Town of Bedford
New Hampshire

Land Development Control Regulations
Revision Dates

REV. 5-16-05 - added Architectural Standards, Section 324
REV. 5-01-06 - revised Active & Substantial Development and Completion, Sections 255 & 345
REV. 6-19-06 - updated School and Recreation Impact Fees, Sections, 123, 124 & 125
REV. 9-11-06 - modified Water Main Extensions and Parking Requirements, Sections 234 & 322.2.1
REV. 10-9-06 - modified Submission Requirements to require a PDF image, Sections 211 & 311
REV. 10-9-06 - modified Appendix C to add Design Review Checklists
REV. 11-6-06 - deleted the Kilton Road Impact Fee, Sections 126 & 127
REV.11-26-08 - modified submittal deadlines to be made in accordance with annual schedule of Meeting and Deadline Dates
REV. 01-25-10 - modified approval of Minor Site Plan Amendments as an administrative decision by the Planning Director, Section 341
REV. 11-05-12 - revised Parking Regulations, deleted Comprehensive Application for Site Plan Review, made non-substantive revisions throughout
REV. 10-20-14 - added 2 Term Definitions, Certified Site and Certified Site Program to Section 102.5, added Certified Site Program, Section 360, and amended Section 322.1.9. to remove the 30’ setback requirement for parking and circulation driveways.
REV. 06-15-15 - updated School and Recreation Impact Fees, Sections 122, 123, 124 & 125
REV. 10-07-19 - updated Road Construction Standards and Driveway Permit, Appendix A and C
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Part I - General Provisions

ARTICLE 100 - LAND DEVELOPMENT CONTROL REGULATIONS

Section 101 - Interpretation, Conflict, and Severability

101.1 These Land Development Control Regulations shall be construed broadly to promote the purposes for which they are adopted.

101.2 Whenever these regulations differ from those prescribed by any statute, ordinance or other regulation, that provision which imposes the greater restriction or the higher standard shall prevail.

101.3 If any section, clause, provision, portion or phrase of these regulations shall, for any reason, be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of these regulations.

Section 102 - Word usage and Definitions

102.1 “Person” means any individual, firm, co-partnership, corporation, company, association, joint stock association or body politic, and includes any trustee, receiver, assignee, or other similar representative thereof.

102.2 The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.

102.3 The words “shall” and “will” are mandatory: the word “may” is permissive.

102.4 For any term not defined in these regulations, the definition, if any, given in the Town of Bedford Zoning Ordinance, or applicable State Statutes shall prevail. Terms and Words not so specifically defined shall have their common meaning. In the event a conflict is found to exist between the meaning or definition of any word or term defined in this document, and the meaning or definition of any word or term also defined in the Bedford Zoning Ordinance or applicable State Statutes, the most restrictive meaning or definition shall prevail.
102.5 Term Definitions

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

**ANCIENT ROAD** - See Range Road.

**ASSISTED LIVING** - Assisted living complexes are residential settings that provide either routine general protective oversight or assistance with activities necessary for independent living to mentally or physically limited persons. They commonly have separate living quarters for residents, and services including dining, housekeeping, social and physical activities, medication administration and transportation. Alzheimer’s and amyotrophic lateral sclerosis (ALS) care are commonly offered by these facilities, though the living quarters for these patients may be located separately from the other residents. Assisted care commonly bridges the gap between independent living and nursing homes.

**APPLICANT** - means the owner and the person or persons duly authorized in writing by the Owner(s) to act on behalf of the Owner(s) in all matters concerning these regulations.

**BANK / FINANCIAL INSTITUTION** - Drive-in banks provide banking facilities for motorists who conduct financial transactions from their vehicles, many also serve patrons who walk into the building. The drive-in lanes may or may not provide automatic teller machines (ATMs).

**BILLIARD HALL** - Billiard halls contain pool tables and may also have ancillary lounge, video arcade and food service.

**BOARD** - means the Planning Board of the Town of Bedford, established under the provisions of RSA 673.

**BOWLING ALLEY** - Bowling alleys are recreational facilities that include bowling lanes. A small lounge, restaurant and/or snack bar, video games and pool tables may also be available.

**BUILDABLE AREA** - An area of contiguous non-wetland acreage required on each building lot, including each clustered building lot, where the lot is not served by municipal sewer and public water. The buildable area shall not
contain jurisdictional wetlands, front, side, or rear yard setbacks, wetland buffers, cluster perimeter buffers, and slope, drainage, or utility easements.

**CERTIFIED SITE** - A site meeting program qualification which has received some level of approval by the Planning Board and has been accepted by the Southern New Hampshire Planning Commission (SNHPC) for inclusion in its certified site program known as “ReadySetGo!”  *Added 10-20-2014*

**CERTIFIED SITE PROGRAM** - Program administered by the Southern New Hampshire Planning Commission (SNHPC) under the name “ReadySetGo!” that non-residential property owners and/or applicants can participate in through obtaining certain levels of approval from the Planning Board. Such approved sites, after final selection by SNHPC, are advertised and promoted as a “certified site” ready to go for development/redevelopment purposes.  *Added 10-20-2014*

**CERTIFIED SOIL SCIENTIST** - A person qualified in soil classification and mapping who is certified and licensed under applicable laws of the State of New Hampshire.

**CERTIFIED WETLAND SCIENTIST** - A person qualified to identify and delineate jurisdictional wetlands that is certified and licensed under applicable laws of the State of New Hampshire.

**COMMUNITY WATER SYSTEM** - means a public water system designed and constructed to serve a specific subdivision, where the water is supplied from a community well within the subdivision.

**CONGREGATE CARE FACILITY** - Congregate care facilities are independent living developments that provide centralized amenities such as dining, housekeeping, transportation and organized social/recreational activities. Limited medical services (such as nursing and dental) may or may not be provided. The resident may contract additional medical services or personal assistance.

**CONTINUING CARE RETIREMENT COMMUNITY** - Continuing care retirement communities (CCRC’s) are land uses that provide multiple elements of senior adult living. CCRC’s combine aspects of independent living with increased care, as lifestyle needs change with time. Housing options may include various combinations of senior adult (detached), senior adult (attached), congregate care, assisted living and skilled nursing care- aimed at allowing the residents to live in one community as their medical needs change. The communities may also contain special services such as medical, dining, recreational and some limited supporting retail facilities. CCRC’s are usually self-contained villages.

**DRY CLEANERS** - Dry cleaners are free-standing facilities that provide laundry and tailoring services for clothing and other items.
CUL-DE-SAC - a street with only one outlet and having an appropriate vehicular turnaround for the safe and convenient reversal of traffic movement.

EASEMENT - authorization by a property owner for another to use that owner’s property for a specified purpose.

ENGINEER/SURVEYOR - means a Professional Engineer or Surveyor licensed to practice in the State of New Hampshire.

EXCESS DRAINAGE - A condition where, after development of all or any part of any subdivision or site development, inadequate provision has been made for the drainage created by or resulting from such development so as to create the reasonable likelihood of an adverse impact on land of another.

FRONTAGE - The distance along the lot line dividing a lot from either: a public highway, excepting limited access highways as defined by RSA 230:44 and Class VI highways; or a road shown on an approved, recorded and bonded subdivision plat. “Frontage” on cul-de-sacs shall be measured along a line parallel to the front lot line, at the appropriate front yard building setback, between the points of intersection with the side lot lines.

GOLF COURSE - Golf courses include 9-, 18-, 27- and 36-hole municipal courses. Some sites may also have driving ranges and clubhouses with a pro shop, restaurant, lounge and banquet facilities.

GOVERNMENTAL LAND USES - means those uses of land prescribed under RSA 674:54.

HEALTH / FITNESS / ATHLETIC CLUB - Health/fitness clubs are privately owned facilities that primarily focus on individual fitness or training. Typically they provide exercise classes, weightlifting, fitness and gymnastics equipment, spas, locker rooms and small restaurants or snack bars. This land use may also include ancillary facilities, such as swimming pools, whirlpools, saunas, tennis, racquetball and handball courts, and limited retail. These facilities are membership clubs that may allow access to the general public for a fee.

HOSPITAL - A hospital is any institution where medical or surgical care and overnight accommodations are provided to non-ambulatory and ambulatory patients. However, the term hospital does not refer to medical clinics (facilities that provide diagnoses and outpatient care only) or nursing homes (facilities devoted to the care of persons unable to care for themselves).

ICE SKATING RINK - Ice skating rinks are stand alone facilities used for ice-skating oriented sports and entertainment activities. They may contain limited spectator seating, refreshment areas, locker rooms and arcades.
JUNIOR/COMMUNITY COLLEGE - This land use includes two-year junior, community or technical colleges. A number of two-year institutions have sizable evening programs.

LAND; REAL ESTATE - The words “land”, “lands” or “real estate” shall include lands, tenements, and all rights thereto and interests therein.

LIVE THEATER - Live theaters are situated in buildings or open-air settings and include a stage, backstage area, dressing rooms, seats for the audience and a lobby area.

LOT - A parcel, tract, or area of land established by plat, subdivision, or as otherwise permitted by law.

MAJOR RESIDENTIAL SUBDIVISION - means a proposal for a large parcel of land involving either greater than fifty (50) home sites or greater than one hundred (100) acres.

MAJOR SITE DEVELOPMENT - means a proposal for a large scale non-residential development with a planned or potential buildout of more than 100,000 square feet of gross floor area.

MANUFACTURING - Manufacturing facilities are areas where the primary activity is the conversion of raw materials or parts into finished products. Size and type of activity may vary substantially from one facility to another. In addition to the actual production of foods, manufacturing.

MEDICAL - ANIMAL HOSPITAL/VETERINARY CLINIC - An animal hospital or veterinary clinic is a facility that specializes in medical care and treatment of animals.

MEDICAL - CLINIC/URGENT CARE - A clinic is any facility that provides limited diagnostic and outpatient care but is unable to provide prolonged in-house medical and surgical care. Clinics commonly have lab facilities, supporting pharmacies and a wide range of services (compared to medical offices which may only have specialized or individual physicians).

MEDICAL - DENTAL OFFICES - A medical-dental office is a facility that provides diagnoses and outpatient care on a routine basis but is unable to provide prolonged in-house medical and surgical care.

MEDICAL - SURGERY CENTER - Surgery centers are facilities where surgeries that do not require hospital admission are performed. Patients arrive on the day of the procedure, have the surgery in an operating room, recover under the care of nursing staff and are then sent home (on the same day). There are no beds or overnight facilities. Surgery centers do not provide primary care facilities and typically treat patients who have already seen a health care.
provider and have selected surgery as an appropriate treatment. All surveyed surgery centers have at least one dedicated operating room.

**MINI-WAREHOUSE** - Mini-warehouses are buildings in which a number of storage units or vaults are rented for the storage of goods. They are typically referred to as “self-storage” facilities. Each unit is physically separated from other units, and access is usually provided through an overhead door or other common access point.

**MOSQUE** - A mosque is a building in which public worship services are held. A mosque houses an assembly hall and a sanctuary; it may also house meeting rooms, classrooms and catering and dining facilities. Friday is usually the day of primary services.

**MOVIE THEATER** - Traditional movie theaters consist of audience seating, less than 10 screens, a lobby and a refreshment stand. These sites show movies on weekday afternoons and evenings as well as on weekends.

**MULTIPLEX MOVIE THEATER** - A multiplex movie theater consists of audience seating, a minimum of 10 screens, a lobby and refreshment area. The development generally has one of more of the following amenities: digital sound, tiered stadium seating and moveable or expandable walls. Theaters included in this category are primarily stand-alone facilities with separate parking and dedicated driveways. All theaters in the category show only first-run movies or movies not previously seen through any other media. They may also have matinee showings.

**MUNICIPAL WASTEWATER SYSTEM** - a wastewater collection, treatment, and disposal system that is owned and operated by a municipal or regional government; and or those systems which are public utilities pursuant to RSA 362, et seq., and subject to the regulation of the Public Utilities Commission regarding the provision of public utility services.

