swales should be analyzed for stability during this storm event.

n) When the computed outlet pipe velocity is in excess of 10 fps, additional outlet protection shall be employed.

o) Culverts with a span of 10 feet or more will be considered as bridges.

p) Culverts shall be placed to fit natural drainage courses.

q) All culverts, including driveway culverts, shall be constructed with end sections (flared end section, headwalls, etc.).

r) A ditch or swale shall have a minimum grade of 1.0 percent, except for "Site Specific Swales" as required by RSA 149:8a.

s) A ditch or swale shall have a maximum length of 400 feet prior to entering a catch basin or drop inlet. Local conditions may require variations. Any variations must be approved by the Board or the Town's Consulting Engineer.

t) Minimum flow velocity in a pipe or culvert during a 2-year storm event is 2 fps.

u) Minimum pipe diameter in a closed drainage system is 12 inches. Minimum pipe diameter in a open drainage system or culvert is 15 inches. This size may vary after consultation with the Town's Consulting Engineer.

v) Standard roadway catch basin grates shall be limited to a design inlet flow of 2 CFS unless manufacturer's data (based on transverse and longitudinal slopes) indicates greater capacity at a gutter line depth of 2 inches.

w) Bar grates shall not be used in traffic or pedestrian areas.

x) The pipes entering or exiting a catch basin or drain manhole shall be placed to provide a minimum of 12 inches horizontally between pipe walls.

y) A minimum drop of 0.25 feet from the lowest inlet invert and highest outlet invert shall be provided in each structure. When two different diameter culverts enter one basin, the crown inverts shall be matched.

z) At least one catch basin will be located at the bottom of a sag. Depending on roadway classification and design considerations, an additional catch basin on either side could be necessary.

aa) The spacing between proposed catch basins shall prevent spreading over more than 30% of any travel lane.

bb) In general, the use of catch basins rather than drop inlets is recommended. Drop inlets shall be used only where no pipe inlet occurs and where soils and other debris are not likely to enter, on slope drainage, in embankments, and in culverts.

cc) Manholes shall be placed where a change in grade of alignment of a storm drain occurs storm drains shall not have a manhole, catch basin or drop inlet more than 300 feet apart.

dd) The compatibility of grate capacity, pipe capacity and design flow must be considered in closed drainage system design.

ee) The type of grate chosen will be based on the following usage restrictions:

NHDOT Standards for Catch Basin Grates	Where Utilized
A.	In roadways, ditches, medians where bicycle traffic is not anticipated.
B & B-Alt.	In roadways, paved ditches, paved medians where bicycle and pedestrian traffic is anticipated.
C.	In unpaved ditches and sumps off the roadway where vehicles cannot make contact with the structure.
D.	Where high grate capacity is required and bicycle or pedestrian traffic is not anticipated.

ff) Neither the introduction of large volumes of runoff nor the depletion of water resources entering an existing Prime Wetland is beneficial. A maximum variation in the rate of runoff for the 25-year storm event (comparing the pre-development storm event to the post-development storm event) is limited to 10 percent with a preferred net change of zero.

gg) Plans shall reference the 100-year flood plain. Map panel number and map date shall be referenced from the FIRM. If parcel is located within a flood plain, the 100-year flood plain elevation by location (if available) shall also be noted. If parcel is not within the 100-year flood plain, the FIRM shall be referenced with the note "Site is not within the 100-year flood plain." Flood plain shall be drawn to scale on the site plans. If an area within the 100-year flood plain is altered or filled, equal or greater incremental (1-foot elevations), compensatory volume shall be provided with calculations to balance the loss at each 1-foot increment.

hh) Both retention and detention ponds shall provide a minimum of 1 foot of freeboard at peak elevation during the 100-year storm event.

ii) Ponds shall be provided with an emergency overflow with an invert above the peak elevation of the 100-year storm event preferably provided as part of the outlet control structure. Overflow weirs are permitted if designed to fully prevent erosion for the full distance to the receiving waters.

jj) Interior pond side slopes shall have a maximum grade of 4:1 (extending to the 100-year storm elevation) and exterior slopes shall have a maximum of 3:1. Above the 100-year storm elevation, the interior side slopes shall be 3:1 or flatter.

kk) Slopes shall have 4 inches of loam and be fully grassed. Permanent fencing (4-foot minimum) and a locking gating (minimum 12-foot width) shall be required if the pond retains more than 12 inches of water or the peak depth (measured from the invert of lowest outlet to the invert of the emergency overflow) is greater than 6 feet.

ll) Pre-treatment of water entering a pond is required unless approved otherwise by the Town's Consulting Engineer and can be provided by a water quality inlet BMP, such as a treatment swale, forebay, etc.

mm) All drainage structures shall be protected by a fully dimensioned easement. Said easement shall include associated piping and drainage outside of the right of way along with a 12-foot-wide gravel access driveway with a cross slope no greater than 2 percent. The descriptions of these easements shall appear on the recorded plans as well as provided in written form to be separately recorded.

nn) Underground detention facilities (UDF) may be permitted within private site plans. Full detailing of the UDF on the plans is required. These will be designed to provide for adequate maintenance by the owner.

oo) All UDF's shall be designed with an emergency overflow, which shall be utilized during storm events greater than the design storm or if the system is blinded with sediment.

pp) All UDF's must incorporate an isolator row to aid in the separation of sediment.

qq) All UDF chamber or culvert rows shall be directly connected to the manifold so all rows equally receive stormwater flow.

rr) All UDF designs shall incorporate infiltration rates shown in the definitions. The soil types and seasonal high water table elevations are to be determined by test pit data at the location of the proposed facility.

ss) Slopes and contouring are critical to a drainage system. Maximum slopes, directly relating to the construction of ponds, swales, or diversions, and cut slopes intercepting the estimated seasonal high water table, shall be limited to 3:1 unless the design engineer provides a geotechnical evaluation showing that steeper slopes are stable and sustainable in a

saturated and surcharged condition. The evaluation shall examine all failure modes and provide calculations with supporting documentation based on individual soil types, compaction requirements, surcharge loads, and moisture content. Other methods providing additional structural support and stability to a proposed slope may be approved by the Board on a case-by-case basis.

tt) Subsurface drainage systems (underdrain) shall be provided where the seasonal high groundwater table is within four feet of the finished roadway grade.

uu) Test pits or borings in roadway cut sections shall be taken, as required or ordered by the Board's Consulting Engineer, to locate the Seasonal High Water Table (SHWT) and determine the need for underdrain pipe. This pipe shall be perforated PVC or HDPE with a minimum diameter of 6 inches, placed one foot outside the edge of pavement at a centerline depth of four feet.

vv) The applicant shall provide the following information in the drainage report/analysis with adequate description of the drainage system features. Submission shall include pre- and post-drainage plans with catchments (area, slope, length and flow path) and other drainage system components clearly identified.

vv.1) Ponds: Elevations, incremental storage capacity, stage-discharge relationship, areas, critical depth, flood elevation, inflows, outflows, outlet information.

vv.2) Pipes and Culverts: Inlet and outlet inverts, base flows, material, slope, length, dimensions, roughness, restrictions, and special conditions.

vv.3) Channels: Inlet and outlet inverts, base flows, stability, construction and lining, slope, length, dimensions, roughness, restrictions, and special conditions.

vv.4) Catchments: Also known as "subcatchments." Slope, average length, changes in flow modes, soils, CN, condition, time of concentration, area, rainfall information, description of specific location.

vv.5) Modeling should include the entire storm event with a minimum time of 24 hours.

3) **Aquifer Recharge and Site Storm Water Retention**

a) All projects, regardless of amount of proposed impervious coverage must follow the criteria required by Sections 1504.11, 1507.04, and 1508.15 of the NHDES Alteration of Terrain Stormwater Manuals.

4) **Off-Site Drainage Considerations**

a) The applicant's engineer shall determine the effect of a development on the existing drainage facilities outside of the area of the development (off-site) based on the 100-year storm event and report the conclusions to the Board. If requested by the Board, the applicant will provide calculations and other necessary information to support their findings.

b) Where the Board anticipates that additional run-off incidental to development of the site will increase flow in an existing downstream drainage facility or there will be damage to private property or an increase in the expenditure of public funds, the Board may not approve the development until adequate provision is made, at the applicant's expense, to remedy the downstream drainage. Additionally, such projects, at the direction of the Planning Board, shall show an equal or decreased total stormwater volume at all analyzed points of interest.

c) The Board may accept a drainage easement obtained by the applicant from downhill property owners if an increased storm water flow is expected over their property and the applicant submits a written undertaking to hold the Town harmless for any claims for resulting damage. However, the applicant must also expand the drainage model to demonstrate that there is no increase in flows for all storm events to properties beyond the drainage easement.

d) The Board reserves the right to require that the storm drain systems be designed for less frequent, more intense rainfalls where conditions warrant.

e) The proposed drainage system shall replicate to the extent possible, existing drainage/hydrology patterns. (revised 12/18/2023)

f) The design shall not direct concentrated flows across property lines where the flows were not concentrated in the existing conditions.

g) The applicant may submit a proposal for review by the Board, to allow the harvesting of excess stormwater for non-potable use on site. (effective 12/18/2023)

5) **Engineering Method**

a) The applicant shall control runoff during and after construction through any method approved by the Planning Board and/or Town's Consulting Engineer. In each instance, the measure or measures taken shall be suitable to the site and subject to approval by the Planning Board and/or Town Consulting Engineer.

b) Hydrology – Runoff Calculation Methods: The calculation of runoff is of prime importance to the overall scheme of drainage design. The Town of Hooksett approves four methods to compute runoff.

1. The Rational Method – This method is usually used when the drainage area is small (less than 10 acres). It is also used extensively for on-site design.

2. The Soil Conservation Service (SCS) Method – This method is the preferred method and is used when the drainage area is less than 1,000

acres. The design storms shall be a 24-hour rainfall of a storm distribution Type III.

c) The methodology used in computing the runoff for the Rational Method, NEHL-AWM Method and Potter Methods are found in the latest NHDOT Drainage Manual as well as many popular engineering texts.

d) The following four SCS publications, which provide the details on the hydrologic analyses using the SCS methods, are widely distributed and used:

1. NEH-4: Hydrology, Section 4, National Engineering Handbook
2. TP-149: A Method for Estimating Volume and Rate of Runoff in Small Watersheds
3. TR-20: Computer Program for Project Formulation, Hydrology, Technical Release No. 20.
4. TR-55: Urban Hydrology for Small Watershed, Technical Release No. 55.

e) Drainage Design Manual: All runoff, erosion, and sediment control measures and the design of all drainage structures and systems shall meet the design standards and specifications set forth in these regulations, the Town of Hooksett Construction Standards, and in the current "Manual on Drainage Design for Highways" published by the New Hampshire Department of Transportation. In the case of an inconsistency or contradiction, the Board or the Town's Consulting Engineer shall determine the optimum standard for a particular application.

Note: The Board reserves the right to require that the storm drain systems be designed for less frequent, more intense rainfalls where conditions warrant.

6) **Sediment and Erosion Control Considerations**

Additional reference is made to Section 14 of these Regulations and to all applicable requirements of Section 14. Virtually all sites with slopes are susceptible to erosion due to wind and water. However, long slopes in excess of 200 feet or slopes with grades steeper than 10:1 require identification and special attention. Accordingly, the engineer must address these issues in terms of drainage design considerations, an erosion control plan, and an integrated construction sequence plan. Accordingly, three prime concerns must be fully addressed both during and after construction:

- Control of surface runoff
- Protection of soil surfaces
- Capture of sediment on-site

The erosion control plan must include:

- A runoff erosion analysis
- Site landscaping, temporary and permanent

- Runoff yield
- Sediment yield
- Sediment controls
- Sediment basins and traps
- Sediment barriers
- Protection of disturbed areas
- Identification of critical cut/fill areas
- Specification of surface covers, temporary and permanent
- Limitation of construction traffic routes
- Mapped location and description of borrow, fill, disposal, and stockpile areas
- Location of critical protection areas
- Specification of dust control measures
- Design of anti-tracking pad at all site entrances and exits
- Identification and marking of existing vegetation to be preserved
- Identification and maintenance of buffer zones
- Identification of needed stream crossings, and design of temporary and permanent methods of crossing
- Identification of entity responsible along with contact information
- Schedule for inspection and maintenance of the erosion control system
- Maintenance of log for sites with disturbance of more than 5 acres

7) **Typical Erosion Control Methods:**

Whereas a number of systems exist, as well as several new technologies, care must be taken to use the correct application in a particular situation. With increasing environmental concerns, a number of handbooks outlining the use of various measures are available. Some of the measures that the engineer may want to consider are:

• Inlet protection	• Grassed waterways
• Runoff diversion	• Rock lined waterways
• Slope drainage	• Lined channels
• Energy dissipaters	• Level spreaders
• Retaining walls, terracing, gabions	• Erosion control matting and netting
• Temporary soil roughening	• Plantings (hydroseed or sod)
• Harrowing	• Mulching
• Fast growing plantings	• Staked haybales
• Sediment traps	• Siltation fencing

11.13 Water Systems

1) **Connection with Public Water System** – The applicant may, at his own expense, connect to the public water system in accordance with requirements of the Water Department or Precinct. All water mains, gates, and valves must be located outside town paved roadways. In addition, every effort shall be employed to minimize roadway crossings with mains.

2) **Private Water System** – Private water systems may be permitted where a public supply or capacity is not available, provided such systems are installed in accordance with the requirements of the New Hampshire Water Supply and Pollution Control Commission and the Water Department in whose area such system is proposed. The water distribution system must also comply with 11.13.1. Compliance with Water Department regulations shall not pertain to systems supplying two families or less, or in those areas in which the Planning Board determines that public water will not be supplied within a reasonable period of time.

3) Private wells shall include a 75-foot protective well radius. No leach fields shall be located within this radius and no septic tanks may be within 50' of the well head. All additional setbacks, per NHDES must be adhered to. The entire well radius must be contained within the property lines, including the lot's frontage (right-of-way). The well radius shall be allowed to extend into any wetland buffers located within the lot's property lines.

4) For bedrock wells which do not meet the setback requirements as stated above and as specified in We 602.08, a well contractor shall use special methods of construction to provide additional protection from potential pollution. A completed setback reduction form must be filed with NHDES and the Code Enforcement Officer indicating that the contractor has:

    - Installed no less than 40 feet of casing in the well, with no less than 10 feet of casing into competent bedrock; and

    - Grouted the casing as specified in We 602.05

11.14 Sanitary Sewerage System

The applicant shall, at his own expense, connect to available *public* sanitary sewers in accordance with the requirements of the Hooksett Sewer Commission. All sewer manholes, valves and collector force mains shall be located outside of all paved town roadway travel ways unless approved by the Hooksett Public Works Director. In addition, every effort shall be employed to minimize crossings with mains.

On-site sewage disposal systems may be permitted in developments located beyond the reach of the public sewerage system. The design, construction and installation of all residential commercial and industrial on-site sanitary sewerage systems shall

be in compliance with the requirements of the New Hampshire Water Supply and Pollution Control Commission and the Town of Hooksett (see Part III, Section 3.10).

11.15 Electric Power, Telephone, Cable Systems, and Street Lighting

1) All electric, telephone, and cable systems shall be installed below ground to the satisfaction of the specific utility. On proposed town roads, the utilities shall be located in a 15-foot-wide utility easement adjacent to the 50-foot right-of-way. The maximum cross slope within the easement shall be 8 percent. All above ground structures (i.e. transformers, sector cabinets) must be outside of the ROW.
2) All utility locations must be shown on the proposed plans.

11.16 Signs

All signage must comply with the Hooksett Zoning Ordinance and the Hooksett Development Regulations.

11.17Allowable Impervious Lot Coverage

The allowable impervious coverage (see impervious definition in Section 11.12.1) per lot is as follows:

Zone	Percent Coverage
Low Density Residential District	20%
Medium Density Residential District	30%
Urban Density Residential District	60%
High Density Residential District	60%
Commercial District	70%
Performance District	Per Zoning Article 10A
Industrial District	80%
Mixed Use District 1	65%
Mixed Use District 2	Per Approved Project's Master Plan
Mixed Use District 3	50%
Mixed Use District 4	50%
Mixed Use District 5	Per Approved Project's Master Plan

11.18 Wetland Buffer Delineation Markers **(Rev. 06/03/24)**

All wetland and conservation buffers adjacent to proposed lot development must be marked, every fifty (50) feet with wetland conservation type markers. The markers must be permanently attached to a steel post and must be 36" to 48" in height. (Rev. 06/03/2024)

11.19 Traffic Impact Analysis Requirements

1) All projects must provide a report meeting the requirements outlined for a "short" traffic impact analysis. If any of the following conditions apply, then a "full" traffic impact analysis must be completed:

   a) Trip generation exceeding 500 average daily trips or 50 peak hour trips. Peak hour is defined as any of the following:

      1. AM peak hour - between 7-9 AM;
      2. PM peak hour - between 4-6 PM;
      3. Saturday midday peak hour – between 11AM-1PM; and
      4. peak hour generator for certain land uses (e.g., school, movie theater) if it falls outside the three previously listed periods. Analysis of Saturday midday peak only applies to retail uses.

   b) The Planning Department may require a "Full" analysis because of special circumstances.

2) Required for "Short Analysis": The "Short" analysis has two primary objectives: First, to justify that a "Full" analysis is not required, and, second, to determine the appropriate impact fee (as outlined in Article 30 of the Zoning Ordinance) imposed on the proponent. At a minimum, the "Short" analysis must include the following:

   a) Description of Site: A brief narrative of the character of the site and adjacent properties, including land uses and other pertinent facts.

   b) Description of Roadways: A brief narrative of the study area roadway facilities, including the number of lanes, speed limit, major intersections, and locations of existing driveways. A description of pedestrian amenities such as sidewalks, crosswalks, and handicap ramps should also be completed.

   c) Sight Distance: Measurements shall be provided for each driveway. A comparison of the available sight distance at each study intersection with Town of Hooksett standards shall be included.

   d) Trip Generation: In all cases, the analysis shall include trip generation based upon the ITE Trip Generation Handbook - latest edition. Where the applicant feels the ITE trip generation is not representative of the proposed development, justification must be provided for alternative trip generation methodology. If counts are performed to determine trip generation rates, the applicant must conduct two separate counts and provide full details of the count locations, including the size of the facility, percent occupancy, location, adjacent road Average Daily Traffic (ADT), time, and date of count.

   e) Trip Distribution: At the "Short" analysis level, trip distribution shall be described in a report that demonstrates knowledge of area-wide land uses, roadway facilities, and predominant traffic flows by time of day. The analysis shall contain a percentage distribution of trips (by direction) to the

adjacent roadway facilities and any relevant assumptions. All assumptions made shall be outlined, with justification, in the report.

f) The report shall be stamped by a professional engineer with expertise in this field.

11.20 Structural Design Requirements

1) **Retaining Walls**

A typical detail of the proposed retaining wall must be included in the design plans. The following requirement must be included with the typical detail: "The stamped shop drawings and calculations for the actual retaining wall must be provided for review and approval at or prior to the project's required preconstruction meeting.

All retaining walls shall be designed by a professional engineer with expertise in this field. A note must appear on the plans requiring that the provided plans and supporting calculations must address the following criteria:

a) design calculations stamped by qualified PE licensed in NH

b) stability calculations (including bearing capacity, global stability, overturning & sliding)

c) geogrid pullout and other pertinent data & evaluations

d) construction installation specification

e) lateral earth pressure coefficient

f) surcharge load, embedment depth

g) both a plan and profile of each wall section

h) guardrail / handrail installation details and geogrid penetration procedures

i) the location of the required pedestrian barrier

If requested by the Planning Board, DPW Director, or the Town Planner, a pedestrian barrier (i.e. 4' chain link fence) must be installed at the top of the proposed retaining wall. If guardrail is also proposed, the requested pedestrian barrier must be installed between the guardrail and the top of the retaining wall.

A note must appear on the approved plans and the stamped shop drawings requiring the design engineer, after the retaining wall construction is 100% complete, to provide a stamped letter certifying that; "the retaining wall was constructed per the approved design plans and will function as intended".

2) **Box Culverts, Bottomless Spans, Bridges, Headwalls, & Wingwalls**

A typical detail of the proposed structure(s) must be included in the design plans. The following requirement must be included with the typical detail: "The

stamped shop drawings and calculations for the actual structure(s) must be provided for review and approval at or prior to the project's required preconstruction meeting.

All structural designs shall meet or exceed HS 25-44 loading.

These structures shall be designed by a professional engineer with expertise in this field. A note must appear on the plans requiring that the provided plans (shop drawings) and supporting calculations must address and/or include the following criteria:

a) Hot dipped galvanized hardware connection details

b) Cementitious patching of all hardware pockets

c) Flexible sealant (i.e. Sika 1A or equal) specified between structure sections

d) Connection details for headwalls and/or wingwalls

e) Specify steel shimming material

f) Cast in place concrete minimum design strength equal to 4,000 psi

g) Precast concrete minimum design strength equal to 5,000 psi

h) Note requiring the structure to also meet all NHDOT roadway and bridge design standards

i) Design elevations such as top/bottom of footing, top of structure, finish grade, select gravel and pavement thicknesses, etc.

j) Dimensions for all pieces

k) Backfill specifications and compaction requirements

l) Subgrade preparation requirements, minimum of 12" of crushed gravel

m) Epoxy coated rebar to be used for all bridge decks and box culverts with less than five (5) feet of cover and all rebar to be 60 grade steel

n) Applicable membrane and/or coatings for both backfilled and exposed surfaces

11.21 Commercial Architecture Design Requirements

The purpose of these regulations shall be to encourage site and building development which pays tribute to traditional architectural styles typical of rural New England towns. The Town of Hooksett recognizes the importance of implementing and enforcing commercial design requirements in order to:

1. Enhance and maintain the traditional New England character of the built environment;

2. Pay homage to the architectural history of the New England region;

3. Instill a heightened sense of place and community pride in the residents of the Town of Hooksett;

4: Protect property values; and

5: Encourage the revitalization of distressed properties and blighted neighborhoods.

See Part III Section 3.05. These regulations shall apply to all commercial development within the Town of Hooksett.

(end of Section 11)

12. Public and Private Construction and Inspection Procedures

12.01 Construction Requirements

All site plans, road and drainage construction shall be performed in accordance with the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover, agreements, plans, profiles, and typical details approved by the Board.

1) Changes or revisions to the approved plans and profiles or development plans caused by unanticipated conditions encountered during construction shall be designed by the developer's engineer and shall be subject to the approval of the DPW Director or designee.

2) All site plan, roadway, drainage and utility construction shall be performed in accordance with the latest edition of the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover.

3) All work within the Town right of way shall be subject to approval by the Public Works Director. All trenching and patching will be paved flush with binder then milled and paved (overlay) with the appropriate thickness of wearing course pavement. The limits of the overlay will be determined by the Public Works Director.

4) Any item of work for which there are no specifications contained herein, shall conform to the most current "Standard Specifications for Road and Bridge Construction of the State of New Hampshire Department of Transportation."

12.02 Inspection and Acceptance

1) **General Requirements for Construction Phase Inspections** – General Requirements for Construction Phase Inspections are outlined in the most recent edition of the Town's "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover

2) It is required that the Applicant or their representative contact the Town Planner, before any construction activities to schedule a pre-construction meeting to discuss inspection procedures, construction specifications, material testing program and any other details relating to the construction and inspection of the development roads and related infrastructure.

Before the preconstruction meeting can be scheduled the applicant must provide signed, approved plans, the estimated monitoring escrow and surety, and all necessary retaining wall and structure shop drawings.

3) **Detail of Required Inspections** –Visual Inspections: Inspections shall be made by the DPW Director or designee as determined and as required in the most recent edition of the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover.

4) **Materials Testing** – Materials testing shall be conducted to verify that the specified roadway materials have been furnished and constructed according to the most recent edition of the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover as determined by the DPW Director or designee. On private sites, the Applicant shall coordinate with an independent testing agency, at their cost, to provide the required testing. All reports shall be forwarded to the Town and the DPW Director or designee. For Public (Town Road) projects, the Town will coordinate the testing, at the applicant's cost.

5) **Cleanup** – Before acceptance, a street shall be cleaned up, by hand if necessary, to make sure that it shall be left in a neat and presentable condition. Inspections shall be made by the DPW Director or designee as required in the most recent edition of the most recent edition of the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover.

6) **Maintenance** – Before acceptance, a street system, sidewalks, and all drainage infrastructure shall be maintained by the Developer. The sidewalks and streets shall be swept as required and as a minimum shall be swept annually. The drainage system, including but not limited to, catch basins, drain manholes, culverts, detention basins, roadside swales, treatment swales, level spreaders and underground detention systems shall be maintained as required and as a minimum shall be maintained annually.

7) **Acceptance** – Prior to the Town Council accepting the street, the surety will be released only after the completion of all required improvements, final inspection, final approval, the submission by the applicant of all required as-built drawings and the delivery to the Town of a fully executed warranty deed for all right-of-way, all improvements within the rights-of-way in fees simple, free of all encumbrances and applicable easements. Reviews shall be made by the DPW Director or designee as required in the latest edition of the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover and the Development Regulations.

8) **Roadway As-Built Plans -** The applicant shall cause to have prepared by a competent engineer and surveyor, as built plans showing the location, invert, and top grade of all drainage structures and other underground public utilities,

the centerline street grades on 50-foot stations, to the nearest 0.1 foot. This information shall be prepared and submitted in accordance with the most recent version of the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover. These plans shall show all street centerline and ditch grades to the nearest 0.01 foot on 50-foot stations. The plans shall include the approved and the "as-built" elevations, locations, and inverts of all the roadway and utility infrastructure. Paper copies and pdf copies saved on a CD or DVD must be provided to the DPW Director and the Town Planner.

9) **Municipal Services Prior to Acceptance** – For developments under construction (except condominium projects) and whose roadways have not yet been accepted by the Town, but will be accepted by the Town upon completion of the roadway construction, the Town of Hooksett shall not provide the following municipal services to the affected residents:

   a) **Residential Trash and Garbage Pick Up**

   b) **Winter Roadway Maintenance (per RSA 674:41)**

   An approved sign must be installed at the entrance of the roadway(s) describing the private status of the roadway and shall remain until the road is accepted by the Town.

   The sign shall read "This Road has not been accepted by the Town of Hooksett. Until the street has been accepted, the Town assumes no responsibility for maintenance including snow removal, nor any liability for damage resulting from use of the street. Posted by the Town of Hooksett RSA 674:41".

10) **Residential Subdivision Improvements Prior to Building Permit** – prior to the issuance of a residential building permit the following must be completed:

   a) **Roadway** – The roadway must be complete to binder.

   b) **Underground Utilities** – All underground utility systems, designed and approved within the roadway, must be installed and backfilled. No trenching across the roadway will be permitted after building permits have been issued.

   c) **Erosion Control** – Temporary and permanent erosion control measures for the affected area of the site must be constructed as specified on the approved construction plans or as recommended by the DPW Director or designee.

11) **Residential Subdivision Improvements Prior to CO** – In addition to the Building Code Requirements, the project improvements, conditions, and commitments from the developer shall be in effect prior to the issuance of Certificates of Occupancy.

   a) **Pavement** – The base course of pavement, as required by the Town Development Regulations, shall be constructed in accordance with "Hooksett, NH Standard Specifications for Design and Construction of

Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover. Book specifications.

b) **Drainage** – The site drainage systems shall be constructed and functioning as designed.

c) **Underground Utilities** – All applicable underground utilities, to include water, sewer, and gas, must be installed and approved, in writing, by the utility provider. Additionally, all require electric/phone/cable utilities must be installed and functional.

d) **Erosion Control** – Temporary and permanent erosion control measures for the affected area of the site must be constructed as specified on the approved construction plans or as recommended by the DPW Director or designee.

e) **Curbing** – It is the intent of the Town to have the development roadway constructed with permanent curbing (where required) and base course prior to the winter maintenance system. The required length of curbing to be constructed shall be the distance of the affected development road requiring curbing (including both sides of the road) to the furthest lot for which a Certificate of Occupancy is requested. Prior to the issuance of any Certificates of Occupancy, the Developer shall construct the permanent curbing (where required) and full width of base course hot bituminous pavement.

NOTE: No gaps in curbing, except for drives shall be permitted.

f) **Turn-Arounds -** The developer must provide a paved temporary turn-around for snowplows trucks. The turn-around design and location must be approved by the DPW Director or designee.

g) **Right-of-Way -** The right-of-way of the affected development roadway shall be clear of construction materials, debris, contractor's equipment, and storage trailers. Catch basin grates and public or private utility frames/grates shall be constructed so as not to extend above the base course pavement. The required regulatory and warning signs shall be constructed by the developer.

h) **Sidewalks –** The sidewalks (if applicable) must be completed, including the necessary curbing, gravels, binder pavement, and wearing course pavement (or concrete) to finish grade.

i) **Surety –** An acceptable form of surety must be provided, reviewed and approved for the value of all remaining work for the project or affected phase. The value of the surety will be determined by the DPW Director or designee. See section 18.03 Acceptable Forms of Surety for details.

j) **Fire Protection –** The approved fire protection (municipal hydrants or underground cisterns) must be operational and approved by the Fire Department and/or Water Precinct, as applicable.

12) **Commercial Site Plan Improvements Prior to Building Permit** – prior to the issuance of a commercial building permit the following must be completed:

a) **Access Driveway / Parking** – The access driveway must be completed to crushed gravel grade and must be graded and compacted. The area around the building must be completed to a point to provide adequate access for emergency and inspection personnel and will be inspected and approved by the Code Enforcement Officer and the Fire Inspector.

b) **Underground Utilities** – All underground utility systems which were designed and approved within the limits of the driveway and adjacent to the building must be installed and backfilled. No trenching across the driveway or adjacent to the building will be permitted after building permits have been issued.

c) **Erosion Control** – Temporary and permanent erosion control measures for the affected area of the site must be constructed as specified on the approved construction plans or as recommended by the DPW Director or designee.

d) **Surety In Place** – The approved amount of surety must be provided, review and approved by the Town.

13) **Commercial Site Plan Improvements Prior to CO** – In addition to the Building Code Requirements, the project improvements, conditions, and commitments from the developer shall be in effect prior to the issuance of Certificates of Occupancy.

a) In accordance with NH RSA 676:13, no certificate of occupancy shall be issued by the Code Enforcement Officer until all on-site improvements specified on the approved site-plan, required by the Development Regulations, and agreed to by the Developer completed and inspected by the Town Planner and the DPW Director or designee.

b) In circumstances that prevent landscaping to be completed (due to weather conditions or other unique circumstance), the Code Enforcement Officer may issue a certificate of occupancy prior to the completion of landscaping improvements with the following conditions:

1. An acceptable form and amount of surety to complete the landscaping improvements is provided, reviewed and approved.
2. A written agreement is endorsed by the Town Planner or designee to complete landscaping improvements within six (6) months of the date of issuance of the Certificate of Occupancy.
3. No surety will be permitted for any other required improvements for the purpose of receiving a certificate of occupancy.

(end of Section 12)

13. Special Flood Hazard Areas

Note: Applicant is referred to Floodplain Development of the most recent edition of the Town of Hooksett, NH

13.01 Requirements

All project development proposals governed by these Regulations having lands identified as Special Flood Hazard Areas in the "Flood Insurance Study for the Town of Hooksett, NH" together with the associated "Flood Insurance Rate Maps and Flood Boundary and Floodway Maps" of the Town of Hooksett located in Building, a division of DPW, revised as of April 19, 2010 shall meet the following requirements:

1) **State and Federal Permits:** The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33. U.S.C. 1334.

2) **Base Flood Elevation Data:** The Planning Board shall require that all subdivision proposals and other proposed new developments greater than fifty (50) lots or five (5) acres, whichever is the lesser, include within such proposals base flood elevation data.

3) **Minimize Flood Damage:** Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow a determination that:

   a) All such proposals are consistent with the need to minimize flood damage;

   b) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize flood damage; and

   c) Adequate drainage is provided so as to reduce exposure to flood hazards.

(end of Section 13)

14. Erosion Prevention Plan (EPP)

14.01 Overview

Erosion and sediment control is much more than silt fence and hay bales. Prior to developing an Erosion Prevention Plan, it is important to have planned construction to minimize the areas of disturbed soils and the duration of exposure. It is also imperative to control water at up-slope site perimeters, control water on-site, control sediment on-site, and control sediment at the down- slope site perimeters.

An Erosion Prevention Plan is an essential element in site plan or subdivision approval in the Town of Hooksett and must be submitted for any site involving one (1) acre or more of impact. The EPP ensures that sediment transport is addressed in one of the most crucial stages of the project: the planning stage. A good erosion prevention and sediment control plan first minimizes the extent of disturbance by focusing on erosion control (minimizing disturbed areas, seeding, mulching, and matting) by controlling the amount of soil that can run off and by stabilizing exposed soil. Sediment control measures (i.e. stabilized construction entrances) then focus on any sediment that has escaped your erosion control measures. Erosion prevention measures are far more effective than sediment control measures (such as silt fence) and should be the primary focus of any EPP.

1) **Component Description -** An EPP has five primary components:

   a) Location map (USGS and other)

b) Existing conditions site plan

c) Grading plan and construction timetable

d) Erosion prevention and sediment control site plan and timetable

e) Narrative briefly describing the four plans

2) **Location Map -** The location map shows the proximity of the site to any surface water bodies, roads, etc. and should include a USGS map, as well as a map of greater detail.

3) **Existing Conditions Site Plan -** The existing conditions site plan shows the grading and features as they exist. It should also include a soils map for the existing conditions.

4) **Grading Plan and Construction Timetable -** The grading plan and construction timetable shows the proposed finished contours and addresses sequencing of the project, a key component of erosion control. The timetable does not have to contain specific dates, but should show how each phase of the project relates to the others. This plan also shows that you have taken steps to minimize the amount of exposed soil at any time.

5) **Erosion Prevention and Sediment Control Site Plan and Timetable -** The erosion prevention and sediment control site plan and timetable should be prepared using the grading plan as a base. The site plan depicts the location of all erosion and sediment control measures and the timetable charts the sequencing of control measures. It may be possible to combine the grading and erosion control plans.

6) **Narrative -** The narrative should briefly describe the four plans; highlight erosion control measures and why they will be effective, site characteristics, and erosion control done in the planning stages, such as phasing the project.

14.02 Requirement Checklist

1) **Location Map (small scale, 7 1/2 minute U.S.G.S quadrangle)**

a) Property lines of the project

b) Critical natural or man-made features within 3,000 feet of the project, including streams

c) Ponds, wetlands, roads, buildings, and utilities

d) Sufficient nearby features to allow reviewer to locate the site for an inspection

2) **Existing Conditions Site Plan (scale 1" = 100' or larger)**

a) Existing topographic contours (5 feet or smaller interval)

b) Drainageways, water features

c) General vegetative cover types within 200 feet of water features (e.g. Field, hardwood forest, grass etc.)

d) Vegetative cover types in all proposed disturbance areas and areas receiving and treating runoff from the construction site

e) Soil map and key

f) Identified sensitive areas (e.g. Steep slopes, erodible soils, wet areas)

g) Structures, roads, utilities

h) North arrow, scale, date, elevation datum

i) Property lines

3) **Grading Plan and Construction Timetable (scale 1" = 100' or larger)**

a) Existing and proposed topographic contours

b) Limits of soil disturbance and method to be used for demarcation of these limits on site

c) Areas of various construction phases, including sequential and concurrent activities

d) Proposed structures, roads, utilities

e) Location of topsoil stockpiles, staging areas, equipment storage, and refueling/maintenance areas and stump disposal areas

f) Location of disposal areas for excess soil (include map if off-site)

g) Boundaries for undisturbed riparian buffers

h) North arrow, scale, date, elevation datum

i) Property lines

4) **Erosion Prevention and Sediment Control Plan (scale 1" = 100' or larger)**

a) Limits of soil disturbance

b) Riparian conservation buffer limits and method to be used for demarcation

c) Location of all structural erosion and sediment control measures and details

d) Location of areas to be seeded and mulched

e) Stormwater pathways

f) Erosion control matting on slopes greater than 3:1

g) No hay bales or silt fence running across contours or in areas of concentrated flow

h) Chart of inspection and maintenance schedule of all control measures

i) Name and phone number of on-site coordinator

j) Storm sewer inlets adequately protected (detail required)

k) Stabilized construction entrance shown (detail required)

l) North arrow, scale, date, elevation datum

m) Note: If necessary to convey the sequential nature of construction activities and associated erosion and control implementation, several plans sheets showing successive site conditions are recommended.

5) **Narrative – General Description of Project**

a) **Site Inventory and Analysis**

1. Site drainage characteristics (up and down-gradient)
2. Drainage, waterways, bodies of water
3. Topography, existing roads, buildings, utilities
4. Vegetation
5. Soils
6. Proximity to natural or man-made water features

b) **Grading Plan and Timetable**

1. Description of proposed grading, seasonal limitations
2. Timetable of all major construction and earth change activities, including stabilization methods for winter

c) **Erosion Prevention and Sediment Control Plan and Timetable**

1. Description of the strategies of the control plan and why it will be effective in protecting water resources
2. Description of seeding and mulching plan including:
    a. Location of areas to be seeded
    b. Lime and fertilizer application rates
    c. Seed mixes (appropriate for soil type)
    d. Types of mulch/matting materials and discussion of appropriateness of each measure for soil type, topography, etc.
    e. Mulch/matting application rates
    f. Mulch/matting anchoring methods (including discussion of windthrow and winter conditions)
    g. Mulching/matting dates
3. Description of all structural erosion and sediment control measures
4. Design calculations for all temporary and permanent structural control measures
5. Description of the inspection, maintenance, and records program for all control measures identification, basic qualifications, and contact number for on-site coordinator

(end of Section 14)

15. Parking Standards

15.01 Parking

Off-street parking shall be provided, as follows, for any new construction, enlargement, extension, increase in density, or increase in intensity of use:

1) Lodging house, hotel, motel or similar building, one (1) space for each lodging, sleeping or dormitory unit. A place of public accommodation, such as restaurant, hall or similar facility if provided at a hotel or motel shall, in addition, meet the requirements specified in Part 2.

2) For Places of Assembly for which the proposed number of seats can be determined, one (1) parking space shall be provided for each three seats. Each two (2) linear feet of bench space shall be considered as one (1) seat. For other community center, commercial recreation entertainment facilities, private club or lodge, restaurant, café or night club for which the proposed number of seats cannot be determined, one (1) parking space shall be provided for each sixty (60) square feet of gross floor area. For theaters, one (1) space shall be provided for each four (4) seats. The site plan shall show additional area for parking to be provided.

3) Public or private school, library, day nursery, kindergarten, day care center, trade or professional school, one (1) space for every six hundred (600) square feet of gross floor area.

4) Convalescent homes, Assisted Living Facilities, or nursing homes providing long term custodial care for the aged or infirm shall meet the following standards:

   a) One (1) space for each staff doctor, plus (2) extra spaces for visiting doctors

   b) One (1) space for each member of the staff on day duty

   c) One (1) space for each five (5) beds

   d) Two (2) spaces for service vehicles

5) Office, retail establishments, and service businesses shall provide one (1) space for each two hundred (200) square feet of gross floor area on the first floor of a building and one (1) space for each four hundred (400) square feet of gross floor area thereafter for all floors used for office, retail, or service business.

6) Covered Malls and similar uses shall provide one (1) parking space for each two hundred (200) square feet of gross leasable floor area of the entire group of buildings. Exception: when the "common areas" of the Malls are specifically restricted to no use for sales, displays, kiosks, presentations, etc., the square footage of the "common area" shall not be included in the calculations. Restrooms, storage areas, and mechanical rooms shall not be considered "common areas."

7) Wholesale establishment shall provide (1) space for each two hundred (200) square feet of gross floor area for mercantile areas and one (1) space for every

six hundred (600) square feet gross floor area used for storage space or other uses. For warehousing only establishments, one (1) parking space per employee plus five (5) additional spaces.

8) Automotive motor fuel dispensing stations shall provide a minimum of five (5) parking spaces, but at least one (1) space per motor fuel dispensing pump plus two spaces per service bay exclusive of spaces provided in service areas. Self service stations having no service bay(s) shall only be required to have sufficient spaces for their employees, plus two (2) additional spaces. *(Amended 5/14/02)*

9) Drive-up fast food restaurants or other similar establishments which provide goods primarily to be consumed in private vehicles on the premises shall provide a minimum of twenty-five (25) spaces. Additional spaces must be provided for employees. In the case of facilities having drive through window(s) only parking spaces shall be provided for each employee plus three (3) additional spaces per window.

10) Hospitals shall have the following parking requirements:

    a) One (1) space for each staff doctor. For the purposes of this section, "staff doctor" shall mean any physician listed in an annual report or State certification documents, whether or not they are "full time."

    b) Five (5) additional spaces for visiting doctors

    c) One (1) space for each day shift employee

    d) One (1) space for each bed, based on designed capacity

11) When a principal use of a lot is not enclosed in a building, the portion so used shall be considered as the gross floor area for calculating parking requirements. Where the area outside of a building is not clearly determinable, the Planning Board shall determine the area equivalent to gross floor area.

12) For uses not listed, parking requirements shall be for the closest similar use as determined by the Planning Board.

13) When units or measurements determining the number of required parking spaces result in a requirement of fractional space, any fraction over one-half shall require one (1) parking space.

14) The parking spaces required for uses shall be on the same lot as the use they are intended to serve or, when practical difficulties as determined by the Planning Board prevent their establishment on the same lot, they may be established, with the approval of the Planning Board, no further than three hundred (300) feet from the premises to which they are appurtenant.