**NURSING HOME** - A nursing home is any facility whose primary function is to provide care for persons who are unable to care for themselves. Examples of such facilities include rest homes and chronic care and convalescent homes. Skilled nurses and nursing aides are present 24 hours a day at these sites. Nursing homes are occupied by residents who do little or no driving; traffic is primarily generated by employees, visitors and deliveries.

**OFFICES** - **PROFESSIONAL OFFICE/GENERAL BUSINESS** - A general office building houses multiple tenants; it is a location where affairs of business, commercial or industrial organizations, or professional persons or firms are conducted. An office building or buildings may contain a mixture of tenants including professional services, such as a bank or savings and loan institution, a restaurant or cafeteria and service retail facilities.
OFFICES - RESEARCH AND DEVELOPMENT - Research and development centers are offices or office-related facilities or groups of facilities devoted almost exclusively to research and development activities. The range of specific types of businesses contained in this land use category varies significantly. Research and development centers may contain offices and light-fabrication areas.

OFFICES - GOVERNMENT FACILITIES - A government office building is an individual building containing either the entire function or simply one agency of a city, county, state, federal or other governmental unit.

OFFICES - JUDICIAL COMPLEX - A judicial complex is a group of government office buildings interconnected pedestrian walkways, with uses limited to public safety (police station, sheriff’s office) and court activity. These facilities can include courtrooms, jails, public safety offices and community corrections uses.

OFF-SITE IMPROVEMENTS - means all grading, paving, construction of utilities, streets, walkways, landscaping or other appurtenances within or without a subdivision, but not on the individual lots and usually within the public right-of-way either existing or proposed.

ON-SITE IMPROVEMENTS - means all grading, paving, landscaping, walkways, utilities, structures, driveways, and other appurtenances which are placed within the boundaries of and added to a lot.

OWNER - means the person or persons who hold title to the land being subdivided or upon which a site plan is being proposed. Such party(s) shall be as listed in the Hillsborough County Registry of Deeds. Where ownership is as tenants in common, all of the said tenants in common shall be required to sign any document required to be signed by the owner. Where property is owned by joint tenants with rights of survivorship, all of the joint tenants shall sign any such document.

PERFORMANCE GUARANTEE - is a security that may be accepted in lieu of a requirement that certain improvements be made before the Planning Board approves a final subdivision or site plan, or as a condition of such approval.

PLACE OF WORSHIP - A place of worship is a building, such as a church or synagogue, where public worship services are held. A place of worship houses an assembly hall or sanctuary, it may also house meeting rooms, classrooms and, occasionally, dining, catering or party facilities.

PLANNING DIRECTOR - means a duly designated planner of the Town of Bedford or, if there is none, the person designated by the Town Manager.

PLAT - means the final plan, prepared by a Licensed Land Surveyor in accordance with RSA 674:37, on which the applicant’s plan of subdivision is
presented to the Bedford Planning Board for approval and which, if approved, will be submitted in the form approved to the Registry of Deeds for recording. No plat shall be recorded unless and until it shall have been approved by the Planning Board and its approval has been endorsed thereon, except as provided in RSA 676:18, II, II-A and III and RSA 676:4, I (c).

**Subdivision Plan** - defines creation of additional lots.
**Boundary Plan** - defines property lines of a single lot for recording.
**Lot Line Adjustment Plan** - defines a new line partitioning two or more lots, provided that the ultimate number of lots does not change.
**Lot Consolidation Plan** - combining of two or more contiguous lots into one larger parcel.

**PRIVATE SCHOOL** - Private schools in this land use category primarily serve students attending kindergarten through the 12th grade, but may also include those beginning with pre-kindergarten classes. These schools may also offer extended care and daycare. Students may travel a long distance to get to private schools.

**PUBLIC PARK AND PLAYGROUND** - Public parks vary widely as to location, type and number of facilities, including boating or swimming facilities, ball fields, camp sites and picnic facilities. Seasonal use of the individual sites differs widely as a result of the varying facilities and local conditions, such as weather.

**PUBLIC STREET** - A highway which has been accepted by the Town of Bedford and for which the Town of Bedford is responsible for maintenance, excluding Class VI Public Highways and private streets.

**PUBLIC WATER SUPPLY** - means a system for the provision to the general public of piped water for human consumption and street hydrant fire protection by a water utility licensed by the NH Public Utilities Commission.

**RACQUET/TENNIS CLUB** - Racquet/tennis clubs are privately-owned facilities that primarily cater to racquet sports (tennis, racquetball, or squash - indoor or outdoor). This land use may also provide ancillary facilities such as swimming pools, whirlpools, saunas, weight rooms, snack bars and retail stores. These facilities are membership clubs that may allow access to the general public for a fee.

**RANGE ROAD (Ways)** - means a strip of land reserved for highway purposes in pre-revolutionary charter grants to a Town’s original proprietors from the King of England.

**RECREATIONAL COMMUNITY CENTER** - Recreational community centers are stand-alone public facilities similar to and including YMCAs. These facilities often include classes and clubs for adults and children; a daycare or nursery
school; meeting rooms; swimming pools and whirlpools; saunas; tennis, racquetball, handball, basketball and volleyball courts; outdoor athletic fields/courts; exercise classes; weight lifting and gymnastics equipment; locker rooms; and a restaurant or snack bar. Public access is typically allowed, but a fee may be charged.

**RESTAURANT - QUALITY RESTAURANT** - This land use consists of high-quality, full-service eating establishments with typical turnover rates of at least one hour or longer. Quality restaurants generally do not serve breakfast; some do not serve lunch; all serve dinner. This type of restaurant usually requires reservations and is generally not part of a chain. Patrons commonly wait to be seated, are served by a waiter/waitress, order from menus and pay for meals after they eat. Lounges or bar facilities serving alcoholic beverages are ancillary to the restaurant.

**RETAIL - APPAREL STORE** - An apparel store is an individual store specializing in the sale of clothing.

**RETAIL - AUTOMOBILE PARTS STORE** - Automobile parts facilities specialize in the sale of automobile parts for maintenance and repair. Items sold at these facilities include spark plugs, oil, batteries and a wide range of automobile parts. These facilities are not equipped for on-site vehicle repair.

**RETAIL - BOOK STORE** - Book stores are free-standing facilities that specialize in the sale of books. Some stores may also include audio/video sales. Some book superstores have small cafes as ancillary facilities. The stores generally have centralized cashiering and maintain long store hours 7 days a week.

**RETAIL - BUILDING MATERIALS AND LUMBER STORE** - A building materials and lumber store is a free-standing building that sells hardware, building materials and lumber. The lumber may be stored in the main building, yard or storage shed. The buildings contained in this land use have less than 30,000 square feet gross floor area.

**RETAIL - CARPET STORE** - A carpet store is a full-service retail facility that specializes in the sale of carpeting.

**RETAIL - CONVENIENCE STORE** - Convenience markets in this classification sell convenience foods, newspapers, magazines, beer and wine; they do not have gasoline pumps.

**RETAIL - CONVENIENCE MARKET WITH GASOLINE PUMPS** - Convenience markets that sell gasoline, convenience foods, newspapers, magazines, and often beer and wine, where the primary business is the selling of convenience items, not the fueling of motor vehicles.
RETAIL - DISCOUNT CLUB - A discount club is a discount store or warehouse where shoppers pay a membership fee in order to take advantage of discounted prices on a wide variety of items such as food, clothing, tires and appliances; many items are sold in large quantities or in bulk.

RETAIL - DISCOUNT STORE - A discount store generally offers centralized cashiering and sells products that are advertised at discount prices. These stores also offer a variety of customer services and typically maintain long store hours 7 days a week. The stores are often the only ones on the site, but they can also be found in mutual operation with a related or unrelated garden center and/or service station. A discount store does not contain a full-service grocery department.

RETAIL - ELECTRONICS STORE - Electronics stores are free-standing facilities that specialize in the sale of electronic merchandise. These facilities generally offer a variety of customer services and centralized cashiering. Electronics stores typically maintain long store hours 7 days a week. Examples of items sold in these stores include televisions, audio and video players and recorders, software, telephones, computers and general electronic accessories. Major home appliances may also be sold at these facilities.

RETAIL - FURNITURE STORE - A furniture store is a full-service retail facility that specializes in the sale of furniture and often carpeting. Furniture stores are generally large and may include storage areas. The stores include both traditional and retail furniture stores and warehouse stores with showrooms. Although some home accessories may be sold, furniture stores primarily focus on the sale of reassembled furniture. A majority of items sold at these facilities must be ordered for delivery.

RETAIL - GENERAL - Facilities that sell a variety of goods and merchandise including clothing, appliances, toys, electronics, books, kitchen wares, sporting goods, shoes, etc.

RETAIL - HARDWARE-PAINT STORE - Hardware/paint stores are generally buildings that sell hardware, paint, and a wide variety of household items.

RETAIL - HOME IMPROVEMENT SUPERSTORE - Home improvement stores are facilities that specialize in the sale of home improvement merchandise. These stores generally offer a variety of customer services and centralized cashiering. Home improvement superstores typically maintain long store hours 7 days a week. Examples of items sold in these stores include lumber, tools, paint, lighting, wallpaper and paneling, kitchen and bathroom fixtures, lawn equipment and plant and garden accessories. These stores are often the only ones on the site, but they can be found in mutual operation with a related or unrelated garden center. The buildings usually range in size from 50,000 to 200,000 square feet of gross floor area.
RETAIL - LIQUOR STORE - Liquor stores sell an assortment of liquor products, focusing sales on alcoholic beverages. These stores may be privately owned, discount/wholesale facilities, or government-owned outlets.

RETAIL - OFFICE SUPPLY STORE - Office supply stores are facilities that specialize in the sale of office equipment and supplies, including computers, paper, furniture and desk accessories. These facilities may offer a variety of business services, including administrative, communications, custom printing and internet services. The stores generally have centralized cashiering and maintain long store hours 7 days a week.

RETAIL - PET SUPPLY STORE - Pet supply stores are facilities that specialize in the sale of pets and pet supplies, food and accessories. These facilities generally offer a variety of customer services, have centralized cashiering and maintain long store hours 7 days a week.

RETAIL - PHARMACY - DRUGSTORE WITHOUT DRIVE-THROUGH WINDOW - Pharmacies/drugstores are retail facilities that primarily sell prescription and non-prescription drugs. These facilities may also sell cosmetics, toiletries, medications, stationary, personal care products, limited food products and general merchandise.

RETAIL - PHARMACY WITH DRIVE-THROUGH WINDOW - Pharmacies/drugstores are retail facilities that primarily sell prescription and non-prescription drugs. These facilities may also sell cosmetics, toiletries, medications, stationary, personal care products, limited food products and general merchandise. The drug stores in this category contain drive-through windows.

RETAIL - SHOPPING CENTER - A shopping center is an integrated group of commercial establishments that is planned, developed, owned and managed as a unit. A shopping center’s composition is related to its market area in terms of size, location and type of store. Restaurants are common in this type of center. A shopping center provides on-site parking facilities sufficient to serve its own parking demands.

RETAIL - SPORTING GOODS STORE - Sporting goods stores are facilities that generally offer a variety of customer services and centralized cashiering and specialize in the sale of athletic and outdoor-oriented merchandise. These stores typically maintain long store hours 7 days a week. Examples of items sold in these stores include outdoor/athletic clothing, sports equipment, shoes and hunting/boating/fishing gear. Sporting goods stores are sometimes found as separate parcels within a retail complex, with or without their own dedicated parking.

RETAIL - SUPERMARKET - Supermarkets are free-standing retail stores selling a complete assortment of food, food preparation and wrapping materials, and household cleaning items.
RETAIL - TIRE STORE - A tire store’s primary business is the sale and marketing of tires for automotive vehicles. Services offered by these stores usually include tire installation and repair, as well as other automotive maintenance or repair services and customer assistance. These stores generally do not contain large storage or warehouse areas.

RETAIL - TOY-CHILDREN’S - Toy/children’s stores are facilities that specialize in the sale of child-oriented merchandise. These facilities generally offer a variety of customer services and centralized cashiering. Toy/children’s stores generally maintain long store hours 7 days a week. Examples of items sold in these stores include board and video games, toys, bicycles/tricycles, wagons, outdoor play equipment and school supplies. Some may also carry children’s clothing.

RETAIL - VEHICLE DEALERSHIP - Motorcycle dealerships specialize in the sale of new and pre-owned motorcycles. Motorcycle service and parts sales may also be available.

RIGHT-OF-WAY - A strip of land which is used for the purpose of access or egress, upon which may be located a street, sidewalk, trail or undeveloped area which is separate and distinct from the lots adjoining said right-of-way and not included within the dimensions or area of such lots.

ROLLER SKATING RINK - Roller skating rinks are free-standing facilities used for roller skating. They may include limited spectator seating, refreshment areas, locker rooms and arcades.

SETBACK - As defined in the Bedford Zoning Ordinance, as amended.

SITE PLAN - means the drawing meeting the requirements of RSA 674:43 on which the applicant’s plan of development for nonresidential or multi-family development is presented to the Board for approval.

SOCCER COMPLEX - Soccer complexes are outdoor parks that are used for non-professional soccer games. They may consist of one or more fields and the size of each field within the land use may vary to accommodate games for different age groups. Ancillary amenities may include a fitness trail, activities shelter, aquatic center, picnic grounds, basketball and tennis courts and a playground.

SLOPE - The average steepness of the land surface under consideration. For the purpose of determining lot size categories, slope shall be determined by slope factors used by the National Cooperative Soil Survey soil classification (where B=0-8%; C>8% and <15%; D>15% and<25%; and E ≥25%).

SOIL TYPE – means a specific soil mapping unit as shown on a high intensity soil survey map prepared by a Certified Soil Scientist in accordance with standards
SUBDIVISION - means the division of the lot, tract or parcel of land into two or more lots, plats, sites or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes the re-subdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among several owners shall be deemed a subdivision.

SURFACE WATER - means streams, lakes, ponds, marshes, watercourses and other bodies of water, natural or artificial, including all water remaining on the surface after rainfall or melting of snow.

TEMPORARY TURN-AROUND - That portion of a platted street intended for future extension, constructed in order to allow vehicles to reverse direction on a temporary basis.

UNIVERSITY / COLLEGE - This land use includes four-year universities or colleges that may or may not offer graduate programs.

VOLUNTARY (LOT) MERGER - means the joining or merger of two or more contiguous pre-existing approved or subdivided lots or parcels in common ownership under the provisions of RSA 674:39-a. (See Section 212)

WAREHOUSING - Warehouses are primarily devoted to the storage of materials, but they may also include office and maintenance areas.

WETLANDS - are areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal conditions do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. They include, but are not limited to: swamps, bogs, marshes, ponds, and lakes.

Section 103 - Amendment

The Planning Board may amend these regulations from time to time in accordance with the provisions of RSA 675:6.

Section 104 - Effective Date

These regulations shall take effect upon their adoption by the Planning Board.

Section 105 - Review of Developments of Regional Impact

105.1 Purpose. The purpose of this section is to:

   a. Provide timely notice to potentially affected municipalities concerning proposed developments, which are likely to have impacts beyond the boundaries of the Town of Bedford.

   b. Provide opportunities for the regional planning commission and the potentially affected municipalities to furnish timely input to the Town of Bedford.

   c. Encourage the Town of Bedford to consider the interests of other potentially affected municipalities.

   d. Fulfill the statutory requirements of RSA 36:54 through 36:58.

105.2 Definition. Any development which the Planning Board determines could reasonably be expected to impact on a neighboring municipality, because of factors such as, but not limited to, the following:

   a. Relative size or number of dwelling units as compared with existing stock.

   b. Proximity to the borders of a neighboring community.

   c. Transportation networks.

   d. Anticipated emissions such as light, noise, smoke, odors, or particles.

   e. Proximity to aquifers or surface waters that transcend municipal boundaries.

   f. Shared facilities such as schools and solid waste disposal facilities.

105.3 Review Required:

   The Bedford Planning Board, upon receipt of an application for development or a Comprehensive Planning Application, shall review it promptly and determine whether or not the development, if approved, reasonably could be construed as having the potential for regional impact. Doubt concerning regional impact
shall be resolved in a determination that the development has a potential regional impact. Failure of the Planning Board to vote specifically on an application to determine if a project meets the criteria of Developments of Regional Impact shall result in a determination being made that the proposal is not a Development of Regional Impact.

105.4 Procedure:

a. Upon determination that a proposed development has a potential regional impact, the Bedford Planning Board shall afford the regional planning commission and the affected municipalities the status of abutters as defined in RSA 672:3 for the limited purpose of providing notice and giving testimony.

b. Within 72 hours of reaching a decision regarding a development of regional impact, the Bedford Planning Board shall, by certified mail, furnish the regional planning commission and the affected municipalities with copies of the minutes of the meeting at which the decision was made.

c. At least 14 days prior to public hearing, the Bedford Planning Board shall notify, by certified mail, all affected municipalities and the regional planning commission of the date, time, and place of the hearing and their right to testify concerning the development.

105.5 Applicability:

The provisions of this section shall supersede any contrary or inconsistent provisions of local land use regulations enacted under RSA 155-E and RSA 674.

Section 106 - Other regulations, ordinances and statutes

A. In addition to complying with the regulations established herein, the applicant shall comply with all other applicable regulations, ordinances and statutes of the Town, the State of New Hampshire, and the United States Government.

B. The approval of any development under these regulations shall be subject to applicable Impact & Capital Facilities Fees and assessments as described herein.

C. As the result of any development within the Town of Bedford, any areas devoted for use as a “stump dump”, shall be duly noted and outlined on plans submitted to the Planning Board.

Section 107 - Scenic Roads

Any development along or off of any Scenic Road, duly designated under RSA 231:157, shall be undertaken with the full compliance of the RSA. Required public hearings
under this provision may take place simultaneously with the required public hearing for site plan or subdivision approval.

**Section 108 - Access to Property**

Upon submitting an application to the Planning Board, conceptual or otherwise, the applicant shall grant site access to the Board and/or designee, provided that written or oral notice is given indicating when such site visit will occur.

**Section 109 - Review of Developments Affected by Municipal Boundaries**

Any site plan or subdivision application submitted to the Bedford Planning Board for review and consideration which contains land(s) situated in more than one municipality shall be subject to the requirements and procedures contained in RSA 674:53 Land Affected by Municipal Boundaries.

**Section 110 - Special Flood Hazard Areas**

110.1 All subdivision and site plan proposals which contain lands designated as Special Flood Hazard Area by the Federal Emergency Management Agency (FEMA) in its “Flood Insurance Study for the Town of Bedford, NH” together with the associated Flood Insurance Rate Maps (FIRM) and the Flood Boundary and Floodway Maps dated September 25, 2009, shall meet the requirements of this Section.

110.2 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.

110.3 The Planning Board shall require that all development proposals include base flood elevation data, if applicable. In the event that the Flood Insurance Study for Bedford does not provide specific base flood elevation data, the base flood elevation shall be determined in accordance with provisions of Section 110.5.

110.4 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 hazards;

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

c. Adequate drainage is provided so as to reduce exposure to flood hazards.
110.5 Floodplains shall be defined, both horizontally and vertically, for all projects adjacent to flooding sources (i.e. rivers, brooks, streams, watercourses), as shown on the FIRM (effective date September 25, 2009) maps for the Town of Bedford, as prepared by the Federal Insurance Administration. The determination of the limits of flooding from flooding sources within the Town of Bedford shall be made using the following sources:

a. The FIRM mapping and report of the Federal Insurance Administration for the Town of Bedford.

b. Available hydrologic/hydraulic studies of drainage areas performed for the Town.

c. Other hydrologic/hydraulic studies of drainage areas performed for others and accepted by the Town of Bedford.

If any watercourse depicted on the Firm Map does not have an established 100-year flood plain hazard elevation defined, an applicant for any site plan or subdivision proposal shall have a licensed professional engineer calculate the same in accordance with the methodology outlined in Section 110.5.1 below.

110.5.1 Method of Floodplain Determination

A. Hydrology The method selected to determine the quantity of runoff in establishing the limit of the 100-year flood shall be based on the size of the watershed and shall be performed by a registered professional engineer in accordance with acceptable engineering practice.

1. SCS TR - 55 - 3 sq. mi. or less (Chart Method)\(^1\)

2. TR - 20 - Not Limited (good overall performance)\(^2\)

3. Other procedures as may be approved by the Town.

B. Hydraulics The determination of the channels ability to pass the 100-year flood event can be evaluated through complex computer models or simplified normal depth analysis, each having varying degrees of accuracy. The engineer shall make the determination as to the acceptable method and shall justify the results of his analysis. Suggested methods of hydraulic analysis for normal depth computations in each section of the reach are described below.


1) Normal Depth Analysis
   a. Continuity Equation\(^3\) - \(Q_{\text{req}} = AV\)
      Where,
      \(Q_{\text{req}}\) is the ability of the section to pass the quantity of runoff (cubic feet per second)
      \(A\) is the cross sectional area of the channel (ft\(^2\))
      \(V\) is the velocity of flow through the channel defined in Mannings Equation (ft/sec).
      \(V = 1.486/n \left( R^{2/3} \right) \left( S^{1/2} \right)\)
      Where,
      \(n\) is the roughness coefficient of the channel.
      \(R\) is the hydraulic radius (ratio of water area to wetted perimeter \(R = A/P\)) (ft).
      \(S\) is the slope of the reach through the section (ft/ft).
   b. Culvert - Inlet and Outlet Control - For flows through culverts or structures recommended use of the U.S. Department of Transportation, Federal Highway Administration - Hydraulic Engineering Circular #5, #13 or a computer model that will evaluate headwater depths at culverts or structures.\(^4\)
   c. Weir Equation - \(Q_{\text{req}} = CHL^{3/2}\) (Broad Crested)\(^5\) - Recommended for the portion of flow over roadways.
      Where,
      \(Q_{\text{req}}\) is the ability of the road profile section to pass the quantity of runoff (cubic feet per second)
      \(C\) is the weir coefficient at the section. (ft/sec)
      \(H\) is the depth (head) of flow at the weir (ft)
      \(L\) is the width (breath) of flow at the weir (ft)

2) Hydraulic Computer Models- A description of the use of computer models is beyond the scope of this discussion. Recommended models for hydraulic evaluation of the channel’s ability to pass flows are:

   US Army Corps of Engineers - HEC-RAS.\(^6\)
   Soil Conservation Service - TR61 - WSP2.\(^7\)

3) Other procedures as may be approved by the Town.

\(^3\) Open Channel Hydraulics, 1959, by Ven Te Chow, McGraw Hill.
\(^4\) Hydraulic Engineering Circular No. 5, No. 13, U.S. Department of Transportation, Federal Highway Administration, Washington, DC.
ARTICLE 120 - IMPACT FEES

Section 121 - Authority

Pursuant to RSA 674:21, Innovative Land Use Controls, the Town of Bedford has adopted provision 275-20 Capital Facilities Fees of the Bedford Zoning Ordinance to allow for the assessing of School and Recreation Impact Fees.

Section 122 - Capital Facilities Fees Findings

122.1 The Bedford Planning Board adopted a Master Plan on October 18, 2010.

122.2 The Town of Bedford, in conformance with the Bedford Town Charter, has prepared and regularly updated a Capital Improvements Program and Budget as authorized by the voters of the Town of Bedford on December 8, 1987.

122.3 The Master Plan and the Capital Improvements Program demonstrate that significant new growth and development is anticipated in residential and nonresidential sectors which necessitate increased public expenditures to provide adequate public facilities.

122.4 The Town of Bedford is responsible for and committed to the provision of public facilities and services at standards determined to be necessary by the Town to support residential and nonresidential growth and development in a manner which protects and promotes the public health, safety, and welfare.

122.5 The cost of providing public capital facility capacity to serve new growth will be disproportionately borne by existing taxpayers in the absence of certain capital facilities fee assessments.