15) Where required parking spaces are provided away from the lot on which the use, or the structure or lot they are intended to serve is located, such spaces shall be in the same possession, either by deed or long term lease, as the property occupied by the use, structure or lot to which the parking spaces are accessory. In which case, the owner of said lot shall be bound by a notarized letter of record

in the office of the Town Council and recorded in the Merrimack County Registry of Deeds requiring the owner, his heirs, and assigns to maintain the required number of parking spaces.

16) In the case of a mixed or joint use, the total requirements for the number of parking spaces shall be the requirements of the various uses considered separately and the parking spaces for one use shall not be considered as providing the required parking spaces for any other use.

17) Every parking space and access driveway thereto shall be surfaced with a durable and dustless material which shall meet the approval of the Planning Board and shall be graded and drained so as to dispose of all surface water accumulation in an approved manner.

    a) The words "durable and dustless", as used above are defined as bituminous asphalt (blacktop) paving or concrete paving.

    b) The Planning Board may establish alternative surface materials on a case-by-case basis.

18) All parking areas within ten (10) feet of any property line may, at the discretion of the Planning Board, be required to have a curb or substantial bumper no less than four (4) feet from the lot lines for property protection.

19) Any fixture used to illuminate any parking area shall be so arranged as to direct the light away from the street and away from adjoining premises used for residential purposes.

20) Parking areas shall be so designed that backing or maneuvering can be safely and adequately accomplished on the premises. If requested, a plan showing the movements of applicable vehicles must be provided for review and approval. A buffer of at least 18" must be provided between all curb lines, buildings, and parking spaces and the overhang of the subject vehicle.

21) Parking shall be constructed in accordance with a Site Plan and approved by the Planning Board.

22) All spaces that are adjacent to buildings, guard rail, or other structures, shall have wheel stops installed to avoid impact to the structures.

23) All spaces perpendicular or diagonal to sidewalks shall have wheel stops installed to limit vehicular encroachment into the sidewalk and provide a minimum three foot wide travel way. Other options may include a wider sidewalk, or a grass strip between the stop/curbing and the sidewalk.

24) Individual Parking Spaces:

    a) Grocery markets, building supply stores or warehouses and any other commercial application where the board may assume the use of carts or carriages to move goods to parked vehicles:

    Dimensions shall be 10' wide by 22' long

b) Professional park/office building or similar use where the board may assume that the majority of the vehicles are employees and the cycling parking rate is low:

Dimensions shall be 9' wide by 18' long

c) Retail or similar use where the Board may assume a high cycling parking rate:

Dimensions shall be 10' wide by 20' long

d) Within a retail use, employee parking that is physically separated and properly signed as "employee parking only" where the Board may assume a low cycling parking rate:

Dimensions shall be 9' wide by 18' long

e) Residential site plans:

Dimensions shall be 10' wide by 20' long

25) Parking Isle Widths:

a) For all applications, isle widths within parking lots shall be 24'.

26) Parking lot Pavement Grades:

a) Minimum slopes for all applications shall be 1% (on a case-by-case basis, designs may be approved using 0.5% dependent upon the approval of the Town's Consulting Engineer).

b) Maximum slopes for the following applications shall apply:

1. On-Street parking (perpendicular, parallel, diagonal, etc) shall not exceed 6% in any direction.

2. Off-street parking lots, parking pods or clusters, etc. shall not exceed 4% slope in any direction.

27) Residential Site Plan Parking Capacity Requirements:

a) A minimum of 2 parking spaces per unit shall be provided.

b) Total minimum visitor parking spaces shall be equal to one-half (1/2) of the total number of units.

c) Parking spaces for common meeting buildings shall be no less than 25% of the building's seating capacity.

28) All existing and proposed lots of record shall apply for and obtain a driveway permit prior to the construction of a new driveway or the alteration of an existing driveway. All proposed design criteria must conform to the current driveway permit requirements.

(end of Section 15)

16. Outdoor Site Lighting Standards

16.01 Purpose

The purpose of these outdoor lighting standards is to provide requirements for residential subdivisions and site plans within the Town of Hooksett to insure that each developed site plan will address concerns resulting from light trespass, excessive glare, and to protect the nighttime environment, while at the same time providing adequate safety, energy efficiency and security for nighttime business and industrial operations. The goal of this lighting ordinance is to recognize the benefits of outdoor lighting and provide clear guidelines for its installation. Appropriately regulated and properly installed outdoor lighting will maintain the Town's character and contribute to the safety and welfare of the residents of the Town.

16.02 Applicability

The lighting requirements of this section shall apply to all outdoor lighting in all residential subdivisions and all developments requiring a site plan approval from the Planning Board, as well as new and replacement lighting in those properties.

16.03 Terms and Definitions

CRI: Color Rendering Index – A measurement of the amount of color shifts that objects undergo when lighted by a light source as compared with the color of those same objects when seen under a reference light source of comparable color temperature. (Range 0-100)

Direct Light: Light emitted directly from the lamp, off of the reflector, or the reflector diffuser, or through the refractor or diffuser lens, of a luminaire.

Fixture: The assembly that houses the lamp or lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

Flood or Spot Light: Any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output to a directed beam in a particular direction.

Full Cutoff Luminaire: A luminaire provided with shielding or constructed so that light rays emitted by the fixture are projected below the horizontal plane passing through the lowest point on the fixture from which light is emitted.

Foot-Candle: Measure of light falling on a given surface. One foot-candle is equal to the amount of light generated by one candle shining on a one square foot surface one foot away. Unless otherwise noted, in this regulation, foot candles are measured on a horizontal surface at ground level.

Glare: Light emitting from a luminaire with an intensity great enough to reduce a viewer's ability to see, and in extreme cases causing momentary blindness.

Height of Luminaire: The height of a luminaire shall be the vertical distance from the ground directly below the center line of the luminaire to the lowest direct-light emitting part of the luminaire.

IESNA: Illuminating Engineering Society of North America.

Indirect Light: Direct light that has been reflected or has scattered off other surfaces.

Lamp: The component of a luminaire that produces the actual light.

Light Trespass: The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

Lumen: (A unit of luminous flux) One foot-candle is one lumen per square foot. For the purposes of this Regulation the lumen output values shall be the INITIAL lumen output ratings of a lamp.

Luminaire: This is a complete lighting system. A lamp or lamps and a fixture.

Luminance: The amount of light falling on a surface, measured in lux (lx) or foot candles (fc).

Outdoor Lighting: The nighttime illumination of an outside area or object by any man made device located outdoors that produces light by any means.

Security Lighting: Lighting primarily for safety of persons and property which is part of an overall security plan for a site which includes at least illumination, surveillance, and response.

Temporary Outdoor Lighting: The specific illumination of an outside area or object by any man made device located outdoors that produces light by any means for a period of less that 30 days, with at least 180 days passing before being used again.

Uniformity Ratio: The ratio of maximum to minimum luminance.

16.04 Residential Subdivisions and Site Plans – General Requirements

The intent of this ordinance is to reduce the problems created by improperly designed and installed outdoor lighting, by establishing regulations which limit the areas that certain outdoor lighting luminaires can illuminate, and by limiting the total allowable illumination of commercial and industrial developments located in the Town of Hooksett.

1) Prohibited Lighting

   Specifically prohibited by this regulation are all types of flashing, blinking moving or apparently moving light sources intended to attract attention to a business location. Searchlights and laser beam lights for attracting attention are also prohibited

2) Lighting Plans

   All plans submitted to the Planning Board shall include a lighting plan, prepared and sealed by a professional engineer with expertise in lighting design, which shows all the exterior lighting to be installed as part of the plan development.

   All site lighting designs shall conform to the applicable requirements of the NH Energy Code (New Hampshire Code of Administrative Rules, Chapter P.U.C.

1800, New Hampshire Code for Energy Conservation in New Buildings), The National Electrical Code (NEC), latest edition, and The International Building Code (IBC).

The lighting plan shall contain:

a) Details of the lighting fixtures proposed to illuminate all buildings, signs, roadways, service areas, landscaping, parking and pedestrian areas, including the location, height, make, model, lamp type, and wattage of each outdoor fixture.

b) Specifications and illustrations of all proposed lighting fixtures including pole heights, height of luminaire, photometric data, Color Rendering Index (CRI) of all lamps, and other descriptive information.

c) A narrative that describes the hierarchy of site lighting, how lighting will be used to provide safety and security and esthetic effects.

d) For plans with more than 20 parking spaces or high traffic volumes (over 10 vph after darkness) the Lighting Plan shall include the following additional information:

    1. A photometric diagram that shows horizontal illumination levels at ground level on the site from all externally visible lighting sources, including existing sources, to show the amount of illumination that will be provided and that the standards for light maximum and uniformity set by the Illuminating Engineering Society of North America (IESNA) in Reference 7 will not be exceeded.

    2. Illumination levels should not exceed the levels to provide safe conditions as currently defined in Reference 7.

    3. As a guide, poles and fixtures should be proportionate to the buildings and spaces they are illuminating, and designed with good engineering practices.

    4. The plan should consider the ultimate size of the trees that could obscure the lighting or create dark spots.

    5. Lighting shall not “trespass” onto adjacent properties or create dangerous conditions due to glare on adjacent roadways. No upward lighting or bare bulbs shall be used in the exterior Lighting Plan.

    6. Buffers, screen walls, fencing, and other landscape elements should be coordinated with the lighting plan to shield neighboring properties from light trespass.

    7. Wherever practicable lighting design should include the installation of timers, photo sensors, and other energy saving devices to reduce the overall energy required for the development and to eliminate unnecessary lighting.

    8. Electrical service to outdoor lighting fixtures shall be underground except for fixtures mounted directly to utility poles.

9. All commercial and industrial outdoor site lighting levels shall be reduced to the lighting levels required for security lighting as described in section 16.08 of this regulation within one hour after closing.

10. Where commercial or industrial zones abut residential uses, the light levels at the edge of the commercial or industrial property abutting the residential property shall be reduced to a maximum of 0.1 horizontal foot candles (fc) and 0.1 vertical foot candles 5 feet above the ground on a plane parallel to the property line, attributable to the commercial development. The 0.1 fc level shall be measured as an average level measured over any ten foot interval, and the maximum level at any point in this interval shall not exceed 1.0 fc.

11. Where commercial or industrial zones abut residential uses, lighting from the commercial or industrial site shall produce no glare or reflectance so as to cause a nuisance on the adjacent residential properties. Each site plan bordering residential uses shall have a note stating that "No lighting, glare or reflected lighting from this site shall be allowed to shine or reflect onto neighboring residential properties."

3) Luminaire Designs

   a) Any luminaire with a lamp or lamps rated at a total of more than 1800 lumens, and all flood or spot luminaries with a lamp or lamps rated at more than 900 lumens, shall be full cut-off fixtures in accordance with Reference 7.

   b) Lamp types shall be selected for optimum color rendering index (CRI) as listed by the manufacturer. Lamps with a CRI lower than 50 are not permitted except for security lighting (16.08).

4) General Exceptions

   a) Any single luminaire with a single lamp or set of lamps rated at a total of 1800 lumens or less, and all single flood or spot luminaries with a lamp or set of lamps rated at 900 lumens or less, may be used without restriction to light distribution or mounting height, except that if any [delete-spot or flood] luminaire of 900 lumens or less is aimed, directed, or focused so as to cause direct light from the luminaire to be directed toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light controlled as necessary to eliminate such conditions.

   b) All hazard warning luminaries required by federal agencies are exempt from the requirements of this article to the extent that federal requirements cannot otherwise be achieved.

   c) Outdoor light fixtures producing light directly by the combustion of fossil fuels (kerosene, gas, etc.) are exempt from the requirements of this regulation.

16.05 Parking Lot lighting

Parking lot lighting shall be designed to provide the minimum lighting necessary to ensure adequate vision and comfort in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets.

1) All lighting fixtures serving parking lots shall be full cut-off fixtures (luminaries) as defined in Reference 7. Metal halide lamps are preferred for color rendition.
2) Light poles should be incorporated within planting areas or landscape islands to avoid damage from vehicles and plows.
3) Should the design for a particular site suggest the use of parking lot lighting fixtures of a particular "period" or architectural style, as either alternatives or supplements to the lighting described above, the alternative fixtures shall either be "full cut-off fixtures" as defined in Reference 7, or the maximum lumens generated by each fixture shall not exceed 2000. (equivalent to a 150 watt incandescent bulb)
4) Parking lot lighting standards shall be as follows:
    a) Minimum Illumination Level (at darkest spot in the paved area, not including access roads) - no less than 0.2 fc;
    b) Uniformity ratio (Maximum to Minimum) – 20:1 or 15:1 for enhanced security
    c) Minimum CRI - 50

16.06 Lighting of Gasoline Station/Convenience Store Aprons/Canopies

Lighting levels on gasoline station/convenience store aprons and under canopies shall be adequate to facilitate the activities taking place in such locations.

1) Areas on the apron away from the gasoline pump islands used for parking or vehicle storage shall be illuminated in accordance with the requirements for parking areas in section 11.03 of this regulation. If no gasoline pumps are provided the entire apron shall be treated as a parking area.
2) Areas around the pump islands and under canopies to 10 feet outside the canopy footprint shall be illuminated so that the maximum horizontal luminance at grade level does not exceed 30 foot candles in the service area and is at least 1.0 foot-candles and no more than 8 foot-candles at the edge of the service area. The uniformity ratio shall be at least 15:1.
3) Light fixtures mounted on canopies shall be recessed so that the lens cover is recessed or flush with the bottom surface (ceiling) of the canopy so that light is restrained to no more than 85 degrees from vertical. (5 degrees below horizontal)
4) Lights shall not be mounted on the top or sides (fascias) of the canopy and the sides of the canopy shall not be illuminated.

16.07 Lighting of Exterior Sales/Display Areas

The applicant shall designate on the plan areas to be considered display/sales areas and areas to be used as parking or passive vehicle storage areas.

1) Areas designated as parking or passive vehicle storage areas shall be illuminated in accordance with the requirements for parking areas in section 11.03.

2) Areas designated as exterior display/sales areas may be illuminated so that the average horizontal luminance is no more than 20 footcandles. The uniformity ratio shall be no greater than 20:1 adjacent to the roadway frontage, and 30:1 along other rows or display areas. The average and minimum shall be computed only for that area designated as exterior display/sales area.

3) Light fixtures shall be full cut-off luminaries and shall be located, mounted, aimed and shielded so that direct light is not cast onto adjacent properties.

16.08 Security Lighting

If security lighting is to be installed, the purpose and need for such lighting must be demonstrated as part of an overall security plan and which designates the area to be illuminated for security purposes. The use of sensor (i.e. motion, beam interrupt) activated lights in security systems and dual switching for security purposes is encouraged.

1) In addition to the application materials set forth in the general provisions of this regulation, applications for security lighting installations shall include a written description of the need and purposes for the security lighting. The site plan shall show the area to be secured and the location of all security lighting fixtures, specifications of all fixtures, the horizontal and vertical angles at which the lights will be directed, and adequate details to show how light will be directed only onto the areas to be secured.

2) All security lighting fixtures shall be shielded and aimed so that illumination is directed only to the designated area and not cast in other areas. In no case shall lighting be directed in a horizontal plane through the top of the lighting fixture and the fixture shall include shields that prevent the light source or lens from being visible from adjacent properties and roadways. The use of general floodlighting fixtures is discouraged.

3) Security lights intended to illuminate a perimeter (such as a fence line) may include motion sensors and be designed to be off unless triggered by an intruder.

4) Lighting standards in designated secure areas shall be as follows:

   a) Average Horizontal Illumination Level on Ground - no more than 1.5 fc.

   b) Average Illumination Level on Vertical Surface measured 5 feet above the ground- no more than 1.5 fc.

   c) Minimum CRI - 20

16.09 Illumination of Building Facades and Landscaping

In general, the exterior lighting of building facades is discouraged. When buildings are to be illuminated, the design for the illumination shall be approved by the Planning Board and the following provisions shall be met.

1) The maximum illumination on any vertical surface or angular roof surface shall not exceed 5.0 foot-candles.

2) Lighting fixtures shall be carefully located, aimed, and shielded so that light is directed only on the building facade. Lighting fixtures shall not be directed toward adjacent streets, roads or properties.

3) Lighting fixtures mounted on the building and intended to "wash" the façade with light are prohibited.

4) Lighting fixtures shall be directed downward (i.e. below the horizontal) rather than upward.

5) When landscaping is to be illuminated, it shall be part of the landscaping plan approved by the Planning Board. The lighting plan shall show the location of all lighting fixtures and what landscaping features each is to illuminate, and demonstrate that the installation will not generate excessive light levels, cause glare, or direct light beyond the landscaping into the night sky.

16.10 Illuminated Signs

It is the intent of this section to allow illuminated signs but to ensure that they do not create glare or unduly illuminate the surrounding area. All signs in Hooksett shall meet the requirements of Articles 10, 10A, 20 and 20A of the Hooksett Zoning Ordinance. The applicant shall provide the Planning Board with sufficient technical and design information to demonstrate that the following provisions are met, which shall include the following:

1) The average level of illumination shining onto the vertical surface of the sign shall not exceed 10 foot-candles, and the uniformity ratio shall be at least 20:1.

2) The lighting fixtures illuminating signs shall be carefully located, aimed, and shielded so that the light is directed only onto the sign façade. Lighting fixtures shall not be aimed toward adjacent streets, roads, or properties.

3) Light fixtures illuminating signs shall be of the type such that the light source (bulb) is not directly visible from adjacent roads, streets or properties.

4) To the extent practicable, fixtures used to illuminate signs shall be top mounted and directed downward. (i.e. below the horizontal).

5) Internally Illuminated, Free-Standing Signs:

   In order to prevent internally illuminated signs from becoming light fixtures in their own right, it is the intent of this section that such signs consist of light lettering or symbols on a dark background.

   a) The lettering or symbols shall constitute no more than forty (40) percent of the surface area of the sign.

   b) The luminous transmittance for the lettering symbols shall not exceed thirty five (35) percent.

c) The luminous transmittance for the background portion of the sign shall not exceed fifteen (15) percent.

d) Light sources shall be fluorescent tubes, spaced at least twelve (12) inches on center, mounted at least 3.5 inches from the translucent source material.

16.11 Electronic Signs

Electronic Signs, Electronic Message Display Signs shall be subject to the following criteria:

1) Electronic Message Displays shall display static messages for a period not less than 15 seconds;

2) Transitions from one static message to the next static message may include the use of frame effects, so long as such effects do not utilize flashing, scrolling or in any manner imitate movement;

3) Electronic Message Displays shall have automatic dimming technology which automatically adjusts the sign's brightness levels. The daytime brightness shall not exceed 7,500 nits and the nighttime brightness shall not exceed 500 nits.

4) The owner/installer of Electronic Message Displays shall certify as part of the application that signs will not exceed the brightness levels noted in item c. above.

16.12 Sports Lighting

Sports venue lighting is exempt from any lumens per square foot standards for the playing field only. Full-cutoff fixture design per paragraph 11.03 III is required and the light trespass requirements of paragraph 11.03 II, I, J, and K apply.

16.13 References

1) NHOSP Technical Bulletin 16, Outdoor Lighting, summer, 2001.

2) Outdoor Lighting Manual for Vermont Municipalities, Chittendon County Regional Planning Commission, May 1966.

3) Route 101A Community Guidebook, Draft 06/10/02.

4) NH Citizens for Responsible Lighting, New England Light pollution Advisory Group, International Dark Sky Association & Sample Lighting Ordinances distributed by NHOSP, April, 2002.

5) Lighting Improvement Ordinance Framework – The Indiana Council on Outdoor Lighting. - http://home.att.net/~icole/ord_framework.html

6) Model Site Plan Regulations, Nashua Regional Planning Commission, June, 2002.

7) The IESNA Lighting Handbook, Reference and Applications, 2000 Edition, Illumination Engineering Society of North America.

(End of Section 16)

17. Demolition Regulation

17.01 Purpose

The Town of Hooksett finds that it is in the best interest of the community to promote the town's heritage through the protection and preservation, whenever possible, of buildings of historic value.

17.02 Definitions

As used in this section, the following words or phrases shall have the meanings set forth below, except when the context in which they are used require a different meaning.

Building: Building is defined as in Article 22 of the Hooksett Zoning Ordinance (adopted 5/9/00), "a structure for the enclosure of persons, animals, property or activities. Notwithstanding any fire or building codes to the contrary, the subdivision of a structure by firewalls, partitions or other dividers does not create multiple buildings for the purposes of this ordinance".

***Demolition Review Committee*:** A committee of the Hooksett Heritage Commission comprised of three (3) members of the commission and two (2) alternates appointed by the chair of the commission.

***Demolition*:** The act of pulling down, destroying, removing, or razing a building or commencing the work of total or substantial destruction with the intent of completing the same.

17.03 Criteria

Any building or part of a building in the Town of Hooksett will fall under the terms of the Hooksett Demolition Review Regulation where:

1) The proposed demolition is greater than five hundred (500) square feet of gross floor area; and
2) The building was constructed more than fifty (50) years before the date of application for demolition permit.

17.04 Procedure

When an application for a demolition permit, or a building permit involving demolition, a site plan review involving demolition, or a subdivision plan involving demolition is made, or a formal written application is submitted to the Code Enforcement Officer for a determination under this article, the Code Enforcement Officer will determine if the building, or section of the building, meets the criteria set forth in 17.03 above. If it does, the Code Enforcement Officer shall:

1) Notify the applicant in writing within five (5) business days of the filing that the demolition must be reviewed before proceeding and that the demolition review process will not exceed forty-nine (49) calendar days. Nothing in this section shall be construed to prevent the applicant from otherwise proceeding with its application before other town boards and commission. However, no other town board or commission may render its final decision on the applicant's

plans until the pending demolition review process set forth in this Demolition Review Regulation is completed.

2) Within five (5) business days forward the application to each member of the Demolition Review Committee.

3) If the Demolition Review Committee determines the building to be potentially significant, per the criteria set forth in 17.03 above, within five (5) business days of that decision the Code Enforcement Officer shall notify the applicant that a sign identifying the building as proposed for demolition and the date, time and place of the public hearing on the proposed demolition is ready for posting in a visible location on the building. Posting of the sign within five (5) business days of receiving notification from the Code Enforcement Officer shall be the responsibility of the applicant. If the sign is not posted within five (5) business days, the forty-nine (49) calendar day time frame provided for above shall stop running and not resume until the sign is posted.

17.05 Demolition Review Committee Responsibilities (Rev. 01/22/24)

It is the responsibility of the Demolition Review Committee to:

1) Make a decision within ten (10) business days of receipt of the demolition application as to whether the building might be of historical or architectural significance. The Chair of the Committee, or designee, shall conduct an initial review utilizing the Demolition Regulation – Criteria for Finding Significance to determine potential significance.

2) Notify the Code Enforcement Officer in writing within two (2) business days of decision if the building is found to be not significant and demolition can proceed.

3) Notify the Code Enforcement Officer in writing within two (2) business days of decision if the building is found to be potentially historically or architecturally significant.

4) Establish a date, time and location for a public hearing to occur within twelve (12) calendar days of determination of potential significance.

5) Hold the public hearing on the established date to hear all public testimony regarding the demolition of the building. The applicant or representative of the applicant proposing the demolition shall be invited to attend the public hearing to hear the concerns or alternatives that are proposed by the Heritage Commission or members of the public.

6) Notify the applicant and the Code Enforcement Officer within two (2) business days following the public hearing that demolition can proceed if the building is found to be not significant.

7) Hold a meeting between the Demolition Review Committee and the applicant (or applicant's representative) within ten (10) business days of the public hearing to discuss alternatives to demolition if the Demolition Review Committee determines the building is significant and its loss potentially detrimental to the town.

17.06 Demolition

1) If no alternatives to demolition have been identified and agreed to by the applicant, after the meeting provided for in section 7) above, the applicant is free to proceed with demolition, and the Code Enforcement Officer shall issue the demolition permit.

2) Prior to demolition, if the applicant is in agreement, the Demolition Review Committee may photographically document the building. The Committee may also encourage the applicant to salvage significant architectural features.

   Nothing in this regulation shall be construed to prevent immediate demolition where public safety is at stake and the building has been determined by the Code Enforcement Officer to be a public hazard and demolition is the only viable recourse. *(End of Section 17)*

18. Surety Requirements

18.01 Purpose

Prior to the commencement of any site or street work, utility installation, and other public or private improvements, and prior to the issuance of a building or associated permit by the Code Enforcement Officer, the applicant shall submit the project surety in an amount and in a form acceptable to the Planning Board (Board).

18.02 Surety

Whenever a development involves the disturbing of any vegetation or topsoil, the changing of any grades, landscaping and/or the installation of drainage, driveways, entrances, exits, loading areas or parking spaces, any infrastructure associated with the construction of roads, excavation operations, and any off-site improvements the applicant shall post surety to guarantee completion of all required work on the approved plans and all conditions of the approval.

The surety shall be in the amount prescribed by the Board and specified herein and shall contain such information and assurances, as the Board deems appropriate.

The Board, or the Town's Consulting Engineer, shall determine the amount of the surety. The amount shall be adjusted for overhead, engineering, bid specifications, as-built plans, contingencies and escalation.

18.03 Acceptable Forms of Surety

The following shall be considered acceptable forms of surety:

1) **Non-Lapsing Surety Bond** of companies with a Best rating of A- or better and listed in the Department of Treasury Circular 570, Companies Holding Certificates of Authority as Acceptable Sureties on Federal bonds, substantially in the form contained in the application Package at the Community Development Department.

2) **Self-Calling, Irrevocable, Non-Lapsing, Letter of Credit** - substantially in the form contained in the application package at the Town Planner's Office and submitted on the Town's standard form.

3) **Cash Escrow** – If a bank check is provided, the surety will not be considered satisfied until the bank has confirmed the required funds available. The Town will not accept personal or business checks. The Town shall maintain the cash deposit in an interest bearing FDIC insured bank of its choosing.

4) **Passbook Savings Account** made out solely to "The Town of Hooksett." The financial institution must be FDIC insured

18.04 Engineering

The surety value must include an engineering cost of five (5) % of the original estimated surety for engineering and design support / revisions during the construction process.

18.05 Surety Amount

The surety shall be the full value of the estimated cost of site or street work, including, but not limited to; utility construction, public infrastructure improvements, all required construction monitoring of the project, sediment and erosion control measures, and restoration of the property (if the full value of the construction monitoring fees are escrowed prior to submission of the surety, the amount may be omitted from the surety estimate). The surety requirements shall be as follows for the following types of projects:

1) Site Plan Improvements with No Buildings or Only One Building Requiring A Certificate Of Occupancy (CO):

   a) On-site Improvements – The surety estimate shall be provided by the Town's Consulting Engineer. An acceptable form of surety shall be submitted at the preconstruction meeting for site restoration, erosion control, and necessary site clean-up and safety measures. The amount shall be determined by the Town Engineer or the Town's consulting engineering service.

   b) Off-site Improvements of Public Infrastructure – The surety estimate shall be provided by the Town's Consulting Engineer. An acceptable form of surety shall be submitted, for the full amount of the estimate, at the preconstruction meeting and prior to any work on the approved site plan site and/or off-site. Typically, if the proposed work is in the NHDOT right of way and surety is required by NHDOT, no additional surety may be required.

2) Site Plan Improvements with Multiple Buildings Requiring a Phased Completion or Separate CO:

   a) On-site Improvements – The surety estimate shall be provided by the Town's Consulting Engineer. An acceptable form of surety shall be submitted at the preconstruction meeting for site restoration, erosion control, and necessary site clean-up and safety measures. The amount shall

be determined by the Town Engineer or the Town's consulting engineering service, per phase, depending on the phasing approach provided by the Developer.

b) Off-site Improvements of Public Infrastructure – The surety estimate shall be provided by the Town's Consulting Engineer. An acceptable form of surety shall be submitted, for the full amount of the estimate, at the preconstruction meeting and prior to any work on the approved site plan site and/or off-site. Typically, if the proposed work is in the NHDOT right of way and surety is required by NHDOT, no additional surety may be required.

3) Surety for Required Landscaping on Site Plans and Subdivisions After Initial Plantings:

a) The landscaping surety estimate shall be provided by the Town's Consulting Engineer. In lieu of this estimate, the applicant may provide a copy of the actual installed, line-item estimate for the landscaping for review and approval by the Town's Consulting Engineer. The estimate must include all planted landscaping (i.e. flowers, bushes, trees, shrubs, etc.) mulch, decorative stone, silt fencing, and hydro-seed for all grass areas. An acceptable form of surety shall be submitted, for the full amount of the estimate prior to the issuance of the CO. The surety must be for a period of two (2) years from the date of planting.

b) If surety is received in the form of cash, this cash may be reduced to the amount of the required two (2) year landscape surety. This does not apply to any other forms of surety.

4) Subdivisions with Public Roadways:

a) On-site Improvements for Public Infrastructure – The surety estimate shall be provided by the Town's Consulting Engineer. The estimate shall include costs associated with reclamation of disturbed areas and erosion control measures (silt fence, stabilized construction entrance, etc.). An acceptable form of surety, for the full amount of the estimate, shall be submitted at the preconstruction meeting and prior to the start of any work.

b) Off-site Improvements for Public Infrastructure – The surety estimate shall be provided by the Town's Consulting Engineer. An acceptable form of surety shall be submitted, for the full amount of the estimate, at the preconstruction meeting and prior to any work on the approved project and/or off-site improvements. Typically, if the proposed work is in the NHDOT right of way and surety is required by NHDOT, no additional surety may be required.

5) Excavation Pits and Operations:

a) The surety estimate shall be provided by the Town's Consulting Engineer. The estimate shall include costs associated with reclamation of disturbed areas and erosion control measures (silt fence, stabilized construction entrance, etc.). An acceptable form of surety, for the full amount of the

estimate, shall be submitted at the preconstruction meeting and prior to the start of any work.

18.06 Time Frame

The work, as detailed in the surety estimate shall be completed within four years from the date of acceptance of the surety and the time period shall be incorporated within the surety documents. Failure to complete the work within the time frame specified shall result in the Town calling the surety.

18.07 Surety Release Process

The surety shall not be released until the improvements have been completed and approved in accordance with the approved plan, conditions of approval, representations to the Board and the Town site plan / subdivision regulations. The completion shall be verified by the Planning Board or the DPW Director or designee.

1) Release of Surety - The surety shall not be released until:
    a) The improvements have been completed in accordance with the approved plan.
    b) The remaining construction work list prepared by the Town of Hooksett, or the DPW Director or designee has been completed and the value of the remaining items has been included in the surety in place.
    c) All representations of the applicant before the Planning Board have been accomplished.
    d) Requirements of the Site Plan and Subdivision Regulations have been met.
    e) Completion has been verified by the Planning Board or its DPW Director or designee.
    f) As-Built has been submitted, reviewed, and approved.
    g) 2 yr. Landscape Surety from initial plantings has been submitted, reviewed, and approved.
    h) Certificate of Occupancy with all required signatures has been submitted.
    i) The Town Council has motioned to approve the release of the surety.

    In no event shall the surety be released to a value which is less than the Post Construction Surety as detailed in Section 1.10.

2) Site Plan Improvements Without a Building or With One Building Requiring A Certificate Of Occupancy (CO):
    a) On-site Improvements – There shall be no reductions in surety until the CO for the building is issued. In circumstances that prevent landscaping or wearing coarse to be completed (due to weather conditions or other unique circumstance), Building, a division of DPW, may issue a certificate of occupancy prior to the completion of landscaping and wearing coarse improvements, if agreed upon by the DPW Director and Town Planner, when a surety and agreement to complete the

improvements are placed with the Town. The landscaping and wearing coarse shall be completed within 6 months from the issuance of the certificate of occupancy, or the Town shall utilize the surety to contract out the work to complete the improvements as stipulated in the agreement to complete landscaping and wearing coarse improvements. No other improvements shall be permitted to have a surety for their completion for purposes of receiving a certificate of occupancy.

b) Off-site Improvements – There shall be no reduction in surety until the work associated with the off-site improvements is complete and functioning as intended, as determined by the DPW Director or designee.

3) Site Plan Improvements With Multiple Buildings Requiring Phased Completion or Separate CO's:

a) On-site Improvements – After the first building CO, the surety amount maintained on the project shall be for the full amount of the remaining site work on the project (subsequent phases).

b) Off-site Improvements – There shall be no reduction in surety until the work associated with the off-site improvements complete and functioning as intended as determined by the DPW Director or designee.

4) Subdivisions With Public Roadways –

a) On-site Improvements – Reductions in surety may be requested after the completion of the following construction phases:

1. At the completion of embankment cuts and fills erosion controls in place, drainage systems complete and the site stabilized
2. After completion of binder paving
3. After completion of all work

b) Off-site Improvements – There shall be no reduction in surety until the work associated with the off-site improvements is **complete and functioning as intended** as determined by the DPW Director or designee.

5) Landscape Surety –

a) After the completion of the two year landscape surety period the DPW Director or designee shall visit the site to monitor the condition of the project landscaping and grassed areas. The Planning Board will provide a recommendation, to the Town Council, regarding the release of the surety.

b) It should be noted that actual remaining work is not limited to the items on the punch list. The applicant shall be responsible to complete ALL remaining work.

6) Requirements for Partial Release – Before voting to release the applicant's check or performance surety, the Town Council shall require that there have been provided by the applicant or his agents, written statements as follows:

a) That all permanent property and right-of-way monumentation has been installed, by a Licensed Land Surveyor (LLS), in the locations designated on the Final Plan. The installation of such monuments must be documented with a stamped monumentation certification provided by the project's LLS.

b) A letter from the Public Works Director stating that the roadway, drainage and associated infrastructure (excluding fire safety infrastructure) have been constructed and completed to the satisfaction of the Department.

c) A letter from the Fire Department stating that the required fire safety apparatus (fire cisterns, hydrants, sprinkler systems, etc.) have been constructed to the satisfaction of the Department.

18.08 2-Year Post-Construction Surety

The 2-year post-construction surety shall be provided to the Town by the Developer.

1) **Purpose and Procedure -** The purpose of this surety is to provide funds to repair or reconstruct infrastructure which has become damaged and for discovered latent defects during a two year post-construction period

   To insure against infrastructure damage and latent defects, the Developer shall provide the Town with a post-construction surety. The start date of the two-year post-construction surety period shall be the date of the Planning Board vote to accept the post-construction surety for the project. The estimated surety value shall remain unchanged and in effect for the entire two-year period.

   After the two year period, the DPW Director or designee shall visit the project to determine if any damage or defects exist that require repair.

   The value of the post-construction surety shall be ten (10) % of the original total value of the surety.

2) **2-Year Post Construction Surety Release -** The Town Council shall release the Surety upon a recommendation from the Planning Board.

18.09 Surety Disputes

Any and all surety disputes shall be handled in accordance with the laws of the State of New Hampshire. *(End of Section 18)*

19. Logging & Land Clearing Requirements

1) Prior to the Assessor approving the Intent to Cut, the Assessor shall provide a copy of the Intent to Cut to the DPW Director and Town Planner. If access to the parcel on which the logging is proposed is located on a Town road or Town ROW, the applicant must meet with the DPW Director to determine the required surety for possible road, swale, and/or other damage within the right of way. The DPW Director reserves the right to determine the amount of required surety on a project by project basis.

(End of Section 19)

20. Enforcement of Approved, Recorded Subdivisions and Site Plans

20.01 Purpose

The purpose of this part is to enact locally, the administrative and enforcement procedures set forth in RSA 676 of the existing planning and land use statutes.

20.02 Penalties and Remedies for Enforcement

1) Any violation of the requirements of this Regulation, or of plans approved hereunder, shall be subject to the enforcement procedures detailed in RSA 676. RSA 676 authorizes the following penalties and remedies for enforcement of the provisions of this Regulation:
    a) Injunctive relief in accordance with RSA 676:15;
    b) Fines and penalties in accordance with RSA 676:17;
    c) Issuance of a cease and desist order in accordance with RSA 676:17-a; and
    d) Pleas by mail for local land use citations in accordance with RSA 676:17-b.

20.03 Responsible Officer

Unless otherwise noted, the Code Enforcement Officer shall be responsible for the enforcement of the provisions of this Regulation.

20.04 Enforcement Procedures

1) **Written Notice of Violation** – A written notice of violation shall be issued to the property owner by registered mail from the Code Enforcement Officer, if the Code Enforcement Officer, Town Planner, or the DPW Director determines that conditions at the site are in violation of any of the requirements of this Regulation or plans approved under this Regulation and that the violation is not an immediate threat to public health or safety.

    This notice of violation shall:

    a) Specify the actions or conditions, which violate the requirements of this Regulation or plans, approved under this Regulation.
    b) Identify what needs to be done to correct the violation(s).
    c) Specify a reasonable time frame within which the violation(s) will be corrected.
    d) Be provided to the property owner with a copy to be kept in the official records of the Planning Board.

2) **Cease and Desist Order** – A cease and desist order may be issued to the property owner by the Code Enforcement Officer, if the Code Enforcement Officer, Town Planner, or the DPW Director determine that conditions at the

site are in violation of any of the requirements of this Regulation and the violation is either;

a) An immediate threat to public health or safety; or

b) The property owner has failed to take corrective action(s) identified in a written notice of violation issued under Section 16.04.01 of this Regulation within the time frame specified therein.

20.05 Alteration of Commercial and Industrial Sites / Properties

1) No land alteration, including tree clearing, alteration of the approved landscaping, filling, grading, paving, utility installation, etc. may occur without the approval of the Community Development Department, which may require input from the Planning Board.

2) All commercial and industrial sites must continue to operate as shown on the approved site plans. Any alterations to the approved plans must be approved by the Community Development Department, which may require input from the Planning Board.

(End of Section 20)

21. Administrative Provisions

21.01 Planning Board to Administer Development Regulations

The Planning Board of the Town of Hooksett herein referred to as the "Board" shall administer the provisions of these regulations.

21.02 Waivers for Special Conditions

Where, because of topography or other special considerations peculiar to the site in the opinion of the Planning Board, a departure from these regulations may be made without destroying the intent of these provisions, the Board may authorize a modification to the extent that said modification does not constitute a deviation from the minimum requirements of the Zoning Ordinance.

The applicant shall state how the proposed waiver meets or exceeds the intent of these regulations. The applicant shall have the burden of demonstrating to the Planning Board's satisfaction that special conditions on the site warrant a waiver from the strict adherence to these regulations.

1) **Recognized Special Conditions** – Special Conditions include: topography, shapes of lot, adjoining lots, location and condition of highways, drainage or other infrastructure and soil conditions.

2) **Request for Waiver** – Request for waivers from the requirements of these regulations for the previously approved developments shall be considered only after a noticed public hearing has been held for purposes of discussing the waiver request. Notices shall be given to owners of lots within the development, as well as abutters to the project in its entirety.

3) **Minor Field Changes** – Minor field changes relating to construction of roadways, drainage, utilities and similar features shall not require a hearing, and may be approved by the Town Staff and/or Town's Consulting Engineer.

   Per RSA 674:36: The basis for any waiver granted by the Planning Board shall be recorded in the minutes of the board. The Planning Board may only grant a waiver if the Board 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 / subdivision, or conditions of the land in such subdivision, indicate that the waiver will properly carry out the spirit and intent of the regulations.

21.03 Off-site and Other Improvements

The developer shall be required to bear his share of the costs of off-site improvements necessitated by development as determined by the Planning Board. These off-site improvements do not offset the required impact fees. .

Likewise, because of peculiar conditions and circumstances relative to a particular development, the Board may require the installation of other improvements.

Any modification thus authorized or additional improvements thus required shall be stated in writing in the minutes of the Planning Board Meeting with the reasoning set forth on which the modification or addition was justified.

21.04 Sale or Transfer of Lots Prior to Planning Board Approval

In accordance with RSA Chapter 676:16, as amended, whoever, being the owner or agent of the owner of any land within a development in the Town of Hooksett, who transfers or sells any land before a plan of said development has been approved by the Planning Board, and recorded or filed in the office of the Registry of Deeds of Merrimack County, shall forfeit and pay a penalty of one thousand dollars ($1,000.00) for each lot or parcel so transferred or sold. The description by meets and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties.

The Town of Hooksett, through its Counsel or other official designated by the Town Council, may enjoin such transfer or sale and may recover said penalty by civil action.

21.05 Excavation Tax

In accordance with RSA Chapter 72-B "an excavation tax shall be assessed upon the excavation of earth against an owner as defined in RSA 72-B:2, VIII. Such tax shall be assessed at the rate of $.02 per cubic yard of earth excavated". Any excavated earth that is not removed from the site is exempt from this tax. The responsible party shall apply for and receive the required excavation permits from the Assessing Department.

21.06 Building Permits

No building permit shall be issued and no building or other structure shall be erected on any lot within the Town of Hooksett unless the street giving access to said lot meets the

requirements of the definition of "Publicly Approved Street" and/or "Public Right-of Way" as defined in Article 22 of the Hooksett Zoning Ordinance.

Any building erected in violation of these provisions is an unlawful structure and the Town Council, or appropriate agent of the governing authority, shall enjoin any erection or cause the building to be vacated and removed.

21.07 Acceptance of Streets

No public authority shall accept, improve, or maintain any street not shown on an approved and recorded final plan unless such street has received the legal status of a public street.

21.08 Permanent Occupancy Permits

No permanent occupancy permit shall be issued until it has been determined that all required site improvements have been completed in accordance with this chapter and the approved site plans. No such determination shall be made by the Planning Board until the applicant's engineer or surveyor and the DPW Director or designee certify in writing that all site improvements have been completed in accordance with this chapter and the approved site plans.

21.09 Greater Restrictions to Apply

Whenever the regulations made under the authority hereof differ from those prescribed by any other statute, ordinance or regulation that provision which imposes the greater restriction or the higher standard shall govern.