122.6 The calculation methodology for capital facilities fees, as established in the following schedules, represents a fair and rational method for the allocation of growth related capital facility costs to new development. Based on this methodology, capital facilities fees will not exceed the costs of:

Providing additional public capital facilities necessitated by the new developments; or

Compensating the Town of Bedford for expenditures made for existing public facilities which are constructed in anticipation of new growth and development.

These public school and recreation fees are based upon reports prepared by Bruce C. Mayberry, Planning Consultant. They are entitled Recreation Impact Fee Update Town of Bedford, New Hampshire, dated April 3, 2015, originally prepared in 2001,

**Section 123 - Impact Fee Amounts**
(Revised fees adopted by Bedford Planning Board 6-15-2015.)

<table>
<thead>
<tr>
<th>Type of Structure</th>
<th>School Impact Fee</th>
<th>Recreation Impact Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Detached</td>
<td>$6,922</td>
<td>$1,454</td>
</tr>
<tr>
<td>Townhouse</td>
<td>$3,364</td>
<td>$1,092</td>
</tr>
<tr>
<td>Duplex</td>
<td>$4,188</td>
<td>$832</td>
</tr>
<tr>
<td>Multifamily 3+ units</td>
<td>$2,694</td>
<td>$760</td>
</tr>
<tr>
<td>Manufactured Housing</td>
<td>$2,829</td>
<td>$715</td>
</tr>
<tr>
<td>Accessory Dwelling Unit</td>
<td>$678</td>
<td>$577</td>
</tr>
<tr>
<td>Age 55+ units w/o restrictive covenants</td>
<td>20% of above fees</td>
<td>same as above</td>
</tr>
<tr>
<td>Age 55+ units w/ “no children” covenants</td>
<td>$0</td>
<td>same as above</td>
</tr>
<tr>
<td>Age 62 &amp; over housing, Assisted Living, Nursing homes</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

For conversion from one unit type to another:
Calculate the fee for the new use (and number of units) and subtract from that amount the fee that would have pertained to the existing use and number of units. The net positive difference is the impact fee to be assessed. If the result is zero or less, no fee is assessed.

Example: school impact fee for single family converted to duplex:

New use (Duplex): Two Units @ $4,188 per unit = $8,376; less

Prior Use (Single Family): One Unit @ $6,922 per unit = $6,922

Equals Fee for conversion: $8,376-$6,922 = $1,454 assessed for school impact fee
Section 124 - Bedford School Impact Fee Derivation:

The derivation of the school impact fee is based on the report entitled School Impact Fee Update Town of Bedford, New Hampshire, dated March 30, 2015, prepared by Bruce C. Mayberry, Planning Consultant, adopted by the Planning Board on June 15, 2015. The report is on file in the Planning Department office.

Section 125 - Bedford Recreation Impact Fee Derivation:


Section 126 - Impact Assessment Formula US Route 3 and Kilton Road Intersection July 2, 1991 - Deleted November 6, 2006

Section 127 - 1991 Cost Per Trip Calculations Us Route 3 and Kilton Road Intersection July 2, 1991 - Deleted October 9, 2006
Part II - Subdivision Regulations

ARTICLE 200 - GENERAL PROVISIONS

Section 201 - Title

Part II of these Land Development Control Regulations shall be known as the Subdivision Regulations of the Town of Bedford, New Hampshire.

Section 202 - Authority

These Regulations have been prepared in accordance with the authority vested in the Town of Bedford and RSA 674:35 by the following votes: Effective March 9, 1965; Amended by Town Vote March 6, 1973 - Approved by the Bedford Planning Board June 11, 1979 - Recorded with Hillsborough County Registry of Deeds - June 22, 1979; Amended by the Bedford Planning Board February 8, 1982 recorded with Hillsborough County Registry of Deeds - March 15, 1982; Amended by the Bedford Planning Board January 31, 1983 - Recorded with Hillsborough County Registry of Deeds - February 8, 1983; Amended by the Bedford Planning Board June 10, 1985; Amended by the Bedford Planning Board July 20, 1987 Recorded with Hillsborough County Registry of Deeds - August 12, 1987 Amended by the Bedford Planning Board April 11, 1988 (Soils and Slopes Regulation) Recorded with Hillsborough County Registry of Deeds - May 5, 1988; Amended by the Bedford Planning Board September 10, 1990; Amended by the Bedford Planning Board December 7, 1992 (Community Water Specifications); Amended by the Bedford Planning Board December 20, 1999 (Service Area for New Boston Water Main); Amended by the Bedford Planning Board June 18, 2001 (Buildable Area in Soils & Slopes) Recorded with Hillsborough County Registry of Deeds - July 18, 2001, and in accordance with RSA 674:35, as amended.

Section 203 - Purpose & Intent

203.1 These regulations are intended to promote the orderly growth of the Town of Bedford by providing for public and other open space and for profitable development of land, and to uphold the purposes of RSA 674:36. Whenever a subdivision is proposed and before any contract for the sale of any interest in the subdivision shall have been made, the owner and/or his agent shall apply in writing to the Board for approval of such subdivision. The owner and/or his agent or any proponent of the approval of a subdivision shall be required to show, by appropriate evidence, that the proposed subdivision meets all municipal requirements and shall:
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 Town 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;

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 plats 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 plats 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; and

j. Include provisions, which will tend to create conditions favorable to health, safety, convenience, or prosperity.

203.2 To assist the Planning Board in carrying out the objectives of the Zoning Ordinance.

203.3 To assist the Planning Board in carrying out the objectives of the Master Plan.

203.4 To provide for the timely installation of off-site and on-site improvements necessitated by the development and for the payment of such improvement costs.
Section 204 - Applicability

204.1 These Regulations shall apply to all subdivision of land, as defined in Section 102.5, located within the boundaries of the Town of Bedford.

204.2 No land shall be subdivided, nor any parcel of land proposed in the subdivision be sold, leased, transferred or developed until:

a. The applicant has obtained final approval of the subdivision plan; and

b. The final subdivision plat has been recorded at the Hillsborough County Registry of Deeds.

c. No tree cutting or disturbance of the land shall occur in anticipation of subdivision approval until the plat has been recorded at the Hillsborough County Registry of Deeds.

204.3 Notwithstanding these Regulations, any person may, without Planning Board approval, record a plan which depicts existing public or private streets already established, pursuant to RSA 676:18 et seq., provided however, that the person provide a copy of said plan to the Planning Board prior to recording.

Section 205 - Appeals

205.1 Any person aggrieved by any decision of the Planning Board upon these Regulations may appeal to the Superior Court as provided in RSA 677:15.

205.2 Any person aggrieved by a decision of the Planning Board concerning subdivision approval or disapproval may appeal to the Zoning Board of Adjustment if the decision was based upon the terms of the Zoning Ordinance, as provided in RSA 676:5, III.

Section 206 - Modifications and Waivers

206.1 Upon request of an applicant, the Planning Board may find that the strict compliance with each and every one of these Regulations is not applicable for a specific application. In the case of such a finding, the Board may modify or waive one or more sections of these Regulations, provided that:

a. The modification or waiver shall not have the effect of nullifying the intent and purpose of these Regulations;

b. The Planning Board requires such conditions as will, in its judgment, secure the objectives of these Regulations which are modified or waived;

c. The modification or waiver is requested in writing;
d. The modification or waiver is based on evidence presented to the Planning Board by the applicant;

e. The Planning Board formally votes on such modification or waiver; and

f. The modification or waiver is noted on the final approved plan.

206.2 The requirements of Section 110 of these regulations pertaining to “Special Flood Hazard Areas” shall not be waived.
ARTICLE 210 - APPLICATION SUBMITTAL AND APPROVAL PROCEDURES

Section 211 - General

211.1 Prior to formal application for any subdivision approval, the applicant is encouraged to meet with the Planning Department to review the proposal.

211.2 Any application where abutter notification is required shall be filed at the Planning Department in accordance with the annual schedule of Meeting and Deadline Dates.

211.3 The Planning Department shall provide the applicant with a receipt stating the date, time of the application and all fees received, if so requested by the applicant or his/her agent at the time of application delivery.

211.4 An application which has been submitted to the Planning Department for submission to the Board, shall not be supplemented, revised nor modified after notice of public hearing has been given, except upon vote of the Planning Board at said hearing.

211.5 An application may be withdrawn prior to hearing, however, all application fees shall be forfeited and the applicant shall remain liable for all consultants’ fees incurred prior to withdrawal of the application.

211.6 All applications will be scheduled for action by the Board in the order in which they are received.

211.7 By filing an application with the Board, the applicant, including all the applicant’s agents, consultants and representatives, consents to the review of the application by independent consultants retained by Board at the applicants expense.

211.8 All plans submitted to the Board for review shall be prepared by a Professional Engineer or Land Surveyor, as applicable, who is licensed to practice in the State of New Hampshire.

211.9 Failure to comply with these application procedures or failure to comply with all applicable state and federal laws, ordinances and regulations shall be grounds for disapproval or rejection of the application, as applicable.

211.10 All presentations to the Planning Board at public meetings shall include an overview of the project in an electronic image file - PDF - suitable for projection on the overhead screen located in the Planning Board’s meeting room. A compact disk of the PDF to be used for the presentation at the public meeting shall be submitted with the Concept, Design Review, or Final
application, and the Planning Staff will project the images during the applicant’s presentation at its discretion. The applicant may use his/her own computer equipment to make a presentation, including PowerPoint slides, provided that a copy of all such files shall be submitted to the Planning Department at the time of the public presentation, so that the images can be incorporated into the public record.

Section 212 - Voluntary Mergers

212.1 Upon application by the owner, the Planning Board shall approve the merger of two or more contiguous preexisting approved or subdivided lots or parcels for the purpose of municipal regulation and taxation, unless the merger would create a violation of current regulations. No public hearing or notice shall be required. The owner shall complete a lot merger form which is available from the Bedford Planning Department. The Form shall be submitted to the Planning Department for endorsement by the Planning Board and recording in the HCRD, and shall be filed with or mailed to the Town Assessor.

221.2 No parcel or parcels merged under these provisions shall thereafter be separately transferred without subdivision approval.

Section 213 - Conceptual Proposals

213.1 Prior to formal application for subdivision approval, an applicant may submit an application marked CONCEPTUAL, signed by the owner of the property, with 3 (three) copies of a sketch plan (no surveying or engineering required) to be scheduled for a conceptual discussion, under RSA 676:4 II (a), with the members of the Planning Board and to provide the Board an opportunity to provide its input in order to assure conformance with current regulations.

213.2 This consultation shall neither bind the applicant nor the Board.

213.3 This consultation shall be limited to conceptual discussions of the proposed development and in general terms of the desirability of the type of development and its conformance to the Master Plan.

213.4 This consultation shall occur only at a regular or special meeting of the Board.

213.5 This consultation shall require formal abutter notification via U.S. Mail (non-certified).

213.6 Plan review under this Section shall not constitute formal acceptance by the Board under RSA 676:4, I (c); nor shall any plans submitted for conceptual consultation be deemed to be a completed application under that section.
Section 214 - Requirements for Conceptual Applications

214.1 For Conceptual Consultation, an applicant should provide information sufficient for the Planning Board to give meaningful comments.

214.2 At a minimum, the applicant should provide:

   a. a preliminary drawing or sketch of the proposal which shows approximate number of lots;
   b. the general location of the lots;
   c. the general layout of existing and proposed streets;
   d. the proposed method for water supply and sanitary sewage disposal; and
   e. the extent and location of off-site improvements, if any.

214.3 Availability of any documents shall be filed in accordance with the annual schedule of Meeting and Deadline Dates, available from the Planning Department.

Section 215 - Design Review

215.1 An applicant may submit an application marked DESIGN REVIEW, signed by the owner of the property, with three (3) copies and a portable document format (PDF) file of a more detailed plan and with engineering detail at a level decided by the applicant, to be scheduled for a design review discussion with the members of the Planning Board at a regular public meeting. Design Review Phase is not required, but is strongly recommended, particularly in cases of developments of significant size or complexity.

215.2 Design Review Phase shall be used for design review under RSA 676:4, II (b). In the Design Review, the Board may engage in non-binding discussion with the applicant that may extend beyond conceptual and general terms. No votes are taken at this meeting. The design review consultation is intended to provide suggestions which might be of assistance in resolving problems with meeting requirements during final considerations.

215.3 Design Review Phase shall not constitute a completed application under these regulations or under RSA 676:4, I (c); nor shall any plan submitted for design review be deemed to be a completed application under this section.

215.4 Design Review Phase and review shall not constitute formal acceptance by the Board under RSA 676:4, I (c).

215.5 Design Review Phase review may occur only after notice and publication as prescribed under RSA 676:4, I (d).
215.6 Three (3) copies and a portable document format (pdf) file of the Design Review Phase Submittal as described in Section 216 of these Regulations shall be filed with the Board, with one copy filed with the Board’s Review Engineer, at the time of Design Review Phase Application. The Board will then study the preliminary layout and proposed streets in connection with the topography of the area, the existing requirements of the community, and the best use of the land to be subdivided and that of the adjoining areas.

215.7 The Board may hold discussions with the applicant or his agents and may hear and confer with other parties whose interests may be affected by the proposed layout. After such discussions, the Board shall communicate to the developer the specific changes, if any, which it may require as prerequisite to the subsequent approval of the final subdivision plat.

Section 216 - Requirements for Design Review Submittals

216.1 Presentation requirements:

216.1.1 Scale of all drawings shall be 100 feet to the inch or less for all Design Review Phase submittals, and shall be limited to a sheet size of 22 inches by 34 inches with a one-inch margin on three sides for binding.

216.1.2 Lettering size shall be not less than 1/10 (0.10) inch.

216.1.3 If more than one sheet is necessary to show the entire subdivision at the required scale, an index plan at a scale adequate to show the entire subdivision tract on one plan sheet shall be provided and shall be drafted so as to create a graphical index of sheets.

216.1.4 All match lines shall be clearly shown and labeled.

216.2 The Application, submitted in accordance with the annual schedule of Meeting and Deadline Dates, shall be accompanied by three (3) copies and a portable document format (pdf) file of the proposed subdivision plan along with related documents. Said plan shall include the following information:

216.2.1 Proposed subdivision name, north arrow, scale, and date of preparation.

216.2.2 Boundary information prepared from existing deeds and field information. Distances may be shown to the nearest foot and bearings may be shown to the nearest one-minute.

216.2.3 Names, addresses of the: Owner(s) of record; Applicant; and Engineer and/or Land Surveyor.

216.2.4 Locus map at a scale of 2,000 feet to the inch or less.
216.2.5 Abutting lot lines, streets, alleys, range & ancient roads, easements, parks, public open spaces, zoning districts. All shall be clearly labeled and Tax Map numbers indicated where applicable. Name and addresses of all abutters shall be included and shall also be submitted on a separate sheet of paper.

216.2.6 Proposed location of all lots and/or parcels; lot number or parcel designation; scaled dimensions; and area of each proposed lot in square feet and in acres.

216.2.7 Proposed location, name, width and dimensions of all proposed streets. Dimensions shall include lengths of tangents, and radius and length of all curves. Where the Design Review Phase layout submitted covers only a part of the subdivider’s entire holding, a sketch of the prospective future street system of the part not submitted will be considered in light of adjustments and connections with the street system of the part not submitted.

216.2.8 Location and dimensions of all easements, applicable building setbacks and other restrictions imposed by the Zoning Ordinance.

216.2.9 Existing topography showing surface contours at an interval of two feet or less, watercourses, ponds, standing water, wetlands, rock outcrops and ledges, tree lines, utility poles, buildings, pavement and gravel areas, and other physical features as may be found. Adjoining manmade features shall be shown within a minimum of 50 feet beyond the parcel boundary.

216.2.10 Other conditions on adjacent land (including approximate direction and gradient of ground slope, character and location of buildings, railroads, power lines, towers and other nearby non-residential land uses or adverse influences);

216.2.11 Existing and proposed water mains, sanitary sewers, storm sewers and culverts including size, material and direction of flow. If municipal water and sewer systems will not be utilized, alternate means shall be clearly stated and shown.

216.2.12 Proposed public improvements (including highways or other major improvements planned by public authorities for future construction on or near the tract);

216.2.13 Preliminary designs of any bridges or other structures which may be required.

216.2.14 Preliminary drainage report and calculations.
Drainage plan showing the following: the direction of runoff, both existing and proposed, through the use of arrows; the existing and proposed methods of handling storm water runoff; and the location, elevation and size of all catch basins, storm sewers, culverts, drainage ditches, swales and retention/detention basins.

High intensity soil survey mapping, showing soil types and locations for subdivisions which will not utilize municipal sewers.

Wetlands mapping depicting and defining all areas of jurisdictional wetland which exist on or within 50-feet of the subject parcel.

The applicant will submit a completed Design Review Application and all required fees.

Section 217 - Final Application

An applicant shall submit an application marked FINAL, signed by the owner of the property, with three (3) full-size sets of paper plans and a portable document format (pdf) file, a completed checklist, a letter of review by the Planning Board’s review engineer, and all accompanying data, studies, and permits. The Planning Department shall schedule the applicant for an application acceptance hearing, with notice to abutters, within 30 days of the submission. At the initial Public Hearing of a Final Subdivision Application, the Board shall determine whether or not the submitted application is complete according to the regulations of the Board pursuant to RSA 676:4, I (c). If the Board determines that the application is not complete, the Board shall notify the applicant in writing of the determination in accordance with RSA 676:3, and shall state in that notice the information, procedure or other requirement necessary for the application to be complete.

If the Board determines that a Final Subdivision Application is complete according to the Regulations of the Board, the Board shall vote to accept the application for jurisdiction. The Board shall then begin formal consideration of the application. Formal consideration of the merits of the application may occur at the same meeting as the application acceptance or the application may be rescheduled for a future public hearing (within 65 days), depending upon the time available on any agenda.

Before the Final Application is approved or disapproved, the Board shall hold a public hearing on the application.

The Board shall vote to approve, approve subject to conditions, or disapprove the application within 65 days of the vote that the application is complete unless:
a. Upon application by the Planning Board, the Town Council granted an extension not to exceed an additional 90 days; or

b. The applicant waives this requirement in writing and consents to a mutually agreeable extension of time.

217.5 If the Planning Board fails to act within the time specified by these Regulations, RSA 676:4, or any previously agreed extension, then the applicant may apply to the Town Council for relief as described in RSA 676:4, I (c).

217.6 The Town Council is hereby specified as the municipal Board which shall issue on behalf of the Board, a certificate of failure on the part of the Planning Board to take action on approval or disapproval of a plat submitted to it, as provided in RSA 676:4, I (c) (1).

Section 218 - Requirements for Final Application Phase Submittals

218.1 A complete Final Application for the purposes of these Regulations and for the purposes of RSA 676:4, I (c) shall be accompanied by three (3) paper copies of the proposed plans and a portable document format (pdf) file, along with supporting documents, shall be filed in accordance with the annual schedule of Meeting and Deadline Dates. Said plans shall include the following information:

218.1.1 Proposed subdivision name or identifying title, plan purpose, name and address of the owner of record and subdivider, and the name of the consultant(s), date, scale, north point, lot numbers, locus map at a scale of 2,000 feet to the inch or less, revision block, surveyor's certifications, reference plan numbers with recording information if applicable, and plan notes.

218.1.2 The plat shall be drawn in ink on mylar (in manner consistent with Registry requirements) not more than 22” x 34” (inches) in size at a scale of one hundred feet (100’) or less to one inch (1”). If more than one mylar is required to show the subdivision in its entirety, the entire plan shall be shown on a plan to the scale of three hundred feet (300’) to one inch (1”). Match lines are required for multiple sheet plans.

218.1.3 The area of the parcel, all lots, street frontage and zoning requirements for minimum lot size, frontage and setbacks.

218.1.4 Zoning classification(s) of the parcel, the location of the zoning districts, and any adjoining municipal boundary lines.

218.1.5 Sufficient data to determine readily the location, bearing and length of all street lines, lot lines, boundary lines and to be able to reproduce such lines upon the ground. All dimensions shall be shown to the hundredth of a foot and bearings to the nearest one second. The error of
closure shall not exceed 1 in 10,000. The final plat shall show the boundaries of the property, the location and description of all existing and proposed monumentation, a benchmark referencing U.S.G.S. Datum and shall be prepared and shown on a plan(s) and shall be sealed by a Licensed Land Surveyor.

218.1.6 Location and description of existing and proposed boundary monumentation necessary to fulfill the requirements of Section 231.6 of these Regulations.

218.1.7 Street lines, ROW widths, range & ancient roads, building setback lines, pedestrian ways, lot lines, reservations, easements and areas to be dedicated to public use and areas, the title to which are reserved by the applicant/owner. Appropriate and detailed easement documents shall be submitted when applicable.

218.1.8 All stipulations and restrictions required by the Planning Board, Zoning Board of Adjustment, Conservation Commission, or another agency, shall be shown on the final plat.

218.1.9 A signature block with a place for signature by two (2) Planning Board members and date of approval by the Board, shall be placed on each recordable sheet in the lower right hand corner of the sheet(s).

218.1.10 Tax map and lot numbers of all abutting properties, together with abutting landowner names and addresses, shall be shown on the final plat.

218.1.11 Two foot contour interval topographical survey data shall be prepared, shown on a plan(s), and shall be certified by a Licensed Land Surveyor. All topographical data shown shall be referenced to USGS Datum (NGVD 1929).

218.1.12 High Intensity Soil Survey Mapping (showing soil types and locations) shall be prepared, shown on a plan(s), and shall be sealed by a Certified Soil Scientist for subdivisions which will not utilize public sewers. When public sewer exists, USDA-SCS soil survey mapping shall be provided.

218.1.13 Wetlands mapping shall be prepared, shown on a plan(s), and shall be sealed by a Certified Wetland Scientist. The location and name of any stream or water body shall be noted.

218.1.14 Drainage calculations shall be prepared and sealed by a Licensed Professional Engineer; the design of proposed drainage improvements shall be shown on a plan(s).
218.1.15 Subdivision plans shall include plans for controlling erosion and sedimentation. Acceptable methods for erosion and sediment control measures include, but are not limited to, those as outlined in “Erosion and Sediment Control Design Handbook for Development Areas of New Hampshire” as prepared by USDA SCS, as amended.

218.1.16 Sanitary sewer design calculations shall be prepared, when applicable, sealed by a Licensed Professional Engineer; and proposed sanitary sewer improvements shall be shown on the plan(s).

218.1.17 Water distribution design calculations, when applicable, shall be prepared and sealed by a Licensed Professional Engineer; and proposed water distribution system improvements shall be shown on the plan(s).

218.1.18 Traffic Impact Statements (TIS), when required by the Planning Director, shall be prepared and sealed by a Licensed Professional Engineer. The scope of a TIS shall be as directed by the Planning Department and the Town’s traffic consultant.

218.1.19 Drawings required with the final plat shall be prepared, and sealed by a Licensed Professional Engineer, when applicable.

218.1.20 Profiles of all proposed streets, water mains, sewers and open waterways with a horizontal scale of 1 inch to 40 or 50 feet, and vertical scale of 1 inch to 4 or 5 feet. All elevations shall refer to an established benchmark.

218.1.21 Drainage, sanitary sewer and water distribution plans subject to the following requirements:

a. Outlines of streets, lots, easements, etc. as shown on the final plan with distances to the nearest foot;

b. Location of all manholes, catch basins, hydrants, structures, downstream drainage facilities and utility poles or underground lines and pipes;

c. Sizes and type or class of all pipe, including storm sewer, sanitary sewer, water and gas mains and service stubs;

d. Location, type and detailing design of special structures or bridges; and

e. Proposed tax map and lot number for each lot.
218.1.22 Copies of all approved state and federal project permits required under the subdivision proposal in question. All permit numbers shall be noted on the final subdivision plat.