21.10 Amendments

This document may be amended or rescinded by the Planning Board, but only following a public hearing on the proposed change. All amendments shall be effective immediately upon their adoption.

21.11 Interpretation

In matters of judgment or of interpretation of this Regulation, the opinion of the Hooksett Planning Board shall prevail.

(End of Section 21)

22. Legal Provisions

22.01 Effective Date

These regulations shall become effective upon their official adoption by the Planning Board in accordance with the provisions of RSA 675.6 and shall apply thereafter to all developments within the Town of Hooksett.

22.02 Five-Year Vesting Period

Every plan approved by the Planning Board and properly recorded in Merrimack County Registry of Deeds shall be exempt from all subsequent changes in these Regulations and the Hooksett Zoning Ordinance, except those regulations and ordinances which expressly protect public health standards such as water quality and sewage treatment requirements, for a period of five (5) years after the date of recording, provided however, that once

substantial completion of the improvements as shown on the plan have occurred in compliance with the approved plan, or terms of said approval, the rights of the owner or his successor in interest shall vest and no subsequent changes in these Regulations or the Zoning Ordinance shall operate to affect such improvements and further, provided that:

Active and substantial development or building shall have commenced on the site by the owner or his successor in interest in accordance with the plan within 24 months after the date of approval, or;

1) Roadways and access ways have been installed to crushed gravel grade
2) Underground utilities and conduits have been installed and are ready for connection
3) Construction and completion of the drainage system to include: detention basins, culverts, treatment swales, catch basins, etc. in accordance with the approved plans.
4) All erosion control measures must be installed and maintained, in accordance with the approved plans.

In accordance with the terms of said approval, and where a surety to cover the costs or roads, drains, or sewers is required in connection with such approval, such surety is posted with the Town at the time of commencement of such development; and

Development remains in full compliance with the public health regulations and ordinances specified herein; and

At the time of approval and recording, the plan conforms to these Development Regulations and the Zoning Ordinance then in effect at the site of such plan.

Refer to the table below for Vesting Periods:

Approval Date	**"Active and Substantial" Period**	**"Substantial Completion" Period**
Past – 12/31/2004	12 months	4 years
1/1/2005 – 12/31/2006	12 months	6 years
1/1/2007 – 6/30/2009	36 months	6 years
7/1/2009 – Present	24 months	5 years

The Board may grant a maximum of five (5) one-year extensions, upon written request filed with the Board at least thirty (30) days prior to expiration of the Vesting Period, stating the requested length of extension and the extenuating circumstances justifying an extension. Board consideration of extensions shall be noticed and shall include a public hearing. The applicant will be notified via certified mail of this hearing.

22.03 Repeal of Conflicting Ordinances

All Ordinances or Parts of Ordinances inconsistent with or contrary to the provisions of these Regulations are hereby repealed to the extent necessary to give these Regulations full force and effectiveness.

22.04 Severability

If any term, part, provision, section, subdivision or paragraph of this chapter shall be held unconstitutional, invalid or ineffective, in whole or in part, by any court of competent jurisdiction, such determination shall be deemed to invalidate only the Article, section, provision, subdivision, paragraph or part thereof affected, and it shall be presumed that this chapter would have been passed without such invalid portion and that every other article, section, paragraph, provision or part of this chapter shall be deemed valid and shall continue in full force and effect.

(End of Section 22)

(End of Part I)

PART II – SUBDIVISION REGULATIONS

1. General Provisions

All requirements of the Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure, otherwise called "Town of Hooksett, NH Standard Specifications for Construction" or "The Blue Book", published under separate cover. Book" must be met. Copies of The Blue Book, are available for purchase through the Code Enforcement Officer. (Rev. 06/03/2024)

1.01 Approval by Planning Board

No plan of a subdivision of land within the municipal boundaries which would constitute a subdivision as herein defined shall hereafter be filed or recorded in the Registry of Deeds until a final plan thereof shall have been approved by the Planning Board in accordance with the requirements, design standards, and construction specifications set forth elsewhere in these regulations, nor until such approval shall have been entered on each final plan by the Planning Board.

1.02 Application Submittal

As to any subdivision of land within the municipal boundaries, which would constitute a subdivision as above defined, there shall be submitted to the Board, by the applicant, a completed application for plan approval, to be made on a form provided by the Board, accompanied by all appropriate exhibits and information as required by the Board and these Subdivision Regulations.

(End of Section 1)

2. Completeness Criteria

In order for the Planning Board to accept jurisdiction of a plan and deem it complete, the plan must confirm to the Town of Hooksett Development Regulation, the "Blue Book", and the most recently adopted Submittal Checklist, which may be found in Appendix II.

2.01 Application Requirements for Subdivision Plans (Rev. 06/03/24)

1) Name and title of the development.
2) The Tax map, and lot number, and acreage to be subdivided
3) Name and address of the applicant and property owner
4) Names, addresses, phone numbers, stamps, and signatures of all professionals responsible for the information within the plans
5) Date of original submission and a revision block with a date and descriptions of all revisions made to the plan set
6) Sheet index with corresponding numbers and titles for each sheet
7) All required federal, state, and local permit approval numbers

8) List of all waivers granted by the Planning Board

9) Locus, showing the project location and all zoning boundaries within 1,000 feet of the parcel.

10) Planning Board Signature Block

11) Names and address of the owners of the abutting properties as shown in Town records not more than five (5) days before the day of the filing of the application.

12) Name and seal of registered land surveyor certifying to the accuracy of the survey and the plan, with the error of closure (shall not exceed 1 in 10,000) and the name and seal of a registered professional engineer to certify the accuracy of road design features, structural, and drainage calculations. Whenever wetlands and soils data are present, each plan shall be signed and sealed by the responsible certified wetland/soil scientist.

13) Date, Graphic scale, and north arrow.

14) Boundaries of the tract with their true bearings and distances, and references to Town Tax Parcel Maps by map and lot numbers.

15) Zoning classifications on and adjacent to the tract, and notation of required setbacks.

16) Streets, existing and proposed, showing:

    a) Name (to be approved by Town Council and processed through the Code Enforcement Officer) and dimensions

    b) Location

    c) Widths of right-of-way and pavement

    d) Profiles of centerline and sidelines, all elevations based on a permanent benchmark established by the design engineer referenced to the United States Geodetic Survey. Such profiles and cross-sections shall be prepared in accordance with the Construction Plans Section of these Regulations.

    e) Radii and tangent length of all curves.

    f) Landscaping with details (see Section 11.10 Street System, Street Trees.)

    g) Applications for State roadway permits must be made to qualify for completeness; these applications must be in-hand for final approval.

17) Purpose, location, width, and distances of existing and proposed easements.

18) Lots, lines, dimensions, easements and areas with appropriate Map and Lot numbers which shall conform to the system of numbering used on Town Tax Parcel Maps.

19) Topographic map of the tract, based on a permanent benchmark established by the design engineer referenced to the United States Geodetic Survey. For land that slopes less than approximately two (2) percent show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points

not more than approximately two (2) percent *either* show contours with an interval of not more than five (5) feet if necessary because of irregular land, *or* demonstrate the need for more detailed data for preparing plans and construction drawings. The proposed street plan and proposed contours shall be shown by solid lines, existing streets and contours by broken lines.

20) Drainage, existing and proposed:

   a) Kind (material and size)

   b) Location

   c) Profile, cross-sections and invert elevations

21) Sanitation, existing and proposed:

   a) For municipal sanitary sewers, show data per requirements of the Hooksett Sewer Commission;

   b) All proposed residential lots, not serviced by municipal sewer, shall provide two suitable test pits and their associated percolation data inside an area of 4,000 square feet. Both test pits must have an estimated seasonal high water table no less than eighteen (18) inches and must be separated by at least 50 feet. This area is to be free of all proposed buildings, well radii, wetlands, wetland buffers, slopes steeper than 25%, and exposed ledge and must be at least 25' from all property lines.

   c) Provide description, plan, location, and dimensions of other means of sewage disposal, with evidence of soil suitability, including percolation tests, test pits, and classification of soil types suitable for on-site sewerage disposal. (Driveway, well, septic field or sewer finish flow, etc.)

22) Existing water and sewer lines on and adjacent to the tract showing location, type, and size. If water mains and sewers are not on or adjacent to the tract, the direction and distance to the nearest lines with their sizes and invert elevations shall be shown.

23) All existing and proposed utilities, buried or overhead.

24) Existing wells and septic areas within 200 feet of the proposed development.

25) In areas not served by public water supply with adequate fire flow for the proposed development as determined by current ISO criteria, buildings shall be served with sprinklers in accordance with N.F.P.A. standards. In addition, cisterns with approved hydrants conforming to N.F.P.A. standards shall be provided or available within one thousand (1,000) feet of the building envelope on proposed roads.

26) Location of special feature, natural and man made, affecting the development or giving it character, such as bodies of water, streams and water courses, swamps and marshes, wooded areas, specimen preservable trees one (1) foot or more in diameter, houses, barns, shacks, rock outcrops, and other significant features. The location of preservable trees in the open space is not required.

27) Subsurface conditions of the tract, location and results of tests made to ascertain subsurface soil, rock and groundwater conditions and results of soil percolation tests for the purpose of designing individual sewerage disposal systems and determining the need for roadway under drains.

28) Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses.

29) Sites, if any, for multifamily dwellings, shopping centers, churches, industry, or other non-public uses exclusive of single-family dwellings.

30) Proposed public improvements, highway or other major public improvements planned by public authorities for future construction on or near the site.

31) Minimum building setback lines.

32) Photographs, if required by the Planning Board, camera locations, and directions of view and key numbers.

33) Location of all property monuments properly identified as to whether existing or proposed.

34) Required on the plan shall be the following statement: "Approval of this plan shall expire five (5) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested pursuant to RSA 674:39."

35) The signature block shall appear on the lower right hand corner of the plan under the title block. The plan will not be signed if the signature block is not provided, generally as shown below:

Approved: Town of Hooksett Planning Board
_____ Chairman/Vice Chairman
_____ Date Approved
_____ Date Signed

36) Location and design of driveways, including grading.

37) State and Federal Permits Required – Complete copies of other applications for permits and all supporting data as required for each permit filed with the Town, State, or Federal government shall be submitted with the application. Such agencies to include, but not be limited to:

NHDES Subsurface Bureau

NHDES Wetlands Bureau

NHDES Site Specific

NHDES Bureau of Water Supply

NHDES Alteration of Terrain and Other

US Army Corp of Engineers, Section 404 Permits

NH DOT Driveway and Trench Permit

38) Other Studies to be Made When Required

39) Landscaping – All subdivision entrances and public areas shall be landscaped to create a neat, clean, and attractive setting as seen from the street and to enhance the rural character of the Town of Hooksett.

When required by the Planning Board, Water Precinct and/or Sewer Commission, when such are involved, the final plan shall be accompanied by any other studies deemed necessary or desirable to protect and assure the health and safety of the citizens of Hooksett, including the future occupants of such development, whether residential, commercial, or industrial in nature.

40) Structures, roads, utilities, earth stockpiles, equipment storage, and stump disposal;

41) Within the project area, and within 400 feet of the project boundary, surface waters, wetlands, drainage patterns, and watershed boundaries

42) Vegetation

43) Extent of the 100-year flood plain boundaries, if published or determined

44) Soils information delineated by a Licensed Soil Scientist utilizing the most recent criteria governing "Site Specific Soil Mapping". Soils mapping is not required in open space areas. Wetlands shall still be delineated as poorly or very poorly drained

45) Areas of cut and fill

46) Areas of poorly, very poorly or somewhat poorly drained soils, including any portion to be disturbed or filled, shall be consistent with wetland setback requirements

47) Location of all structural, non-structural and vegetative erosion and sediment control BMPs

48) Identification of all permanent control BMPs

49) Tabulated sequence of construction

50) Other plan requirements

1. Construction schedule;
2. Earth movement schedule;
3. Proposed schedule for the inspection and maintenance of all BMPs;
4. Description of temporary and permanent vegetative BMPs, including seeding specifications;
5. Description of all structural and non-structural BMPs with details drawings of each, as appropriate;
6. Driveway locations for all subdivision lots, including grading, and maximum slope.

51) Report section, including

1. Design calculations for all temporary and permanent structural controls BMPs;
2. A proposed schedule for the inspection and maintenance of all BMPs;
3. Identification of all permanent control measures and responsibility for continued maintenance;
4. A stormwater drainage report with calculations showing the volume, peaks discharge and velocity of present and future runoff;
5. When retention or detention structures are planned to reduce future condition peak discharge, the soil cover complex method shall be used to compute runoff volume and peak discharge for designing the structure. The design will conform to the criteria outlines for those types of structures given in the NHDES Alteration of Terrain Design Manuals.

52) Title Block

53) Agent Authorization

54) State Plane Coordinates, tied to two boundary corners

2.02 Minor Subdivision

A minor subdivision includes all subdivisions wherein three (3) lots or less are created, and no roadway construction or right-of-way creation is proposed.

2.03 Major Subdivision

A major subdivision includes all subdivisions wherein more than three (3) lots are created, and/or the construction of a roadway or the creation of a right-of-way is proposed.

(end of Section 2)

3. Subdivision General Requirements and Design Standards

The construction plans shall contain the following information:

3.01 Plans

1) Plans of all areas to be disturbed for construction of streets, drainage ways, and structures.
2) Sewer, water and electric lines.
3) Erosion and sediment control structures.
4) The 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 level no greater than two (2) feet plus spot elevations.
5) Soil types and boundaries shown in dotted lines.

6) Existing tree lines and proposed trees and all other plantings.

7) Existing and proposed information, such as drainage, utilities, edge of pavement, property lines, etc. must be drawn with different line types.

8) The edge of all paved areas.

9) The location and size of all structures.

10) Piping and other materials.

11) Center line stationing of all adjacent lot lines with lot numbers of each lot taken from the final plan.

12) Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet, or as approved by the Planning Board or the Town's Consulting Engineer.

13) The required details may be shown on a single set of plans of separate sets each showing different features (i.e. construction detail plan; grading, drainage, and erosion control features; etc.)

14) Site cross-sections are required at a 1:1 scale. The number of cuts and locations shall be determined by the Town's Consulting Engineer.

3.02 Profiles

1) Profiles of all proposed streets, showing existing and proposed elevations along centerlines of all proposed streets.

2) All structures, and piping and other materials.

3) Profiles of the proposed drainage pipe systems shall be required showing proposed pipe invert elevations, size of pipe, and pipe slope.

4) Profiles shall be drawn at the same horizontal scale as the plans and one (1) inch equals five (5) feet or ten (10) feet vertical scale.

3.03 Cross-Sections

1) Cross-sections of all proposed streets and site access drives at fifty (50) foot stations and at all catch basins or culverts showing the streets and all areas to be disturbed for the construction of all proposed streets.

2) Existing grades, proposed subgrades, proposed final grades, and all utilities and other structures.

3) The proposed side slopes of each cut or fill shall be noted on the cross section (i.e. 4:1, 2:1, etc.) as well as the proposed pavement cross slope rate, expressed in terms of a percent slope (i.e. 2%, 4%, etc.).

4) Cross–sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet; both the horizontal and vertical scales shall be the same.

Site cross-sections are required at a 1:1 scale. The number of cuts and locations shall be determined by the Planning Board and the Town's Consulting Engineer.

3.04 Details

Construction details of all streets, driveways, curbing, guardrail (including terminal treatment), sidewalks, drainage structures, landscaping, water, sewer, sediment and erosion control structures, and any other required improvements shall be shown at a convenient scale. Reference to NHDOT Standard Plan details is acceptable for appropriate items.

3.05 Erosion Control Plan

Refer to Part 1, Section 14.

Plans and other information, including a stormwater management or drainage report, indicating how increased runoff, sedimentation, and erosion shall be controlled during and after construction of required improvements shall be addressed in accordance with the provisions of Part 1, Section 14.

3.06 State and Federal Permits Required

1) Complete copies of other applications for permits and all supporting data as required for each permit filed with the Town, State, or Federal government shall be submitted with the application. Such agencies to include, but not be limited to:
    a) NHDES Subsurface Bureau
    b) NHDES Wetlands Bureau
    c) NHDES Site Specific
    d) NHDES Bureau of Water Supply
    e) NHDES
    f) US Army Corp of Engineers, Section 404 Permits
    g) NHDOT Driveway and Trench Permit
    h) EPA SWPPP/NOI

3.07 Other Studies

When required by the Planning Board, Water Department, or Sewer Commission, when such are involved, the final plan shall be accompanied by any other studies deemed necessary or desirable to protect and assure the health and safety of the citizens of Hooksett, including the future occupants of such subdivision, whether residential, commercial, or industrial in nature.

3.08 As-Built Plan Requirements – Individual, Residential Lots

Prior to the issuance of the Certificate of Occupancy for an individual, residential lot, an "As-Built" plan must be provided for review by Code Enforcement Officer and approval and must meet the criteria per the definition found in Part I, Section I.5 for "**Subdivision and/or Individual Lot(s) As-Built Plans".**

(End of Section 3)

4. Condominium Requirements

All proposed condominium projects must meet the following requirements:

4.01 Declarations, by-laws, and articles

1) All declarations, by-laws, and articles must be provided to the Town for review and approval prior to the Planning Board approving the condominium.

4.02 Condominium Recording

1) All original signed condominium declarations, by-laws, articles, site/subdivision plans, and condominium floor plans are to be reviewed, approved, and recorded at the Registry of Deeds, by the Town Planner, at the Applicant's expense.

2) All documents reviewed and approved by the Town's Attorney at applicant's expense.

(End of Section 4)

(End of Part II)

PART III – SITE PLAN REGULATIONS

1. Applicability

This section incorporates by reference Part I and Part II and further incorporates by reference the Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure, otherwise called "Town of Hooksett, NH Standard Specifications for Construction", otherwise known as The Blue Book, published under separate cover. **(Rev. 06/03/24)**

1.01 Site Activity **(Rev. 06/03/24)**

This chapter shall apply to the development of all or any part of any tract of land in Hooksett for residential and non-residential uses. All site development, except for 1 or 2-family dwelling units not incidental to the development of a site for a one or two family dwelling, shall constitute a site development.

All requirements of the Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover and Part I of this Regulation apply to this section. Copies of The Blue Book, published under separate cover are available for purchase, through the Code Enforcement Officer.

Without limiting the general application of previous sections, this chapter shall apply to the following specific site development activities:

1) The construction, reconstruction, expansion, contraction, demolition requiring alteration of surrounding land, or relocations of any building or structure used or to be used for any one of the following types of occupancies: assembly, business, educational, high hazard, industrial, institutional, mercantile and storage. The definition of the foregoing occupancy types provided by the Hooksett building standards shall apply to this chapter.
2) The construction, reconstruction, expansion, contraction, demolition requiring alteration of surrounding land or relocation of a multifamily house, hotel or motel.
3) The construction, reconstruction, expansion, contraction, elimination, relocation or alteration of any site entrances, site exits, driveways, sidewalks, loading docks or parking areas located on a site used for residential or non-residential purposes.
4) The installation, alteration, relocation or elimination of any exterior light used to illuminate any portion of a site, including entrances, exists, driveways, loading docks, sidewalks, parking areas, signs and buildings.
5) The construction, reconstruction, expansion, contraction, elimination, alteration or relocation of any drainage facility or structure used to service a site.
6) The construction, reconstruction, installation, expansion, contraction, elimination, alteration or relocation of any sign, other than a sign which merely states the name and address of the occupants of a one or two family dwelling.

7) The clearing, stumping, grubbing, leveling, excavating, stockpiling, grading, filling, dredging or draining of a site for present or future site development. The foregoing sentence shall not apply to the clearing, stumping or grubbing of land for the purpose of creating pasture land or land which will be used to grow crops, provided that the clearing, stumping or grubbing is not accompanied by the removal of sand, gravel, fill, loam or other similar material from the parcel of land that is being cleared, stumped or grubbed.

8) The construction, reconstruction, alteration, elimination, installation, relocation or repair of all or any portion of any on site sewage disposal system used for residential or non-residential purposes.

9) The development of any parcel of land for use as a landfill and/or dump. This chapter shall apply to all new landfill/dumps and to any proposed expansion or permit renewal of any existing landfill/dump.

10) Whenever a site contains a one or two family home and is also used to carry out an income producing activity, all site development that relates to the income producing activity shall be within the scope of this chapter. The temporary or permanent storage or parking, including overnight storage or parking of trucks, tractors, trailers and other equipment or materials used in a trade or business other income producing activity constitutes a use, and the development of a site for such non-residential use shall not apply to the overnight parking of a single motor vehicle which has a gross vehicle weight of under ten thousand (10,000) pounds, provided that this vehicle is used by a permanent resident of the premises to commute back and forth to that place of employment.

(End of Section 1)

2. Completeness Criteria **(Rev. 06/03/24)**

In order for the Planning Board to accept jurisdiction of a plan and deem it complete, the plan must conform to the Town of Hooksett Development Regulations, the "Blue Book", and the most recently adopted Submittal Checklist, which may be found in Appendix II.