218.1.23 Approval/disapproval. Approval of the plat shall be signified by the Board’s written endorsement on the plat and the transmission of a copy of such approval to the Registry of Deeds for Hillsborough County. The developer, at his expense, shall supply the Board with two (2) mylar copies, eight (8) paper copies and a portable document format (pdf) file of the plat. Disapproval of a plat shall be signified by a written statement of the reasons for such disapproval mailed to the subdivider as outlined in RSA 676:3.

218.1.24 At the time of an application for approval of a plat, the subdivider shall offer to convey to the Town and to the appropriate utility companies in a manner deemed satisfactory by the Board, all land proposed to be included in streets, rights-of-way or parks and recreational spaces and all facilities for public sewers and water supply. Approval of a plat shall not constitute an acceptance by the Town of the dedication of any street, highway, park or other open public space. A plan note, along with the applicant’s signature, shall be on the plan stating that all dedicated platted road right-of-ways shall be deeded to the Town in fee interest and that the applicant agrees to complete all required improvements outlined on the plan.

218.1.25 Plat void if revised after approval. No changes, erasures, modifications or revisions may be made in any plat after approval has been given by the Board and the written endorsement of the Chairman has been placed upon the plat. Any plat incorporating such changes, erasures, modifications or revisions shall be null and void.

218.1.26 A detailed construction sequence outline of how the project will be phased, including road construction, off-site improvements, infrastructure and erosion control.

218.1.27 The plan shall note all existing buildings, wells, septic systems, driveways, and other improvements. The disposition of these improvements shall be noted.

218.1.28 Where the Planning Board is concerned that an adequate water supply cannot be provided by an on-site well, or wells; or installation and operation of such wells could result in adverse impacts to pre-existing neighboring wells; the board may require the applicant to perform such studies as may be necessary to demonstrate that an adequate water supply can be developed for any proposed development and such withdrawals of groundwater will not prove harmful to neighboring wells.
In the event a study is requested by the Board, the scope of such study shall be coordinated and approved by the Board and its staff.
Section 219 - Fees and Costs

219.1 Upon submittal of an application, the Planning Department shall determine the application fee prior to a public hearing. The application fee, along with costs for legal notification, outside review consultant, advertising, recording and other applicable fees, shall be billed to the applicant. The Applicant shall pay all fees prior to the Planning Board accepting the application at a public hearing. The complete fee schedule is on file in the Planning Department.

Section 220 - Public Hearings

220.1 Whenever a public hearing is required by these Regulations or by applicable statutes, the following procedures shall be used.

220.2 The applicant shall be present at the public hearing. If the applicant is not the owner of the parcel under review, the applicant shall provide written authorization, containing the notarized signature of the owner(s), authorizing the applicant to act as an agent, for and on behalf of the owner(s), at such public hearings, and authorizing the agent to make all decisions and commitments with respect to the Board’s review of the proposal which the owner(s) could make if personally present.

220.3 Notice of the application shall be sent by certified mail at least 10 days prior to the public hearing to the following persons:

a. Abutters as defined in Section 102 of these regulations;

b. The applicant and current property owner(s);

c. Holders of land conservation, preservation or agricultural preservation restriction; and

d. Every engineer, architect, land surveyor, soil scientist, or wetlands scientist whose professional seal appears on the plat submitted to the Board.

220.4 Notice to the general public shall be given by posting in two public places and by publishing in a newspaper of general circulation at least 10 days prior to the public hearing.

220.5 All notices shall include a general description of the proposal, the applicant’s name, the location of the proposal, the date, time and place of the public hearing, and the proposed actions to be taken by the Board.

220.6 Additional notice is not required for additional hearings on a proposal if the date, time and place of the additional hearing was made known at the prior hearing and duly recorded in the official minutes of the same.
220.7 At the public hearing, any applicant, abutter, holder of conservation, preservation or agricultural preservation restriction, or any person with a direct interest in the matter may testify in person or in writing. Other persons may testify as permitted by the Board.

220.8 A hearing on the subdivision may be held at the same meeting as the acceptance of the application so long as notice of the hearing is included with the notice of submission. If the hearing on the subdivision is continued, announcement of the time, date and place of the adjourned hearing made at the above hearing shall be deemed to fulfill the Planning Board’s obligation to cause notice of such subsequent hearing and no additional notice shall be necessary.

Section 221 - Requirements for Review of Lot Line Adjustments

221.1 Upon receipt of an application for a lot line adjustment, the Planning Board shall cause notice of such application to be given pursuant to RSA 676:4, I (d); and place the application on a future agenda of the Board. A public hearing, with notice as provided for in RSA 676:4, I (d) shall be held only if requested by the applicant, abutters, or holders of conservation, preservation, or agricultural preservation restrictions any time prior to approval or disapproval of the application, or if the Planning Board determines to hold a hearing.

221.2 In order to be considered by the Planning Board, the applicant shall submit a completed lot line adjustment application, a completed checklist, and all required fees, together with three (3) copies of plans and a portable document format (pdf) file meeting the applicable requirements of Section 218.1.

Section 222 - Comprehensive Planning Application

222.1 It is the intent of the Comprehensive Project Plan review process to encourage and promote comprehensive planning of proposed developments within the community, to further the goals of the Master Plan, the Route 3 Corridor Study, the Route 101 Corridor Study, as well as the stated intent of the Town’s Zoning Ordinance, Site Plan and Subdivision Regulations. Furthermore, the Town desires to encourage the phased development of Major Residential Subdivision proposals as part of a coherent Comprehensive Project Plan and to discourage the piecemeal development of parcels.

222.2 The Planning Board has recognized that in the case of Major Residential Subdivision proposals (large parcels of land involving either greater than fifty (50) home sites or greater than one hundred (100) acres), or Major Site Developments, it is mandatory for the Board to perform the regulatory review and issue approvals on the basis of a Comprehensive Project Plan. For parcels of land involving either less than fifty (50) home sites or less than one hundred (100) acres, it may be required by the Board that the regulatory review and issuance of approvals be based upon the Comprehensive Project Plan...
Regulations. After the Comprehensive Project Plan has been approved, the Board shall request the completion of appropriate departmental review and recommendation of approvals of the final, detailed engineering drawings and related plat plans on a phase-by-phase basis, as laid out in the Comprehensive Plan.

222.3 The Planning Board and the Town professionals involved in the review shall seek to address, as a minimum, the following issues in considering the approval of a Comprehensive Project Plan:

The applicant’s proposals for:

a. Project concept (cluster, elderly housing, golf course community, etc.);
b. Density and compliance with Zoning Ordinance and these Regulations;
c. Street layout and overall linkage to the Town;
d. Utility extensions, locations and development;
e. Anticipated project phasing;
f. Mitigation of negative neighborhood impacts;
g. Consideration of environmental impacts such as protection of wetland and historical landmarks;
h. Municipal services impact (such as schools, police, etc.); and
i. Provision of sufficient lands for public/private recreation.

222.4 The applicant for a Comprehensive Project Plan Application shall include the following:
Bedford Planning Board
Comprehensive Application Checklist

General Requirements (All Applications):

A. Executed Application Form Submitted: _____

B. Owners Signature on Application Form or Letter of Authorization Provided: _____

C. Complete Abutters List Submitted: _____

D. All Required Fees Submitted: _____

E. Six (6) Sets of Plans Submitted: _____

F. Any Waiver Request(s) Submitted in Writing: _____

G. Technical Review by Planning Board’s Engineer Completed/Received: _____

Subdivision Plat Requirements:

A. Boundary of Entire Tract or Tracts Affected by Application Shown & Defined: _____

B. Proposed Lots and Remaining Parcels (if any) Shown & Defined by Approximate Dimensions: _____

C. Map # & Lot # of All Abutting Land Owners Shown: _____

D. Names & Addressed of All Abutting Land Owners Shown: _____

E. Name, Status, Right-of-Way and Pavement Widths of Existing Streets Noted: _____

F. Municipal Boundaries (if any) Defined & Shown: _____

G. Existing Easements, Right-of-Ways & Range Ways (if any) Shown & Defined: _____

H. Future Designation of Each Proposed Lot (by Map & Lot #’s) Noted: _____

I. Approximate Area of Each Proposed Lot Noted: _____

J. Locus Map (with Scale) Shown: _____

K. Limits of Wetlands (per Section 275-24 of Zoning) Shown: _____
L. All Required Yards and Setbacks (Including any Applicable Buffers) Shown and Dimensioned per Zoning Requirements: _____

M. Existing Buildings, Wells, Septic Systems, Drives, Etc. and Proposed Disposition of Same Shown & Noted: _____

N. Location and Name (if any) of any Streams or Water bodies Shown & Noted: _____

O. Location and Elevation(s) of 100-year Flood Zone Shown and Noted Per FEMA Flood Insurance Study or Town of Bedford Floodplain Determination Methodology: _____

P. Plan Notes Provided: _____

   1. Tax Map & Lot #’s of All Subject Parcels Cited: _____
   2. Area (by individual existing tract & combined) of Subject Parcel(s) Noted: _____
   3. Zoning Designation of Subject & Abutting Parcels Noted: _____
   4. Min. Lot Area, Frontage & Yard Dimensions For District Noted: _____
   5. Purpose of Plan Noted: _____
   7. Zoning Variances/Special Exceptions with Conditions (if any) Cited: _____

Topographical Subdivision Plan Requirements:

   A. Two-Foot Contour Interval Topography Shown Over All Subject Parcels: _____

   B. HISS Mapping Shown Over All Subject Parcels Where No Municipal Sewer Exists: _____

   C. USDA-SCS Soil Survey Mapping (with Legend) Shown Where Municipal Sewer is to be Provided: _____

Supporting Documentation/Reports (As Applicable to Application):

   A. Soils & Slopes Based Lot Sizing Calculations Submitted: _____

   B. Traffic Study Provided if Required: _____

   C. Fiscal/Community Impact Study Provided if Required: _____

   D. Off-Site Improvement Plans/Arrangements Included/Documented: _____

If Application is for a Cluster Residential Development, Submittal Shall Include:

   A. Note Included Indicating Whether Internal Roads are Public or Private: _____
B. Note Included Indicating Percentage of Common Open Space: ______

C. Note Included Indicating Percentage of Common Open Space Not in Wetland Conservation District: ______

D. Summary Note(s) Included Summarizing Determination of Net Developable Area: ______

E. Summary Notes Used in Computation of Permitted Density: ______

F. Note Indicating Proposed Density: ______

G. Buffer Zones Shown and Dimensioned: ______
222.5 The Planning Board shall review all proposals for Comprehensive Project Plan approval at a noticed public meeting of the Planning Board and a place on the agenda must be reserved through the Clerk, or designated scheduling agent, of the Board. An advance submittal of three (3) copies of plans and a portable document format (pdf) file and related documents shall be filed in accordance with the annual schedule of Meeting and Deadline Dates. The Board shall review the applicant’s proposal and vote to approve, deny or conditionally approve the application.

222.6 If the Board shall vote to approve a Comprehensive Project Plan it may do so with conditions, consistent with RSA 676:4: I, and in granting such an approval, designates the applicant’s plans, in so far as they address Zoning, Regulations, phasing, general street layout and infrastructure systems to be acceptable to the Town.

222.7 Upon approval by the Board, the Planning Department shall cause to be recorded in the Hillsborough County Registry of Deeds a Notice of Comprehensive Project Plan Approval.

222.8 Upon receiving a Comprehensive Project Plan Approval, the applicant must, within one calendar year of the date of recording of the Notice of Approval, obtain Final Subdivision Approval for at least one single phase of the Approved Comprehensive Plan. In doing so, the applicant maintains (consistent with RSA 674:38 and 674:39) the vested rights of approval, as granted through the Comprehensive Project Plan Approval.