2.01 Additional Information

The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

(End of Section 2)

3. Site Plan General Requirements and Design Standards

3.01 Plan Requirements

1) Name and title of the development.

2) Tax map, lot number and acreage of the parcel.

3) The 5-Year approval expiration statement

4) Name and address, of the applicant and property owner

5) Names, addresses, phone numbers, stamps, and signatures of all professionals responsible for the information within the plans
6) Date of original submission and a revision block with a date and descriptions of all revisions made to the plan set
7) Sheet index with corresponding numbers and titles for each sheet
8) All required federal, state, and local permit approval numbers
9) List of all waivers granted by the Planning Board
10) Locus, showing the project location and all zoning boundaries within 1,000 feet of the parcel.
11) Planning Board signature block
12) A rendering of the proposed development from the street view, highlighting architectural style and the proposed color scheme
13) A color rendering of proposed signage, if applicable
14) Proposed site information to include, but not limited to:
    1. Buildings with finish floor elevation, height, and floor area noted
    2. Sidewalks with dimensions
    3. Paved areas
    4. Outer limits of drainage basins or underground infiltration systems
    5. Outer limits of landscaping areas
    6. Snow Storage areas
    7. Drainage structures (catch basins, drain manholes, culverts, etc.)
    8. Applicable underground utilities (water, sewer, gas, electric, etc.)
    9. Parking lot striping and dimensions
    10. Parking lot, curbing and access road radii
    11. Retaining walls, if applicable
    12. Dumpster pad location
    13. Easements, existing and proposed
    14. Setbacks
    15. Buffers
    16. Bearings and distances on all property lines
    17. Proposed business sign with dimensions and areas

3.02 Drainage

See Part I.

3.03 Landscaping Requirements

All sites shall be landscaped so as to create neat, attractive businesses and industries that will be compatible with their surroundings and in keeping with the rural character of the Town of Hooksett.

1) **General Requirements -** All areas where the natural vegetation will be disturbed by the development process shall be loamed and seeded, paved, planted with approved ground cover or otherwise restored in accordance with approved by the Board.

2) **Loam Removal -** No fill, loam or other topsoil shall be removed from a site as part of the site development without the prior express written approval of the Board. The mere approval of the site plan by the Board shall not constitute approval by the Board for the removal of fill, loam or other topsoil from the site.

3) **Slopes -** All slopes shall be appropriately stabilized with loam and seed, ground cover, bark mulch or crushed rock as approved by the Board. All slopes steeper than 3:1 shall be protected with stabilization matting or rip rap, or other approved application. All slopes steeper than 2:1 must be designed by a geotechnical engineer. These designs, with all required supporting calculations must be submitted for review and approval prior to the construction of such slopes.

3.04 Landscaping Design Criteria

1) Purpose:

   a) The following requirements are intended to enhance the appearance and natural beauty of the Town of Hooksett and to protect property values through preservation of existing vegetation and planting of new screening and landscaping materials. Particularly in retail design, these standards are intended to reduce excessive heat, glare and accumulation of dust, to provide privacy from noise and visual intrusion, and to prevent the erosion of the soil, run-off of drainage water, and the consequent depletion of the ground water table and the pollution of water bodies.

   b) These requirements are intended to encourage high quality building design which improves the aesthetic character of the community, to allow diversity of building design and architectural styles, to avoid monotonous and bland buildings typical of strip commercial development and to minimize conflicts between residential and commercial uses.

   c) These requirements will enhance the quality of life in Hooksett and help people feel good about living and working here, thereby maintaining and or improving the viability and economic diversity of residential and commercial areas.

2) Definition of Terms

   a) Landscaping shall mean the permanent installation of hardy lawns, trees, shrubs and other plantings. In so far as practical, existing mature trees shall

be retained and incorporated into the overall landscape plan. Materials such as bark mulch, chipping, crushed or fragmented stone, etc. may be used for accent purposes. However, such materials shall not be used as ground cover for more than 10% of the original lot area.

b) Landscape materials shall mean any combination of living plant materials and non-binding materials such as mulch, pebbles, decorative walls, fountains and other decorative materials.

c) Shade tree shall mean a deciduous tree a minimum of 2 inch diameter at 4 feet above grade where the tree is planted and a minimum of 6 feet tall at planting.

d) Evergreen tree shall mean an evergreen tree a minimum of 6 feet high at planting.

e) Evergreen shrub shall be a minimum of 2 feet high unless species is a low growing variety.

f) Deciduous or flowering shrub shall be 3 feet high, unless species is a low growing variety.

g) Ground cover shall mean a low growing plant, other than turf or grass which forms a continuous cover over the ground surface.

h) Turf ground cover shall be composed of one or more species of perennial grass which is grown as a permanent lawn.

3) General Requirements

As a condition of final approval, the applicant must obtain the Planning Board's approval of the design and placement and materials of all landscaping features to be sure it complies with the goals of harmonious existence with the neighborhood and the environment as outlined in the paragraph on PURPOSE as stated at the beginning of the regulations.

4) Landscaping Requirements

a) General

1. A landscaping plan shall be required upon application for site plan review. The final site plan shall be drawn to scale, including dimensions, and shall clearly show existing features, and the locations, size, description, and common name of all proposed trees and shrubs. Existing trees, shrubs and plant beds that are to be retained can be indicated and described generally.

2. All significant features with the site including, but not limited to, large trees, watercourses, natural stone outcroppings, and other scenic features shall be shown on the plan. Planning board approval shall be obtained before removal of such features. Removal of any existing tree exceeding 6 inch caliper is strongly discouraged.

3. Any portion of a developed lot or property which is to be disturbed but is not used for the location of buildings, structures, accessory uses, off-street parking and loading areas, sidewalks or similar purposes, shall be landscaped and maintained in such a manner as to minimize storm water runoff.

4. Landscaping, trees, and plants required by these regulations shall be planted in a growing condition according to accepted horticultural practices and shall be maintained in a healthy growing condition. Any landscaping, trees, and plants which are in a condition that does not fulfill the intent of this regulation after the first winter or at any time during the second year after planting, shall be replaced by the developer during the next planting season for the particular plant material. All proposed plantings shall be appropriate for soils, weather conditions and environmental conditions of the specific site. Particular attention should be paid to potential road salt and other deicing chemicals. Plant materials should be of specimen quality conforming to the American Standard for Nursery Stock (ANSI Z60.1-1980 or later revision) and should be guaranteed for at least one and one half years.

5. All landscaping approved under this ordinance shall be subject to the surety requirements as required by the Planning Board. The surety shall be sufficient to cover the cost of replacement of all plantings. The term of the requirement shall be equal to two years from the time of planting. At the end of the two year period any unused portion of this surety will be returned to the applicant along with accrued interest. This required surety shall meet the required criteria set forth in Section 18.03.

6. All landscaping, trees, and planting material adjacent to parking areas, loading areas, or driveways shall be properly protected by barriers, curbs, tree wells, or other means from damage by vehicles.

7. Existing landscaping, trees and planting materials to be retained should be protected as necessary during construction to avoid damage. Tree wells over 6" deep or other landscape features that have the potential to present a falling hazard to the public shall have grates, fences or other protective measures installed. All trees where required shall be welled and protected against change of grade. Existing healthy, mature trees, if properly located, shall be fully credited against the requirements of these Regulations.

8. Plastic or other types of artificial plantings shall not be credited against the requirements of this ordinance.

9. Trash containers, propane storage tanks, transformers and similar above ground utility features shall be screened with vegetation or other method approved by the Planning Board so that they are not visible from off the property.

10. On lots or sites abutting State of New Hampshire maintained roads, State regulations for setbacks and sight distances shall take precedence for selection and placement of landscaping features.

11. Existing and proposed overhead or underground utilities should be considered when selecting size, type and placement of proposed landscaping to avoid damage or potential future conflicts.

b) Front Landscaped Areas

1. Front landscaping areas are intended to enhance the appearance of the use on the lot but not to screen the use from view. A front landscaped area shall be required. The required landscaped area shall be covered with grass or other ground cover and shall include trees and shrubs all of which shall be selected to withstand salt and other typical roadside pollution. At a minimum, one shade tree having a caliper of 2 inches and a height of 6 feet shall be planted for each 50 feet or fraction thereof of lot frontage.

2. Where lot size and shape or existing structures make it feasible to comply with a front landscape area for landscaped parking area, the Planning Board may substitute planters, plant boxes for pots containing trees, shrubs and/or flowers to comply with the intent of this regulation.

   a. Commercial and Industrial Zones

      In all commercial and industrial zones, the required front yard, except for the driveway, shall be landscaped a minimum of 10 feet back from the front lot line. View from public streets of large parking lots should be screened with low 2 ½ foot to 4 foot evergreen shrubs, densely twigged deciduous shrubs, evergreen trees, mounds, berms, walls, or a combination thereof, provided that adequate sight distance is maintained.

c) Buffer Areas

1. Buffer areas shall contain sufficient existing vegetation as approved by the Planning Board or be planted with evergreen type plantings of such height, spacing and arrangement as, in the judgment of the Planning Board, will effectively screen the activity on the lot from the neighboring residential area. At a minimum the planting shall consist of trees 6 feet in height planted at intervals of 10 feet on center. Non-evergreen plantings may be included to supplement evergreen planting, but not to take its place.

2. An earthen berm, wall or fence of location, height, design, and material approved by the Planning Board may be substituted for any portion of the required planting and/or buffer area requirements. All plants in the buffer area shall be permanently maintained by the owner\ occupants so as to maintain a dense screen year-round.

3. A landscaped area shall be provided along the perimeter of any parking area except where the parking area is functionally integrated with adjoining parking areas on abutting lots. The landscaped area shall have a minimum dimension of 5 feet, shall be planted with grass or shrubs, and shall include at least one deciduous tree of not less than 2 inch caliper, at least 6 feet in height for every 50 feet along the perimeter of the parking area.

4. When the proposed use on a site presents the potential for obtrusive sound or noise pollution to adjoining lots, appropriate sound buffering shall be incorporated into the site design. The use of walls, berms, fencing, dense plantings, or a combination thereof may be required.

d) Landscaped Parking Areas

1. Landscape areas shall be provided within parking areas to provide visual and climatic relief from broad expanses of pavement. In addition to the front landscaped area and buffer area requirements, parking areas shall comply with the following minimum standards.

a. All uses providing 20 or more off-street parking spaces shall have at least 5% of landscaped open area within the paved portion of the parking area. This does not include perimeter planting.

e) Landscaping of Storm water Treatment Areas

1. All storm water treatment areas such as, treatment swales, detention and retention areas, and mitigation areas created to treat Storm water runoff shall be planted with grasses, shrubs and/or other plantings sufficient to prevent soil erosion and to promote proper treatment of the proposed runoff.

2. A wetland landscaping plan shall be prepared by a qualified wetland scientist. The wetland landscaping plan shall show all proposed Storm water treatment areas within the site and the proposed plantings therein. The wetland landscaping plan shall be at a scale of not less than 1"=50'.

a. Minimum Landscape Coverage

3. In all applications, a minimum percentage of 15% of land being developed and reviewed shall remain in its natural state or be maintained as appropriately landscaped area. Undisturbed wooded areas may be included in this calculation.

3.05 Commercial Architecture Design Requirements

These requirements shall apply to all commercial development within the Town of Hooksett:

1) Existing Structures under Planning Board Review:

a) Each existing building or man-made structure, including stone fences, under review by the Planning Board shall be assessed for historic

significance and aesthetic importance. To the fullest extent possible, existing features will be preserved, and any new structural additions may be required to come into full compliance with the provisions of these commercial architectural standards at the discretion of the Planning Board.

2) Design Review Requirements

a) Renderings of all Building(s) and other proposed Structures showing front, sides and rear view elevations.

b) Renderings of all Building(s) and other proposed Structures from the vantage point of any public streets or roadways which provide direct access to the site.

c) Narrative identification of elevations, identifying the following:

1. Building façade material(s)
2. Roof materials and pitch
3. Window/Door materials and dimensions
4. Location of HVAC equipment, generators, cooling towers and other accessory utility structures
5. Location of proposed fencing, out-structures, accessory structures, or aesthetic elements such as stonework, water features, and other decorative elements
6. Location of balconies, exterior stairs, steeples, chimneys, porches, breezeways, or other building extensions
7. A comprehensive list of proposed color palates to be used in primary building materials, including all proposed paint colors and shades of any proposed siding

d) In order to provide for the harmonious and aesthetically pleasing development of the Town and to enhance the visual appearance of the community, the Planning Board shall require the following architectural details in all commercially developed properties in the Town of Hooksett:

General Requirements

1. Exterior building features, including construction materials, shall be compatible in scale, mass, design, and color scheme with surrounding properties (assuming the surrounding structures are generally in compliance with these design standards) – including those properties which may not directly abut the subject property but which are highly

visible or which directly impact the general character of the surrounding neighborhood or commercial corridor.

2. Exterior building design and detail on all elevations shall be coordinated with regard to color, types of materials, number of materials, architectural form, and detailing to achieve harmony and continuity of design.
3. Foundation walls shall not be exposed more than 3 feet from finished grade.
4. Long, unbroken expanses of roofs shall be avoided through the use of dormers, chimneys, cupolas, changes in ridgeline, or other architectural features approved by the Planning Board.
5. Long, unbroken expanses of walls shall be avoided through the incorporation of façade divisions, such as building jogs, architectural detailing and changes in surface materials, colors, textures and rooflines. Faux windows are also permissible assuming they meet guidelines for window design and dimensions. Uninterrupted façades shall not exceed 50% of the length of the building wall, and shall not exceed 100 feet in length on any proposed structure.
6. Boilerplate franchise or corporate style architecture shall be approved at the discretion of the Planning Board.
7. The Planning Board strongly encourages development in a style which is consistent with traditional New England architecture in all aspects.

Building Façades and Materials

1. The following materials shall be used and/or combined to create consistent, attractive designs which honor the New England tradition – natural brick, natural stone (fieldstone, granite, limestone, marble, etc...), terra cotta or faux cast stone, natural wood and clapboard-style materials, stucco, and/or glass. Any proposed alternatives to these materials shall be reviewed and approved at the discretion of the Planning Board.
2. The following materials may be utilized on building façades which are not visible from any public street: non-decorative cinder block, painted concrete block, painted brick, split-face block, and steel panel or steel siding.

Roof Materials and Roof Pitch

1. Wherever structurally possible, pitched roof forms shall be implemented. Gabled and hipped roofs shall have a slope of at least 4/12 (18º), but no greater than 14/12 (49º).
2. Pitched or Hip roofs shall be required. Gambrel and Mansard style roofs are preferred where appropriate, but shall not be required.
3. Roofing materials shall consist of concealed fastener standing seam metal, copper, asphalt, terra cotta, or slate-style shingles. Metal roofs, with the exception of concealed fastener standing seam or copper roofs, which are visible from any public street, are prohibited.
4. Where flat roofs are structurally necessary, features such as parapet walls and cornice elements shall be introduced into the design. The applicant may also propose a green roof. Proposals for a green roof must be reviewed and approved by a licensed structural engineer to prove the roof will support the weight of the proposed vegetation and snow loads. (revised 12/18/2023)

Window/Door Materials and Dimensions

1. Door and window openings shall be proportional to the height of the building façade.
2. Window and door openings on the front façade shall occupy a total of no less than 20% and no more than 70% of the gross square footage of that façade.
3. All windows and doorways shall be encased with wood or simulated wood trim. Aluminum windows shall be finished to match the proposed trim color of the building.
4. Divided light windows and shutters are encouraged, though not required. Where shutters have been installed, they shall be sized such that when closed they cover the window.

Fencing, Accessory Structures, Utilities, and Miscellaneous Décor

1. All rooftop mechanical equipment shall be located so that the equipment is grouped together, where possible, and is not visible at the nearest street right-of-way or to abutting residences. No air conditioning, ventilating, or other mechanical or electrical equipment, except for lighting fixtures, may project more than twelve (12) inches beyond the face of a wall facing a public street. If necessary, screening may be accomplished through architectural elements including walls, parapets, false chimneys, or cupolas, or by vegetation, so long as those elements meet all other guidelines within these regulations.
2. All areas utilized for the disposal and collection of trash, outdoor storage, truck parking, loading, or unloading, grease traps, electric utility conduits, or other utilities shall be appropriately screened from public view and abutting properties.
3. Ground floor façades which face public streets shall have arcades, display windows, entry areas, awnings or other features along no less than 60% of their length. All façades of a building which are visible from public streets shall feature characteristics similar to the front façade.
4. When incorporated, architectural features such as porches, awnings, columns, towers, turrets, parapets, arches, and cupolas shall be proportional to the scale of the building.
5. Awning covers designed for shade and for entryways shall be made of fabric or simulated fabric-like material which matches or complements paint colors used on the building. Brightly illuminated and franchise type awnings are not acceptable.
6. All vents, gutters, downspouts, flashing, electrical conduits, etc., shall be painted to match the color of the adjacent building surface, unless being used expressly as trim or as an accent element.
7. Fences, if incorporated, shall be of the following appropriate materials or style: picket, split rail, wrought iron, brick, vinyl, and/or stone and shall not exceed four (4) feet in height. Fences used expressly for security purposes may exceed four (4) feet in height, and chain link may be utilized for security fences only.

8. Pedestrian amenities are strongly encouraged, though not required. Benches, bicycle racks, pedestrian walkways and sidewalks are all preferred for commercial properties.

Color Palate

1. The Planning Board strongly encourages the use of traditional New England colors. Shifts in color schemes shall occur gradually. Erratic or abrupt variations in contrasting color schemes are discouraged.
2. Bright or neon colors of any kind shall require review and approval of the Planning Board.

3.06 Lighting

See Part I, Section 16.

3.07 Flood Protection

1) All site developments shall be designed and constructed in a manner that will permit their uninterrupted use during a one hundred-year flood.
2) Elevations – The basement floor of buildings with basements, the first floor elevation of all other buildings, all driveways, parking areas, storage areas, loading docks, all underground electrical utilities and the bottom of each leach bed and aeration chamber area shall be a least one (1) foot above the elevation of the one hundred year flood.
3) Floodways – No building, driveway, parking area, loading dock, utility, waste disposal system, storage area or other site development activity, may be filled-in in order to accomplish the objectives of this subsection.
4) Filling of Flood Hazard Areas – Flood hazard areas shall not be counted when computing minimum lot sizes.

3.08 Wetlands

In order to protect groundwater supplies, preserve natural wildlife habitats and assure safe construction, no foundation, building, sewage disposal systems, wells or other site improvements shall be located in or within forty (40) feet of any wetland, which is one acre or greater in size. No wetland shall be filled or drained as part of any site development, and no wetland area shall be counted when computing minimum lot sizes.

3.09 Fire Prevention and Protection

Note: Applicant is referred to section OO-29 *Fire Lane Ordinance* of the most recent edition of the Town of Hooksett, NH "Other Ordinances"

1) All site developments shall be designed and constructed so as to minimize hazards from fire and explosions.

2) Access – All buildings shall be accessible to fire trucks and other fire fighting equipment in accordance with Section 00-29 of the Hooksett, NH "Other Ordinances".

3) Standpipes – Sprinkler system standpipes shall be located so as to provide easy access to fire trucks with a minimum of danger to fire trucks and men. Required parking spaces may not hinder access to standpipes.

4) Water Supplies – In appropriate cases, the Board may require the installation of fire ponds, cisterns, fire pumps and/or dry hydrants. The applicant must supply documentation from the Town Department that the water system can support the addition of proposed fire protection equipment to note on the plans that addresses these issues.

5) Fire Lanes – Parking lot fire lanes shall be provided in accordance with section 00-29 *Fire Lane Ordinance* of the most recent edition of the Town of Hooksett, NH "Other Ordinances".

6) Life Safety Code Standards – All entrances and exits shall be located so as to assure compliance with the life safety standard.

7) Flammable and Combustible Liquids – All flammable and combustible liquids shall be contained and stored in accordance with the National Fire Protection Association's standard specifications.

8) Fire Chief or designee Approval – Applicants for site development approval shall submit their plans to the Hooksett Fire chief for his review and approval. The Board will not approve any site plan until it is in receipt of a letter from the Fire Chief or designee stating that he has reviewed the plans and that in his opinion the plans provide for adequate fire fighting access and for full compliance with the life safety standards. In appropriate cases, the Fire Chief or designee may require the installation of fire ponds, cisterns, fire pumps and/or dry hydrants.

3.10 Sanitary Sewerage System (Effluent Disposal Area, Septic Systems, Leach Beds)

1) All sewage disposal system shall be designed, constructed and operated in a manner that will prevent the spread of disease and illness; prevent the pollution of the town's brook, streams, ponds, lakes, and groundwater table; and assure and adequate supply of potable and palatable water for human consumption.

2) General Requirements – All site developments, including apartment house developments and developments that will provide places of employment, shall

provide for reasonable accessible adequate toilet and lavatory facilities properly constructed and ventilated and kept in proper sanitary condition. All toilets, lavatories, sinks and other plumbing fixtures having drains shall be connected to an approved on-site effluent disposal area (EDA).