The following is the approval/construction schedule that must be maintained from the date of recording, for all Comprehensive Project Plan phases:

| YEAR ONE | Obtain Final Approval Phase One/start construction |
| YEAR TWO | Obtain Final Approval Phase Two/begin construction |
| YEAR THREE | Obtain Final Approval Phase Three/begin construction |

This process shall be continued until all phases have been approved and construction begun. If an applicant fails to either obtain approval of such final plan or fails to commence construction on any phase of the approved Comprehensive Project Plan as outlined above, then the entire application, including the original Comprehensive Project Plan, may, at the election of the Planning Board, be recalled for review. The applicant may request an extension of such time period from the Board.
Section 231 - Lots

231.1 General Requirements

231.1.1 The arrangement of lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated. 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, triangles, rectangles, or any other form acceptable to the Planning Board to address specific site constraints.

231.1.2 Lot areas and dimensions shall conform to the requirements of the Zoning Ordinances and these Subdivision Regulations. 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.

231.1.3 Double frontage and reverse frontage lots shall be avoided except where essential to provide separation of residential development or to overcome specific disadvantages of topography, traffic hazards and orientation.

231.1.4 Each lot shall have its driveway access through its own frontage, and no driveway may be laid out such that its curb cut will be closer than one hundred (100) feet to an intersection.

231.1.5 Each lot must front on either an existing or proposed Public Street.

231.1.6 Land of such character that it cannot be safely used for building purposes because of exceptional danger to health or peril from fire, excess drainage, flood, or other menace shall not be platted for residential occupancy, nor for such other uses as may increase danger to health, life, or property or aggravate the flood hazard, until appropriate measures have been taken by the owner or his agent to lessen the hazards.

231.1.7 Easements across lots or centered on rear or side lot lines shall be provided for utilities where necessary and shall be at least twenty feet (20’) wide.

231.1.8 Where a subdivision is traversed by or requires the construction of a watercourse or a drainage way, an easement of adequate width shall be provided for such purpose.
231.1.9 Existing features which would add value to the subdivision, such as trees, watercourses, falls, brooks, historic spots, and similar irreplaceable assets, are encouraged to be preserved in the subdivision to the greatest extent possible.

231.1.10 Land shall be subdivided and improved in reasonable conformity to existing topography in order to minimize grading, cutting and filling, and in order to retain the natural contours, limit storm water run-off, and conserve the natural cover and soil. After a preliminary layout has been submitted to the Board, no topsoil, tree removal, sand or gravel shall be removed from the subdivision for any other purpose than to meet construction needs for that particular subdivision or to meet any requirements or these regulations.

231.1.11 Reserve strips (spite strips) controlling access to public streets shall be prohibited except where their placement is required for public safety reasons and approved by the Planning Board.

231.2 Minimum Lot Requirements - Unsewered Areas

231.2.1 In addition to meeting the requirements of the Zoning Ordinance for the district wherein the subdivision is proposed, the project also must meet the lot area requirements specified in Table 1A, "Minimum Lot Area by Soil Type" and the requirements of Section 231.2.2.

231.2.2 The minimum Buildable Areas shall meet the following:

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 or equal to 25%.

C. No Buildable Area shall contain existing natural slopes that exceed 25%.

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 foot of Buildable Area can be contained within it.
231.2.3 Where more than one soil type is found on a lot, the worksheet entitled “Lot Area by Soil Type Calculation”, which is outlined below, shall be used to determine the minimum lot area.

231.2.4 Minimum lot areas for residential developments with greater than four (4) bedrooms per unit and for commercial and industrial developments shall be determined as follows:

a. For residential use with five (5) or more bedrooms per unit, the minimum lot area shall be proportionately larger than the lot area indicated in Table 1A as determined by the formula:

\[
\text{Lot Size} = \frac{\text{No. of Bedrooms} \times (\text{Table 1A lot area})}{4}
\]

b. For duplex use, the lot area shall be increased by fifty percent (50%) of the minimum lot area as determined by Table 1A.

c. For commercial and industrial uses, lot areas will be determined by the formula:

\[
\text{Lot Area} = \frac{\text{Gal. of wastewater/day} \times (\text{Table 1A lot size}) + \text{Land needed}}{2000 \text{ (gpd/43,560 ft}^2) + \text{for well radius}^{8}}
\]

231.3 Determination of Soil Type

231.3.1 Soil data using the standards of High Intensity Soil Maps of New Hampshire shall be provided as a part of the subdivision plan at the scale and dimensions required. Any cover letters or explanatory data provided by the qualified soil scientist shall also be submitted.

231.3.2 Soil Types: The soil types listed below have one or more limiting characteristics that make the soil type "NA" or require on-site investigation, no matter what other characteristics of the soil may be present. The Soil Type symbols are explained in the Key to Soil Types. "NA" means not allowed. "*" means any slope or any number.

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<tr>
<td>5***H</td>
<td>May be used to fulfill no more than 25% of minimum lot area</td>
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<tr>
<td>6***H</td>
<td>NA, type A hydric soil</td>
</tr>
<tr>
<td>*75**H</td>
<td>NA, floodplain soil</td>
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<tr>
<td>76**H</td>
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<th>Soil Type</th>
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<td>161EH</td>
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<td>222CH</td>
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<td>164*H</td>
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### TABLE 1A (continued)
Minimum Lot Area by Soil Type

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# LOT AREA BY SOIL TYPE CALCULATION

**DATE**

**PROJECT NAME**

**TAX MAP #**

**LOT #**

**STREET NAME**

**DEVELOPER**

**OWNER**

(if different from developer)

Minimum Lot Area can contain up to 25% Group 5 Soils [Y/N]

Soil Mapping reference

Ordinance Reference

<table>
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<tr>
<th>Soil Type</th>
<th>Soil Area (SF)</th>
<th>Group 5 Area (SF)</th>
<th>Group 6/Ledge Soil Area (SF)</th>
<th>Min Area Req’d/Lot (SF)</th>
<th>% Min Lot 1/4</th>
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## PART I

If the sum of column 5 < 100% and column 2 = 0, Upsize lot

If the sum of column 5 ≥ 100% then go to Part III

If the sum of column 5 < 100% and column 2 > 0 then continue to Part II

## PART II

1 ÷ 5 = Composite Minimum Lot Area=

\[
\frac{\text{Soil Area (SF)}}{5} = \text{Composite Minimum Lot Area (SF)}
\]

If the sum of column two 2 ≥ 25% composite minimum lot and < 1 ≥ 75% composite minimum lot, continue to Part III, if not, upsize lot.

If the sum of column two 2 < 25% composite minimum lot and 2 + 1 ≥ composite minimum lot, continue to Part III, if not, upsize lot.

## PART III

1+2+3=Total lot area shown=

\[\text{(s.f.) or (acres)}\]

If total lot area shown is less than zoning requirements, then upsize lot.
231.3 ON-SITE INSPECTIONS

If deemed necessary, the Board may elect to visually inspect the property being subdivided. Under these circumstances, the developer may be asked to stake or flag proposed lot corners, wetland boundaries, where applicable and/or roadway centerlines on the ground for the purposes of facilitating such an inspection.

231.4 DEDICATION OF LANDS

Where deemed essential by the Board, upon consideration of the particular type of development proposed, and especially in large scale neighborhood unit developments, the Board may require the dedication or reservation of recreational or open space of a character, extent, and location suitable to the needs created by such development. In lieu of such dedication or reservation, the applicant may be assessed an Impact Fee as provided for in Section 275-20 of the Bedford Zoning Ordinance. If a dedication is made, a credit may be due as provided for in Section 275-20(H).

231.5 TEST PITS/PERCOLATION TESTS

In areas not served by public sewer systems, the applicant shall submit test pit and percolation test data sufficient to demonstrate that a suitable area exists on each platted lot for the construction of an on-site subsurface sewage disposal system meeting the requirements of the NHDES.

231.6 MONUMENTATION

Boundary monuments shall be installed at all turning points on platted lot lines and any other point the Board, or its agent deem necessary to control the lines of streets, lots, easements, or rights-of-way. 4” x 4” x 36” stone markers shall be installed adjacent to all streets and shall be installed so as to protrude not less than three (3) inches nor more than six (6) inches above finished grade. Iron pins may be used at all other points and must be at least thirty-six (36) inches long and protrude a nominal three (3) inches above finished grade. No approved lot shall have a building permit issued until all monuments shown on the approved plan have been set by licensed land surveyor, or an acceptable performance guarantee, to serve as a surety that such monuments will be set has been received and accepted by the Planning Department.
Section 232 - Streets

232.1 STREETS - GENERAL

232.1.1 Street names shall be subject to approval of the Fire Department. Names may be disapproved for, but not limited to, similarity to existing names, possible phonetic similarity, or excessive length. All street signs and posts shall be provided and installed by the Town at the subdivider’s sole expense.

232.1.2 The arrangement, character, extent, width, grade and location of all streets shall be considered in their relationship to existing or planned streets, to topographic conditions, to public convenience and safety, and their appropriate relation to the proposed use of the land to be served.

232.1.3 Streets shall be arranged to provide maximum separation of through and local traffic and to discourage through traffic in residential areas.

232.1.4 Pedestrian easements not less than fifteen feet (15’) wide may be required to provide circulation, or access to schools, playgrounds, shopping centers, transportation, and other community facilities. Where such pedestrian easements are provided, the subdivider shall clear the areas of obstructing rocks, trees, and undergrowth and bring the easement area to suitable grade.

232.1.5 Length of cul-de-sac streets may be no less that 300 feet nor greater than twelve hundred feet (1200’) as measured from edge of right-of-way of the intersected street to the radius point of the cul-de-sac. Waiver of maximum length will only be considered with the support of the Fire Department and access to a municipal water supply or water cistern.

232.1.6 In order to prevent the creation of “land-locked” tracts, the Planning Board shall provide for the arrangement of streets in a proposed subdivision for the continuation of existing streets in adjoining areas and for their proper projection when adjoining land is developed in the future. In addition, additional easement areas may be required in order to accommodate necessary future road construction (i.e.: slope & drainage).

232.1.7 All streets in a proposed subdivision shall be so designed that, in the opinion of the Planning Board, they will provide safe vehicular travel while discouraging movement of through traffic, unless this condition is deemed desirable at a given location by the Board.
232.1.8 Where a subdivision abuts or contains an existing collector or arterial street, the Board may require internal access streets, reverse frontage with screen planting contained in a non-access reservation along a property line, deep lots with rear service streets or other such treatment as may be deemed necessary for adequate protection for residential properties and to afford separation of through and local traffic.

232.1.9 All new streets shall have signs and pavement markings installed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD). It will be the responsibility of the applicant to provide for and install all signs as necessary, including street identification signs.

232.1.10 All roadway construction shall conform with the Town of Bedford Road Construction Standards which are a part of these Regulations (See Appendix A), including Typical Roadway Cross-Section for New Construction and other noted details.

232.1.11 Road Construction Standards, Section 3.A - provides for three roadway section options: Rural Section, Urban Section and Modified Urban Section. Determination of which section is applicable to a development project, shall be made by the Planning Director.

232.1.12 Roadway construction plans shall note at least one elevation benchmark per plan sheet.

232.2 Horizontal alignment of streets shall be constructed consistent with the Town of Bedford’s Road Construction Standards.

232.3 Vertical alignment of streets shall be constructed consistent with the Town of Bedford’s Road Construction Standards.

232.4 Where range or ancient roads are present on land to be subdivided, the roads shall be preserved or a petition shall be filed with the Town Council for abandonment.

Section 233 - Sewer

233.1 Sanitary sewers and manholes shall be located at the center of the traveled lanes the north and east sides of public right-of-way where possible.

233.2 All sanitary Sewers shall conform to sections WS 1008.01, WS 1008.02 and WS 1008.03 of the New Hampshire Code of Administrative Rules, latest edition and to the current Town of Bedford Sewer Use Ordinance.
233.3 The applicant shall provide written copies of all state approvals for the proposed sanitary sewer system.