3) Hazardous Wastes – No wastes, other than human waste, kitchen waste and wastewater containing normal household detergents shall be disposed of by onsite subsurface waste disposal systems without the express prior written approval of the Planning Board. The mere approval of a site plan shall not constitute approval for the disposal of wastes other than human waste, kitchen waste and wastewater containing normal household detergents. All hazardous wastes, including chemicals and other liquids, used as part of a manufacturing, cleaning or repair process shall be disposed of at an off site disposal facility approved by the State of New Hampshire and the Federal Environmental Protection Agency.

4) Design and Installation – All EDA systems shall be designated and installed in accordance with the rules, regulations and design criteria adopted by the NHDES Subsurface Bureau. No waiver by the NHDES shall be binding on the Planning Board unless concurred with by a majority vote of the Board. Either a registered professional engineer or a licensed septic designer shall design all EDA systems.

5) Location of EDA systems and aeration chambers – EDA's and aeration chambers shall not be located in wetlands or wetland buffers, floodplains, ledge areas or steep slopes. The bottom of every EDA or aeration chamber shall be at least four (4) feet above seasonal high water table or as approved by NHDES. All new residential and non-residential site development plans shall provide two suitable test pits and their associated percolation data inside an area of 4,000 square feet. Both test pits must have an estimated seasonal high water table no less than eighteen (18) inches and must be separated by at least 50 feet. The area shall be free of all proposed buildings, well radii, wetlands, hydric A and B soils, wetland buffers, slopes steeper than 25%, and exposed ledge. Additionally, the area shall be at least 25' from all property lines.

6) Town Review Requirements – All residential, commercial, and industrial EDA designs shall be submitted to the Health Officer for Town approval prior to submittal to NHDES for State approval. Building, a division of DPW, shall be contacted to observe any test pits and percolation tests. The initial review fee, per design, of $50 shall be provided with the design submittal. If revisions are required, a follow-up review fee of $25 must be provided. The designer must either pick up the approved plans for delivery to NHDES or provide a prepared, stamped envelope that the Town can use to forward the Town approved plans to NHDES.

3.11 Filling

Whenever it is necessary during site development to raise the elevation of any portion of any site, the work shall be done in accordance with the "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility

Infrastructure," otherwise known as The Blue Book, published under separate cover. Book."

3.12 Noise

1) All sites shall be designed and developed so as to minimize the spread of noise to adjacent parcels of land and to assure compliance with all United States Environmental Protection Agency noise pollution standards. Whenever the nature of the activity to be conducted on the site is such that it may interfere with the peaceful enjoyment of adjacent parcels of land by generating and/or spread of noise, these special conditions may include, but are not limited to, the following:
    a) The construction of sound barriers
    b) The installation of sound-deadening materials in or outside of buildings.
    c) The leaving or planting of green belts to absorb sound.
    d) The voluntary limitation of hours of operation.
    e) The cessation of the noise producing activity.
2) Noise generated from a site shall not exceed 5 decibels above the ambient background noise at all times of the day.
3) Also refer to Noise Ordinance in the Town's Other Ordinances, Section 0032.

3.13 Utilities

Provision shall be made for the site to be serviced by necessary utilities which may include water for fire and domestic use, sanitary sewer, underground electrical and gas.

3.14 Outdoor Lighting

Provisions shall be made for outdoor lighting. See outdoor lighting requirements in Section I.

3.15 Natural Features

Provision shall be made for protection of natural features.

3.16 General Requirements

All developments shall meet the standards and requirements included in the Town Zoning Ordinance and Subdivision Regulations, including but not limited to, parking off-street loading, landscaping, signs, location of driveways, and exterior lighting.

Site cross-sections are required at a 1:1 scale. The number of cross-sections orientation of each one shall be determined by the Planning Board.

3.17 Flood Hazard Areas

1) All development subject to these Regulations having land identified as "Special Flood Hazard Area" in the Flood Insurance Study Hooksett, New Hampshire revised as of March 1982 together with the associated Flood Insurance Rate Maps and Flood Boundary and Floodway Maps bearing the effective date of March 12, 1982 shall meet the following requirements.

a) The Planning Board shall assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

b) The Planning Board shall require that all proposed new developments greater than fifty (50) lots or five (5) acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevations).

c) Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow a determination that:

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

3.18 Cost Sharing

The Developer will be required to bear his share of the costs of off-site improvements necessitated by his development.

3.19 Multi-Family Criteria

Multi Family Residential Housing Criteria

NUMBER OF UNITS PER BUILDING

	3-8	9-15	16 to 24
Building			
Min. Roof Pitch	8/12	10/12	10/12
Min. Wall Breaks	Every 100’	Every 75’	Every 50’
Siding Color	Earth Tone	Earth Tone	Earth Tone
Building Height	30’	40’	60’
Security Office	No	No	Yes
Lobby	No	No	Yes
Mail Room/Building	No	~~Yes~~ No	Yes
Central HVAC System	No	Yes	Yes
On-Site Storage	No	Yes	Yes
Site			
Driveway Max Slope	10%	8%	8%
Visitor Parking	(1) / 4 Units	(1) / 3 Units	(1) / 2 Units
Drainage Criteria	Standard	20% Vol. Reduction	30% Vol. Reduction
Parking	Standard	Pod Design	Pod Design
Visual Barriers	Unrestricted	16 Spaces Max	12 Spaces Max.

Walking Trail	No	Yes	Yes
Perimeter Veg. Buffer	Standard	Additional 10’	Additional 20’

3.20 As-Built Plan Requirements

Prior to the issuance of the Certificate of Occupancy, a hard copy “As-Built” plan(s) must be provided to the Town for review and approval by DPW Director or designee. These plans must be generated with data collected from an on-site survey of the site improvements. The plan must be stamped and signed by the design engineer and the licensed land surveyor responsible for the collected field survey data. The approved and “as-built” elevations, locations, and inverts of all improvements must be included on the plan. A PDF version of the approved as-built shall be submitted to the Community Development Department.

If the site was constructed per the approved plans and no changes were made, the applicant may request a waiver to this requirement. Prior to the approval of this waiver request, the DPW Director or designee shall visit the site and provide a written recommendation on the basis of the accuracy of the site improvements, in relation to the approved plans.

3.21 Minimum Pavement and Select Gravel Requirements

1) Parking lots shall be constructed with the following, minimum cross-section:
   a) Twelve (12) inches of NHDOT 304.2 bank run gravel
   b) Six (6) inches of NHDOT 304.3 crushed gravel
   c) Two and a half (2 ½) inches of 3/4” aggregate pavement (binder course)
   d) One and a half (1 ½) inch of 3/8” aggregate pavement (wearing course)
2) Shared, private, access roads/driveways servicing multiple sites shall be constructed with the following, minimum cross-section:
   a) Eighteen (18) inches of NHDOT 304.2 bank run gravel
   b) Six (6) inches of NHDOT 304.3 crushed gravel
   c) Two and one half (2.5) inches of 3/4” aggregate pavement (binder course)
   d) One and one half (1.5) inches of 3/8” aggregate pavement (wearing course)
3) All construction procedures including, but not limited to, placement, compaction, testing, and acceptance, of these materials, set forth in the “Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure,” otherwise known as The Blue Book, published under separate cover are applicable to all site plans.

All construction details set forth in the “Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure,” otherwise known as The Blue Book, published under separate cover Are applicable to all site plans.

(End of Section 3)

4. Administrative Provisions

4.01 Change of Occupancy / Use

No corporation, person or other entity shall expand, or intensify the use of any site, without the prior written approval of the Planning Board. For the purposed of this chapter, that portion of any site occupied by a building or structure shall be deemed to be part of the site. No change of occupancy / use permit shall be issued by the Code Enforcement Officer until it is determined that the proposed expanded use would not be in violation of this chapter or any prior Planning Board site development approval.

For a proposed change of use of an existing site, the Town Staff will determine if the proposed change of use will increase the intensity of use, requiring additional parking, revisions to the street access, etc. If the change of use is determined to increase the intensity of use, the proposed project will be required to go through the complete Site Plan Approval Process with the Planning Board. *(End of Section 4)*

(End of Part III)

Appendix I

RSA 674:36 Subdivision Regulations

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RSA 674:36 SUBDIVISION REGULATIONS

I. Before the Planning Board exercises its powers under RSA 674:35, the Planning Board shall adopt Subdivision Regulations according to the procedures required by RSA 675:6.

II. The subdivision regulations which the planning board adopts may:

(a) Provide against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;
(b) Provide for the harmonious development of the municipality and its environs;
(c) Require the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets or with features of the official map of the municipality;
(d) Provide for open spaces of adequate proportions;
(e) Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for firefighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system;
(f) Require, in proper cases, that plans showing new streets or narrowing or widening of such streets submitted to the planning board for approval shall show a park or parks suitably located for playground or other recreational purposes;
(g) Require that proposed parks shall be of reasonable size for neighborhood playgrounds or other recreational uses;
(h) Require 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;
(i) Prescribe minimum areas of lots so as to assure conformance with local zoning ordinances and to assure such additional areas as may be needed for each lot for on-site sanitary facilities;
(j) Include provisions which will tend to create conditions favorable to health, safety, convenience, or prosperity; and
(k) Encourage the installation and use of solar, wind, or other renewable energy systems and protect access to energy sources by the regulation of orientation of streets, lots, and buildings; establishment of maximum building height, minimum set back requirements, and limitations on type, height, and placement of vegetation; and encouragement of the use of solar skyspace easements under RSA 477.
(l) Provide for efficient and compact subdivision development which promotes retention and public usage of open space and wildlife habitat, by allowing for village plan alternative subdivision as defined in RSA 674:21, VI.
(m) Require innovative land use controls on lands when supported by the master plan.
(n) Include provision for waiver of any portion of the regulations in such cases where, in the opinion of the planning board, strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations.

III. The subdivision regulations of the planning board may stipulate, as a condition precedent to the approval of the plan, the extent to which and the manner in which streets shall be graded and improved and to which water, sewer, and other utility mains, piping, connections, or other facilities shall be installed. The regulations or practice of the planning board:

(a) May provide for the conditional approval of the plan before such improvements and installations have been constructed, but any such conditional approval shall not be entered upon the plan.
(b) Shall provide that, in lieu of the completion of street work and utility installations prior to the final approval of a plan, the planning board shall accept an acceptable form of surety as specified in the subdivision regulations. As phases or portions of the secured improvements or installations are completed and approved by the planning board or its designee, the municipality shall partially release said security to the extent reasonably calculated to reflect the value of such completed improvements or installations. Cost escalation factors that are applied by the planning board to any surety required under this section shall not exceed 10 percent per year. The planning board shall, within the limitations provided in this subparagraph, have the discretion to prescribe the type and amount of security, and specify a period for completion of the improvements and utilities to be expressed in the surety, in order to secure to the municipality the actual construction and installation of such improvements and utilities. The municipality shall have the power to enforce such sureties by all appropriate legal and equitable remedies.
(c) May provide that in lieu of the completion of street work and utility installations prior to the final approval of the plan, the subdivision regulations may provide for an assessment or other method by which the municipality is put in an assured position to do said work and to make said alterations at the cost of the owners of the property within the subdivision.

Appendix II

Check Lists

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CHECKLIST FOR CONDOMINIUM CONVERSION AND LOT LINE ADJUSTMENT REVIEW

APPLICATION CHECKLIST
All applications/plans shall contain the following:

Lot Line Adjustment/Condominium Conversion

☐	Fees	☐	3 (23 x 36 rolled), 20 (11 x 17)	☐	2 sets abutter labels, plus list
☐	Digital copy of application	☐	Name/Title of development	☐	Owner information, deed reference
☐	Applicant information	☐	Representative information	☐	Agent authorization
☐	Plan date	☐	Locus	☐	North arrow
☐	Scale	☐	Revision block	☐	Title block (lower right-hand corner)
☐	Parcel boundaries (bearing & distance)	☐	Proposed Deeds	☐	Condominium documents (floor plans)
☐	Monumentation	☐	House numbers (see Fire Dept)	☐	Planning Board approval block
☐	Surveyor's Cert/Seal	☐	Other Professional certs	☐	Zone and setbacks
☐	Error of Closure	☐	State plane coordinates	☐	Waiver list
☐	Sheet index	☐	Structures, Utilities, Roads	☐	Special features/Existing Vegetation
☐	Floodplain/Conservation Corridor	☐	Stormwater Mgt Plan	☐	5-year expiration statement
☐	Tax/Map numbers, name, address and use (abutting properties)	☐	Fire suppression/flow/hydrant location	☐	Required Federal, State, local permit approval list (approval date/permit number)
☐	Soil type boundaries certified by Soil Scientist	☐	Legend	☐	Wetland Delineation
☐	Tax map and lot number, acreage	☐	Sight Distance Profiles	☐	Proposed Easements and deed language

Prepared by:_____ Date: _____

APPLICATION CHECKLIST
All applications/plans shall contain the following:

☐	Fees	☐	3 (23 x 36 rolled), 20 (11 x 17)	☐	3 sets abutter labels, plus list
☐	Digital copy of application	☐	Name/Title of development	☐	Owner information, deed reference
☐	Applicant information	☐	Representative information	☐	Agent authorization
☐	Plan date	☐	Locus	☐	North arrow
☐	Scale	☐	Revision block	☐	Title block (lower right-hand corner)
☐	Parcel boundaries (bearing & distance)	☐	Lot boundaries	☐	Lot Numbers (see Assessor)
☐	Monumentation	☐	House numbers (see Fire Dept)	☐	Planning Board approval block
☐	Surveyor's Cert/Seal	☐	Other Professional certs	☐	Zone and setbacks
☐	Error of Closure	☐	State plane coordinates	☐	Waiver list
☐	Sheet index	☐	Buildings & Easements (abutters)	☐	Special features
☐	Existing vegetation	☐	Stormwater Mgt Plan	☐	5-year expiration statement
☐	Tax/Map numbers, name, address and use (abutting properties)	☐	Fire suppression/flow/hydrant location	☐	Required Federal, State, local permit approval list (approval date/permit number)
☐	Soil type boundaries certified by Soil Scientist	☐	Legend	☐	Wetland Delineation
☐	Tax map and lot number, acreage	☐	Sight Distance Profiles		

Subdivision Application

STREETS	☐	Street Names	☐	Landscaping (street trees)
	☐	Road Profile (proposed/new)	☐	Road Class
	☐	Road Profile (existing)	☐	PE Stamp
	☐	Driveway Locations	☐	Crosswalks
	☐	Curbs/Sidewalks		
	☐	Easements with dimensions		
LOTS	☐	Lot Area (sq. ft. and acreage)	☐	Existing buildings, dimensions & height
	☐	Min. buildable area, frontage, lot area, setbacks	☐	Percolation Test Locations/Data
	☐	Bearings and Radii	☐	Well with radius – including abutters
	☐	Septic with radius – including abutters	☐	Topography
DRAINAGE	☐	Drainage Calcs	☐	Wetland Delineation
	☐	Water & Sewer Mains	☐	Bridge & Culverts Designs
	☐	Catch Basin locations	☐	Erosion Control
	☐	Easements with dimensions	☐	Structural Designs
	☐	Flood Plain/Conservation Corridor		
MISC	☐	Public dedication of lands	☐	Waivers
	☐	Copy of all 3rd party applications	☐	Impact reports
	☐	Other utilities	☐	Traffic analysis
	☐	Condominium Documents, floor plans		

Site Plan Application

STREETS	☐	Proposed Use	☐	Zoning Classification
	☐	Street Width	☐	Rights of Way
	☐	Road Profile	☐	Existing Classification
	☐	Driveway Location(s)	☐	Proposed Contours
	☐	Parking & Paving	☐	Curbs and Sidewalks
	☐	Easements with dimensions	☐	On site traffic flow
SITE	☐	Lot Area (sq. ft. and acreage)	☐	Existing buildings, dimensions & height
	☐	Existing/Proposed Buildings	☐	Setbacks
	☐	Signage	☐	Bearing and radii
	☐	Exterior Lighting	☐	Topography
	☐	Landscaping (existing/proposed)	☐	Building Elevations
	☐	Lot Coverage	☐	Dumpster location
DRAINAGE	☐	Drainage Calcs	☐	Wetland Delineation
	☐	Water & Sewer Mains	☐	Culvert location/design
	☐	Catch Basin locations	☐	Erosion Control
	☐	Easements with dimensions	☐	Structural Designs
	☐	Flood Plain/Conservation Corridor	☐	Snow Storage
MISC	☐	Waivers	☐	Other utilities
	☐	Copy of all 3rd party applications	☐	Impact reports
	☐	Architectural Design Package	☐	Traffic analysis
	☐	Condominium Documents, floor plans		

Prepared by:_____ Date: _____

Appendix III

Various Applications and Forms

(Remainder of Page Left Blank)

TOWN OF HOOKSETT, NH

NOTICE OF MERGER

Application for Voluntary Merger of Existing Lots made this _____day of _____, 20 ___, by _____ having an address or principal place of business at _____ _____ (the "Owner"),

WHEREAS, the Owner is the owner of _____contiguous parcels of land located in Hooksett, Merrimack County, New Hampshire, as more particularly described in deed of _____ to _____, dated _____, _____, and recorded in the Merrimack County Registry of Deeds in Volume _____, at Page _____, said property is also identified as land and building at _____ in Hooksett, and further identified as Hooksett assessing tax map number _____ and lots numbered _____.

The new merged parcel will be known as Hooksett assessing map number _____ and lot number _____.

WHEREAS, the Owner wishes to merge these _____ contiguous parcels for municipal regulation and taxation purposes; and

WHEREAS, such merger will not create a violation of current ordinances or regulations.

WHEREAS, the Owner will file a copy of said deeds and said document with the Town Planner for the Town of Hooksett.

NOW, THEREFORE, the Owner hereby makes application to approve the merger as above set forth and as provided for in RSA 674:39-a. Said merger shall not be effective until a copy of this merger has been filed for recording in the Merrimack County Registry of Deeds and a copy sent to the Assessor, Town of Hooksett.

IN WITNESS WHEREOF, the Owner has executed this Notice of Merger as of the date stated above.

WITNESS:_____ OWNER:_____

The foregoing instrument was acknowledged before me this _____day of

_____, 20__, by _____.

Notary Public/Justice of the Peace

The above Application for Voluntary Merger of Existing Lots is endorsed and approved.

Town of Hooksett Planning Board

By: _____

Date: _____

DEVELOPMENT REGULATIONS WAIVER REQUEST FORM
Town of Hooksett, New Hampshire

Name of Subdivision/Site Plan:

_____

Street Address:

_____

I _____ hereby request that the Planning Board waive the requirements of item _____ of the Development Regulations in reference to a plan presented by_____(name of surveyor and engineer) dated _____ for property tax map(s) _____ and lot(s) _____ in the Town of Hooksett, NH.

As the aforementioned applicant, I, herein, acknowledge that this waiver is requested in accordance with the provisions set forth in RSA 674:36, II (n) (For Subdivisions) and RSA 674:44, III (e) (For Site-Plans). Without the Planning Board granting said waiver, strict conformity would cause an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations, **OR**, the specific circumstances relative to the subdivision or conditions of the land in the subdivision indicate that the waiver will properly carry out the spirit and intent of the regulations.

Strict conformity would cause an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the regulations:

_____

_____

_____

OR:

Specific circumstances relative to the subdivision or conditions of the land in the subdivision indicate that the waiver will properly carry out the spirit and intent of the regulations:

_____

_____

_____

Signed:

_____

Applicant or Authorized Agent

Planning Board Action:

Waiver Granted _____

Waiver Not Granted _____

Appendix IV

Standard Bond Document

(Remainder of Page Left Blank)

Standard Site/Subdivision Bond

Bond No._____

KNOW ALL MEN BY THESE PRESENTS, that _____

_____, as Principal, and _____

_____(herei

nafter "Issuer"), as Surety are held and firmly bound unto the TOWN OF HOOKSETT, NEW HAMPSHIRE, as Obligee, in the sum of _____ Dollars ($_____)

to the payment of which sum, well and truly to be made, the said Principal and Surety bind themselves and their respective successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal is the owner of a certain tract of land in the Town of Hooksett, New Hampshire (the "Project"), more particularly described as follows:

_____

_____

_____

WHEREAS, as a condition of the subdivision or site plan approval for the Project, the Principal agrees to construct the improvements relating to the Project shown or listed on or Required by:

1. Plans dated _____, 20_____as approved by the Hooksett Planning Board on _____, 20_____;

2.Hooksett Subdivision and Site Plan Regulations.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall faithfully perform the obligations on its part and shall fully indemnify and save harmless the Obligee from all costs and damages which the Obligee may suffer by reason of its failure to do so and shall fully reimburse and repay the Obligee all outlay and expense that the Obligee may incur in making good any such default, then this obligation shall be null and void, and otherwise it shall remain in full force and effect.

IN WITNESS WHEREOF, the Principal and Surety have executed this bond on _____, 20___

_____, (Principal)

By:_____

_____, (Surety)

By:_____

Standard Landscape Bond

Bond No._____

KNOW ALL MEN BY THESE PRESENTS, that _____

_____, as Principal, and _____

_____(herei

nafter "Issuer"), as Surety are held and firmly bound unto the TOWN OF HOOKSETT, NEW HAMPSHIRE, as Obligee, in the sum of _____ Dollars ($_____)

to the payment of which sum, well and truly to be made, the said Principal and Surety bind themselves and their respective successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal is the owner of a certain tract of land in the Town of Hooksett, New Hampshire (the "Project"), more particularly described as follows:

WHEREAS, the Town of Hooksett has approved said proposal conditioned upon the Principals filing a surety bond with the Obligee to guarantee completion of said improvements within a period of TWO years from the date hereof unless extended bu the Surety for further periods of one year by continuation certificate.

WHEREAS, as a condition of the subdivision or site plan approval for the Project, the Principal agrees to construct the improvements relating to the Project shown or listed on or Required by:

1. Plans dated _____, 20_____as approved by the Hooksett Planning Board

on _____, 20_____;

2.Hooksett Subdivision and Site Plan Regulations.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall faithfully perform the obligations on its part and shall fully indemnify and save harmless the Obligee from all costs and damages which the Obligee may suffer by reason of its failure to do so and shall fully reimburse and repay the Obligee all outlay and expense that the Obligee may incur in making good any such default, then this obligation shall be null and void, and otherwise it shall remain in full force and effect.

IN WITNESS WHEREOF, the Principal and Surety have executed this bond on _____, 20___

_____, (Principal)

By:_____

_____, (Surety)

By:_____

Appendix V

Standard Letter of Credit Document

STANDARD FORM LETTER OF CREDIT

Re:

Dear Town Officials:

By this document the _____Bank (hereinafter "Issuer") hereby issues an irrevocable Letter of Credit in the amount of $_____ to the Town of Hooksett on behalf of _____(hereinafter "Developer"). This irrevocable Letter of Credit is issued to guarantee completion of all improvements required by the Hooksett Planning Board and the Town of Hooksett _____ subdivision regulations in conjunction with a subdivision plan entitled "_____, " dated _____, prepared by _____ and approved by the Planning Board on _____.

It is understood that the improvements guaranteed by this irrevocable Letter of Credit include, but are not limited to the following:

1. Construction of _____ linear feet of roadway along with all associated utilities. Said roadway being shown on the above referenced plan as _____.
2. Restoration of the site and control of erosion.
3. Compliance with all ordinances and regulations of the Town applicable to the development.

It is agreed and understood by the issuer of this Letter of Credit that it shall be issued for a period of 48 months. If all improvements guaranteed by this Letter of Credit are not completed by _____ and if a certificate indicating completion of all improvements has not been issued by the Town Planner, or other appropriate official, then demand for payment under this Letter of Credit may be made prior to its expiration at any time during the Issuer's business hours on a day which the Issuer's main office is open to the public for the purpose of carrying on substantially all of is banking functions (Business Day). Any demand for payment as authorized by the Town of Hooksett or its Planning Board, and all communications to the Issuer related to this Letter of Credit shall be in writing and presented to the _____ Bank. The Issuer shall forthwith forward a check in the amount of $_____ to the Treasurer of the Town

of Hooksett. The funds so forwarded to the Town treasurer shall be used exclusively for the purpose of completing the improvements which are guaranteed by this Letter of Credit. Any funds not needed by the Town to complete improvements required by the subdivision plan referred to above shall be returned to the _____ Bank.

Upon receipt of written approval of the Town, the issuer may reduce ("draw down") the amount of this Letter of Credit in accordance with the authorization of the Town. Provided, however, that 10% of the principal amount held for the constructed portion of the project shall be retained for one year after completion of the improvements to cover any latent defects appearing during the year and shall thereafter be returned to the issuer or become the property of the Town of Hooksett, if necessary to remedy any such latent defects.

Dated: _____ _____

Signature of Bank Official

I have read this Letter of Credit and agree to its terms.

Dated: _____ _____

Signature of Developer

Sincerely,

Appendix VI

Typical Easement Language Examples

(Remainder of Page Left Blank)

TYPICAL SLOPE EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS that _____(insert name of individual (s) or corporation or other entity) with a principal address of _____ (insert address), for consideration paid, grants to the Town of Hooksett, a New Hampshire municipal corporation with a principal address of 35 Main Street, County of Merrimack, State of New Hampshire 03106, a certain Slope Easement over, above, through, and on certain property located in the Town of Hooksett, County of Merrimack, State of New Hampshire, bounded and described as follows:

A certain Slope Easement located on property known as (insert street address of premises), and further known as Town of Hooksett Tax Map (insert tax map and lot number) said easement being more particularly described on said property as follows:

INSERT METES & BOUNDS DESCRIPTION OF EASEMENT LOCATION

Within the easement area, this easement shall grant the perpetual right to lay, grade, construct, install, operate, maintain, repair, replace and remove soil materials as Grantee may, from time to time, desire for slope and drainage purposes in furtherance of maintaining any and all adjacent public or private roads, highways or trails. The Grantor and its successors or assigns, shall not erect or construct any building for other structure, or drill or construct or operate any well, or construct any reservoir or other obstruction in the easement area, or diminish or substantially add to the ground cover over the said easement area.

The above premises are not homestead property of the Grantor herein.

For title reference of the grantor, see deed of (INSERT BOOK AND PAGE OF TITLE REFERENCE).

This transfer is exempt from documentary tax stamps pursuant to RSA 78-B:2, I, as it consists of a transfer of title to a municipality in the State of New Hampshire.

DATED this _____ day of _____, 20_____

_____
(type in name)

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK _____, 20_____

Personally appeared the above named _____ known to me, or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

_____
Justice of the Peace/Notary Public

TYPICAL WATER CISTERN EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS that _____(insert name of individual (s) or corporation or other entity) with a principal address of _____ (insert address), for consideration paid, grants to the Town of Hooksett, a New Hampshire municipal corporation with a principal address of 35 Main St., County of Merrimack, State of New Hampshire 03106, a certain Water Cistern Easement Deed over, above, through, and on certain property located in the Town of Hooksett, County of Merrimack, State of New Hampshire, bounded and described as follows:

A certain Water Cistern Easement Deed located on property known as (insert street address of premises), and further known as Town of Hooksett Tax Map (insert tax map and lot number) said easement being more particularly described on said property as follows:

INSERT METES & BOUNDS DESCRIPTION OF EASEMENT LOCATION

Within the easement area, this easement shall grant the perpetual right to the Grantee to construct, install, maintain, repair, remove and replace underground and above ground tanks and cisterns, including all necessary pipes and conduits, for the storage of water, together with a pump station house, meters, valves, gates and manholes or other appurtenances thereto. This easement shall further grant ingress and egress to the easement area to the Grantee at all times for the purpose of the use of the stored water and for the construction, installation and maintenance of the water cistern and related appurtenances. The Grantor and its successors or assigns, shall not erect or construct any building for other structure, or drill or construct or operate any well, or construct any reservoir or other obstruction in the easement area, or diminish or substantially add to the ground cover over the said easement area.

The above premises are not homestead property of the Grantor herein.

For title reference of the grantor, see deed of (INSERT BOOK AND PAGE OF TITLE REFERENCE).

This transfer is exempt from documentary tax stamps pursuant to RSA 78-B:2, I, as it consists of a transfer of title to a municipality in the State of New Hampshire.

DATED this _____ day of _____, 20_____

_____
(type in name)

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK _____, 20_____

Personally appeared the above named _____ known to me, or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

_____
Justice of the Peace/Notary Public

TYPICAL SEWER / WATER EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS, that _____ with a principal address of _____, Town of Hooksett, County of Merrimack, State of New Hampshire 03106 (hereinafter "grantor"), for consideration paid, grants to the Town of Hooksett, a municipal corporation with a mailing address of 35 Main St., Town of Hooksett, County of Merrimack, State of New Hampshire 03106 (hereinafter "grantee"), a certain easement, bounded and described as follows:

INSERT METES & BOUNDS DESCRIPTION OF EASEMENT LOCATION

This easement shall grant a perpetual right to install, maintain, operate, repair and replace a sewer / water main and/or pipe, and permit ingress and egress to said premises with the right to pass and repass to and from said easement area over and across the property of the grantor with motor vehicles, equipment or otherwise for the stated purpose consistent with the above grant. Further, this easement is granted together with the right to excavate land for the construction, installation, maintenance, alteration, repair, renewal and removal at any time of the sewer / water pipeline with all fixtures and appurtenances necessary thereto, within, through or across said easement and consistent with that purpose to dig, open and fill sewer / water line trenches and to transport pipe and other necessary materials to and from the easement area.

The Grantors and their successors or assigns shall not erect or construct any building or other structure, or drill or construct or operate any well, or construct any reservoir or other obstruction in the easement area, or diminish or substantially add to the ground over the said easement area.

The Grantor shall not make any improvements within or abutting this easement which interferes with or will interfere with the Grantees exercise of its rights under this easement.

Meaning and intending to describe and convey a permanent and temporary easement over and across a portion of the premises more particularly described in deed to _____ dated _____ and recorded in the Merrimack County Registry of Deeds in Book ____ at Page ____.

This transfer is exempt from documentary tax stamps pursuant to RSA 78-B:2, I, as it consists of a transfer of title to a municipality in the State of New Hampshire.

This is not homestead property of the grantor.

DATED this _____ day of _____, 20_____

_____
(type in name)

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK _____, 20_____

Personally appeared the above named _____ known to me, or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

_____
Justice of the Peace/Notary Public

TYPICAL UTILITY EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS That _____(insert name of individual (s) or corporation or other entity) with a principal address of _____ (insert address), for consideration paid, grants to the Town of Hooksett, a New Hampshire municipal corporation with a principal address of 35 Main St., County of Merrimack, State of New Hampshire 03106, a certain (Utility Easement Deed) over, above, through, and on certain property located in the Town of Hooksett, County of Merrimack, State of New Hampshire, bounded and described as follows:

A certain (insert name of easement) located on property known as (insert street address of premises), and further known as Town of Hooksett Tax Map (insert tax map and lot number) said easement being more particularly described on said property as follows:

INSERT METES & BOUNDS DESCRIPTION OF EASEMENT LOCATION

This easement shall grant a perpetual easement in order to permit the Grantee to layout, construct, build, install, maintain, repair, improve, remove, replace and/or rebuild above the ground and below the ground pipes, conduits, improvements, poles, wires, utility control equipment, appurtenances and other utilities equipment.

The Grantors and their successors or assigns shall not erect or construct any building or other structure, or drill or construct or operate any well, or construct any reservoir or other obstruction in the easement area, or diminish or substantially add to the ground over the said easement area.

The Grantor shall not make any improvements within or abutting this easement which interferes with or will interfere with the Grantees exercise of its rights under this easement.

The Grantee, its employees, and its agents have the right to enter and leave the easement area with workers, equipment and material in order to inspect and survey the easement and to carry out the easement purposes.

The right, conditions, restrictions and duties created by this deed shall run with the land and shall accrue to and be binding on the successors-in-interest, heirs and assigns of the Grantor and Grantee.

The above premises are not homestead property of the Grantor herein.

For title reference of the grantor, see deed of (INSERT BOOK AND PAGE OF TITLE REFERENCE).

This transfer is exempt from documentary tax stamps pursuant to RSA 78-B:2, I, as it consists of a transfer of title to a municipality in the State of New Hampshire.

DATED this _____ day of _____, 20_____

_____

(type in name)

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK _____, 20_____

Personally appeared the above named _____ known to me, or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

_____
Justice of the Peace/Notary Public

(Remainder of Page Left Blank)

TYPICAL DRAINAGE EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS That _____(insert name of individual (s) or corporation or other entity) with a principal address of _____ (insert address), for consideration paid, grants to the Town of Hooksett, a New Hampshire municipal corporation with a principal address of 35 Main St., County of Merrimack, State of New Hampshire 03106, a certain **(Drainage Easement Deed)** over, above, through, and on certain property located in the Town of Hooksett, County of Merrimack, State of New Hampshire, bounded and described as follows:

A certain (insert name of easement) located on property known as (insert street address of premises), and further known as Town of Hooksett Tax Map (insert tax map and lot number) said easement being more particularly described on said property as follows:

INSERT METES & BOUNDS DESCRIPTION OF EASEMENT LOCATION

This easement shall include the perpetual right to enter upon the real estate described at any time the grantee, its successors, or assigns, may see fit to construct, maintain, or repair aboveground and underground pipelines and/or drains, together with the right to excavate and refill ditches and/or trenches for the location of said pipelines and/or drains and to generally use the easement area for drainage purposes.

The Grantors and their successors or assigns shall not erect or construct any building or other structure, or drill or construct or operate any well, or construct any reservoir or other obstruction in the easement area, or diminish or substantially add to the ground over the said easement area.

The Grantee, its employees, and its agents have the right to enter and leave the easement area with workers, equipment and material in order to inspect and survey the easement and to carry out the easement purposes.

The above premises are not homestead property of the Grantor herein.

For title reference of the grantor, see deed of (INSERT BOOK AND PAGE OF TITLE REFERENCE).

This transfer is exempt from documentary tax stamps pursuant to RSA 78-B:2, I, as it consists of a transfer of title to a municipality in the State of New Hampshire.

DATED this _____ day of _____, 20_____

_____
(type in name)

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK _____, 20_____

Personally appeared the above named _____ known to me, or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

_____

Justice of the Peace/Notary Public

TYPICAL SIDEWALK EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS That _____ of _____, Hooksett, County of Merrimack, State of New Hampshire 03106, for consideration paid, grants to the Town of Hooksett, a municipal corporation with a principal address of 12 Main St., County of Merrimack, State of New Hampshire 03106, a certain permanent sidewalk easement over, above, through, and on certain property located in the Town of Hooksett, County of Merrimack, State of New Hampshire, bounded and described as follows:

A certain sidewalk easement located on property known as _____(type in address), and further known as Town of Hooksett Tax Map _____, Lot _____, said easements being more particularly described on said property as follows:

INSERT METES AND BOUNDS DESCRIPTION OF EASEMENT LOCATION

This easement shall include the perpetual right to enter upon the real estate described at any time that the grantee, its successors or assigns, may see fit to construct and maintain a public sidewalk and public walkway within the easement area. This area shall allow public pedestrian and non-motorized traffic and shall permit maintenance, repair and replacement of the pavement in the easement area.

The Grantors and their successors or assigns shall not erect or construct any building or other structure, or drill or construct or operate any well, or construct any reservoir or other obstruction in the easement area, or diminish or substantially add to the ground over the said easement area.

The Grantor shall not make any improvements within or abutting this easement which interferes with or will interfere with the Grantees exercise of its rights under this easement.

The Grantee, its employees, and its agents have the right to enter and leave the easement area with workers, equipment and material in order to inspect and survey the easement and to carry out the easement purposes.

The above premises are not homestead property of the Grantor herein.

For title reference of the grantor, see deed of _____ dated _____ and recorded in the Merrimack County Registry of Deeds in Book ____, Page ___.

This transfer is exempt from documentary tax stamps pursuant to RSA 78-B:2, I, as it consists of a transfer of title to a municipality in the State of New Hampshire.

DATED this _____ day of _____, 20_____

_____
(type in name)

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK _____, 20_____

Personally appeared the above named _____ known to me, or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

_____
Justice of the Peace/Notary Public

(Remainder of Page Left Blank)

Appendix VI

Post Construction Stormwater Management Standards

(Remainder of Page Left Blank)

Town of Hooksett

POST CONSTRUCTION STORMWATER MANAGEMENT STANDARDS

Draft document has been prepared by
The Rockingham Planning Commission
and
University of New Hampshire Stormwater Center
Not currently adopted by the Town of Hooksett

Effective December 19, 2023

POST CONSTRUCTION STORMWATER MANAGEMENT STANDARDS FOR SITE PLAN REVIEW REGULATIONS

ELEMENT A: Purpose and Goals

1. Purpose and Goals. 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.

   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 Hooksett, NH. 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.

ELEMENT B: 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 5,000 square feet or disturbs more than 2,500 square feet within 100 feet of a surface water body.*
2. *The Planning Board may grant a waiver from these regulations upon appropriate demonstration by the applicant as to why these regulations should not apply.*
3. *The following activities are considered exempt from these regulations:*
   - *i. Agricultural and forestry practices located outside wetlands and surface water setbacks and/or buffers.*
   - *ii. Resurfacing and routine maintenance of roads and parking lots.*
   - *iii. Interior and exterior building renovation that do not exceed conditions in D.1.b.*

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.*

ELEMENT 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 shall be used to the maximum extent practicable (MEP) to reduce stormwater runoff volumes, protect water quality, and maintain predevelopment site hydrology. LID techniques with the goals of protecting water quality, maintaining predevelopment site hydrology., techniques that preserve existing vegetation, reduce the development footprint, minimize or disconnect impervious area, and use enhanced stormwater BMP's (such as raingardens, bioretention 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.
   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 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 maximum extent practicable and/or captured and reused onsite.
   g. All newly generated stormwater from new development shall be treated on the development site. 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 50% 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 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.

i. Measures shall be taken to control the post-development peak runoff rate so that it does not exceed pre-development runoff rate. 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 (GR_V) in accordance with NH DES Alteration of Terrain requirements. 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.

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 existing site hydrology, including flows originating offsite.

n. 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.

2. Submission Requirements for Stormwater Management Report and Plans.

a. All applications shall include a comprehensive Stormwater Management Plan (SMP). The SMP shall include a narrative description and an Existing Conditions Site Plan showing all pre-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.

b. 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 best management practices (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.**

c. The SMP shall describe the general approach and strategies implemented, and the facts relied upon, to meet the goals of Element A and Element C. The SWP shall include design plans and/or graphical sketch(es) of all proposed above ground LID practices.

d. 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).

e. 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.

f. The SMP shall include a long-term stormwater management BMP inspection and maintenance plan (see Element 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.

g. 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.

h. 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. No stormwater runoff generated from new development or redevelopment shall 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. 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 best management practices.

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 landscape plan must be prepared by a licensed 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 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.

ELEMENT 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 new impervious area over portions of a site that are currently pervious.

The following activities are not considered redevelopment:

- Interior and exterior building renovation that do not exceed conditions in D.1.b.
- Resurfacing of an existing paved surface (e.g. parking lot, walkway or roadway).

- Pavement excavation and patching that is incidental to the primary project purpose, such as replacement of a collapsed storm drain.
- Landscaping installation and maintenance.

2. **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.
3. 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 maximum extent practicable.
4. 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 maximum extent practicable to provide treatment of runoff generated from at least 60% of the entire developed site area.
5. Runoff from impervious surfaces shall be treated to achieve at least 80% removal of Total Suspended Solids and at least 50% 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 or other equivalent means. 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.

Element E: Option to Allow for Off-Site Mitigation:

1. In cases where the applicant demonstrates, to the satisfaction of the planning board and Conservation Commission, that on-site treatment has been implemented to the maximum extent possible or is not feasible, off-site mitigation will be an acceptable alternative if implemented within the same subwatershed, 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 subwatershed as the development and impact/benefit the same receiving water.
2. 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.
3. 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.

ELEMENT F: Stormwater Management Plan and Site Inspections

1. The applicant shall provide that all stormwater management and treatment practices have an inspection and maintenance plan in place and agreement to ensure the system will continue to function 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 plan 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.

ELEMENT G. 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.

2. The applicant shall submit as-built drawings of the constructed stormwater management system following construction.

    3. Easements: Where a development is traversed by or requires the construction of a watercourse or a drainage way, an easement to the Town of adequate size to enable construction, reconstruction and required maintenance shall be provided for such purpose. Easements to the Town shall also be provided for the purpose of periodic inspection of drainage facilities and BMPs should such inspections by the Town become necessary. All easements shall be recorded at the County Registry of Deeds. Where stormwater management or treatment facilities are constructed outside of public rights of way, a permanent easement to the town shall be recorded to allow construction, maintenance or inspection of the facility, as well as flowage rights.

ELEMENT H. Inspection and Maintenance Responsibility

1. Municipal staff or their designated agent shall be granted 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 may 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 Town Council 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. The municipality retains the right, though accepts no responsibility, to repair or maintain stormwater infrastructure if: a property is abandoned or becomes vacant; and in the event a property owner refuses to repair infrastructure that is damaged or is not functioning properly. Expenses associated with inspections or repairs performed by the Town shall be the responsibility of the applicant/property owner.

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 = $(q_u)(WQV)$ 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: 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 = $(A_I)(R_d)$ 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: 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 *does not increase* 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 *does increase* 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 = area of effective impervious cover/total drainage areas within a project area x 100 %UDC = area of undisturbed cover/total drainage area within a project area x 100

[After: NH DES Stormwater Manual: Volume2 Post-Construction Best Management Practices Selection & Design (December 2008)