233.4 Calculations shall be performed for all new sanitary sewers and shall include flow analysis showing the effect of the proposed sewer on the existing system outside of the area of the subdivision. All sanitary sewers shall be designed based on the New Hampshire Code of Administrative Rules- Standards of Design for Sewerage and Water Treatment Systems with the following exceptions:

a. The minimum slope for 8-inch sanitary sewer shall be not less than 0.004 feet per foot;

b. Sanitary sewer services shall be a minimum of 6-inch diameter and shall have a minimum slope of 0.02 feet per foot;

c. Manholes shall be spaced no more than 300 feet apart; and

d. Sanitary sewer and manholes shall be constructed of materials as specified in the Town of Bedford Sewer Use Ordinance.

233.5 If it is determined that a proposed sanitary sewer may be extended in the future, the future capacity shall be calculated and used to determine the design diameter and slope of sewer mains.

233.6 Sanitary sewer service stubs shall be constructed to the limits of platted right of way at the time of road construction.

Section 234 - Water Mains

234.1 Construction of all water mains shall conform to the technical requirements of the applicable public utility entity franchised to serve the area in question and be coordinated and approved by the Public Works Director. All water mains shall be constructed of ductile iron pipe.

234.2 Hydrants shall be located per the requirements of the Bedford Fire Department.

234.3 Water service stubs shall be constructed to the limits of platted public right of way at the time of road construction.

234.4 Subdivisions approved by the Bedford Planning Board after September 11, 2006 shall be required to connect to the public water main in accordance with the Town of Bedford, NH Water System Conceptual Plan, dated March, 2003 or as last amended, when said water main is located within a distance of one
hundred feet (100') times the number of lots within the subdivision.\textsuperscript{9} The distance between the public water main and the subdivision shall be measured along the most direct public right-of-way and shall be measured from the centerline of the existing water main to the closest property boundary of the subdivision. The subdivision shall not be required to connect to the public water main where the water pressure to serve the majority of the individual homes will be less than thirty-five pounds per square inch (35 psi). This formula is only for use by the Planning Board in determining whether a main shall be extended and is not intended to supersede the design requirements of any utility company.

\textsuperscript{9} By example, an eight (8) lot subdivision would be required to extend the public water main if the main is located within a distance of 8 x 100' or 800 feet of the boundary of the subdivision.
Section 235 - Storm Drains

235.1 Storm drainage systems shall be designed using the 25-year storm return frequency as follows:

235.1.1 The peak rate of discharge of storm water runoff from the development under post-development conditions shall not exceed that of the predevelopment conditions unless it can be demonstrated that no off site adverse impact will result or appropriate flowage easements have been secured.

235.1.2 The maximum distance of overland flow along roadways and ditchline(s) shall not exceed 400 feet or the inlet capacity of the downstream culvert or drainage structure.

235.1.3 Drainage calculations submitted shall where appropriate include flow analysis showing the effect of a subdivision on the existing drainage facilities outside of the area of the subdivision. Where the Board anticipates that additional runoff incident to the development of the subdivision will overload an existing downstream drainage facility so that there will be a reasonable likelihood of damage to private property or an increase in the expenditure of public funds, the Board shall not approve the subdivision until adequate provision is made, at the subdivider’s expense, for the accommodation of downstream drainage improvements.

235.1.4 All calculations used for the design of the storm drainage system shall be by currently recognized best engineering methods and practices; and shall be stamped by a Licensed Professional Engineer.

235.1.5 Calculations shall be for both pre-development and post-development conditions and shall include the nature and times of concentration, runoff coefficients or curve number, maximum rate of runoff, total amount of runoff, storm sewer and drainage ditch sizing, culvert sizing for all roadway and driveway crossings, retention/detention facilities, and other information as may be required by the Board.

235.1.6 All storm sewers shall be designed to have a minimum flow velocity of 2-feet per second and a maximum flow velocity of 12 feet per second based on calculated design flow and corresponding to the applicable return frequency design storm.

235.1.7 All open ditches and swales shall be designed to have a maximum flow velocity of 10 feet per second. All open ditches and swales shall be designed in accordance with Design of Stable Channels With Flexible
235.1.8 Suitable methods and calculations shall be used to design erosion control methods for use with all storm drainage systems. Such methods shall include but not be limited to: head walls or end sections for all inlets and outlets, bedded rip rap for drainage ditches that exceed a flow velocity of 2.5 feet per second, slope mattresses and revegetation.

235.1.9 Minimum pipe size shall be 12 inches in diameter for privately maintained storm drainage systems and 15 inches in diameter for publicly maintained storm drainage systems. The minimum depth of cover from the road or ground surface to the crown of the pipe shall be not less than 3 feet.

235.2 Storm sewer and appurtenances shall be constructed of materials in accordance with the standards set by the Public Works Department for the Construction of Storm Drains, latest edition. All catch basin grates and frames shall be NHDOT - Type A unless otherwise approved by the Planning Board.

235.3 All lots created under these regulations shall be configured such that principal structures to be situated thereon may be equipped with foundation drains without need for direct connection to any municipal storm drainage system. Direct connections to the municipal storm drainage system may be permitted only with the express written approval of the Public Works Department.

Section 236 - Fire Protection

Water Cisterns - Any development occurring outside the public water supply by a distance greater than 1,200 feet may be required to provide water for fire protection purposes through the use of a fire cistern upon recommendation of the Fire Chief. The size, location, and specification of the fire cistern shall be in accordance with the requirements of the Fire Department. The applicant shall be required to present a statement from the Fire Department which indicates compliance with this provision.

Section 237 - Other Utilities

237.1 In all proposed subdivisions, electric, telephone, cable, and other utility distribution lines shall be noted on all plans and installed underground per specifications of the utility companies involved.

237.2 Appropriate easements, if any, required for proper utility construction and maintenance shall be platted and conveyed as part of subdivision design.
237.3 Utility construction shall be completed in a manner which will not interfere with proper roadside drainage.

237.4 If required by the Board, streetlights shall be installed at the applicant’s sole expense according to lighting and spacing standards established by the Planning Board.

237.5 Utility service stubs shall be constructed to the limits of platted public right of way at the time of road construction.

Section 238 - Off-Site Improvements

238.1 If the Board determines that the proposed development creates the need for off-site improvements, all or part of which are rationally related to or occasioned by the proposed development, or which will require an excessive expenditure of public funds in order to provide the same, the Planning Board may impose the requirement that the applicant install or pay for all or part of such off-site improvements.

238.1.1 When imposing such requirement, the Board shall consider the degree to which the proposed development is benefited by such off-site improvements.

238.1.2 Such deliberations shall include whether other properties would also benefit from the upgrading of such off-site improvements. In such cases the Board shall determine the amount to be paid by applicant, taking into consideration the following:

a. the character of the area;

b. the extent that the general and/or other public or private property will be benefited by the off-site improvement; and

c. any other factor that the Board deems appropriate to establish a rational connection to the needs created by the development to the amount to be paid by the applicant.
Article 240 - PERFORMANCE GUARANTEES AND PROCEDURES

Section 241 - General Provisions

Before the final plat is recorded at the Registry of Deeds, the applicant must:

240.1 File a performance guarantee in an amount sufficient to cover the cost of preparation of the streets, curbs, sidewalks, streetlights, street signs, traffic signals, municipal water and municipal sewer facilities, setting boundary monuments, parks and recreational areas, or other offsite or promised improvements where applicable.

240.2 For the purposes of establishing the amount of the Performance Guarantee required, the Bedford Public Works Department’s determination of the anticipated cost of improvements shall be final. The Performance Guarantee worksheet contained in Appendix E to these Regulations shall be completed and submitted to the Bedford Public Works Department.

240.3 No utility installations, cutting of trees for road construction, grading or construction of roads, grading of land or lots, nor construction of buildings shall be undertaken on any part of the land or lots within a subdivision, until a final plan of such subdivision has been approved, endorsed and duly recorded in Hillsborough County Registry of Deeds.

240.4 Before a subdivider may proceed with the construction of any street or improvements on public property, he must provide the Bedford Public Works Department with evidence of contractors and public liability insurance for both personal injury and property damage, in limits of not less than one million dollars ($1,000,000.00) each. Such policy shall remain in effect until all work has been completed and all performance guarantees have been released.

Section 242 - Performance Guarantee Requirements and Procedures

242.1 Any performance guarantee shall be approved as to form and amount by the Public Works Department, and conditioned on the completion of such improvements within two years of the date of the performance guarantee unless released earlier by the Public Works Department upon request of the subdivider.
242.2 The applicant shall construct and pay for all temporary improvements, such as erosion and sedimentation control measures and temporary infrastructure improvement, required by the Public Works Department, and shall maintain those improvements for the period of the performance guarantee or the date that the Town accepts the dedication of the streets and releases all securities whichever date comes earlier.

242.3 If improvements for which security is given are not completed within the period specified in the performance security, then the Board may vote to complete the improvements and withdraw the necessary funds from the balance of any such security with accordance in the terms of security.

242.4 When subdivision improvements have been certified to be complete and acceptable to the Public Works Department, the Department may recommend to the Town Council to accept such roads, parks and other improvements.

242.5 The approval of a subdivision plan by the Board shall not constitute or imply the acceptance by the town of any street shown on the plan, nor shall any such street shown on the plan be deemed to have been accepted unless and until the Town Council shall have voted to do so. Prior to acceptance of streets to be conveyed to the Town by any party, the applicant or his/her successor shall provide for an executed Warranty Deed, in a form acceptable to the Town, conveying such streets to the public.

Section 243 Improvements on Unapproved Streets

243.1 For the purposes of this section, the word "street" shall not mean or include a discontinued highway.

243.2 The Town shall not accept, layout, open, improve, pave or light any streets, or lay out (or authorize the laying out) of water mains, sewers, connections, or other facilities or utilities in any street, unless:

a) The street has been accepted or opened as, or shall have otherwise received the legal status of, a public street, prior to the establishment of the Bedford Planning Board in 1964; or

b) The street is shown on a subdivision plat approved by the Planning Board, which street has been built or bonded, or with a street plat made by and adopted by the Planning Board; or

c) The Town Council has elected to accept, locate, and construct a street not shown on an approved plat, provided that the ordinance or other measure for the accepting, locating, and construction of such street is first submitted to
the Planning Board for its approval and if approved by the Board, be approved by a majority vote of the Town Council pursuant to NH RSA 674:40.

Section 244 - Inspection Requirements & Fees

In order to confirm that various items and features, delineated on plans presented to the Planning Board for approval (or which are otherwise required in connection with the development), are, in fact, constructed in accordance with those plans and/or in accordance with applicable codes and standards, the Planning Board may, at the time of plan approval, require the applicant to establish an appropriate escrow, or other security in addition to the Performance Guarantee described in Section 242 herein, acceptable to the Planning Board, which will be used by the Town of Bedford as security for retention of appropriate engineers or other consultants to confirm that construction is in conformance with the approved plans and/or applicable codes and standards. The applicant shall reimburse the town for the cost of such engineers or consultants, prior to release of said security.

Section 245 - As-Built Plan Requirements

In order to provide a permanent record of the locations, dimensions and characteristics of various items and features, delineated on plans presented to the Planning Board for approval (or which are otherwise required in connection with the development), the Public Works Department may require the applicant to provide “as built” drawings, sealed by a Licensed Professional Engineer, or Licensed Land Surveyor, prior to the final release of performance guarantees pertaining to such items. As-built plan requirements and content shall conform with applicable standards established by the Public Works Department.

Section 246 - Release of Performance Guarantees

246.1 Performance guarantees shall not be released until a Licensed Land Surveyor has certified that required boundary monuments have been set.

246.2 As phases or portions of the secured improvements or installations are completed and approved by the Public Works Department, the Public Works Department may partially release said security to the extent reasonably calculated to reflect the value of such completed improvements or installations, provided, however, that a reasonable retainage sufficient to repair or complete any such improvement on account of damage or deterioration caused by or on account of the completion of the project may be required.
246.3 The security posted by the applicant may, upon request of the applicant, be released to the extent of improvements completed, as recommended by the Public Works Department.

246.4 Developers shall be required to maintain all required public improvements in the subdivision, until the street, or other improvements, are officially accepted by the Town. However, commencing at the time of the issuance of the first Certificate of Occupancy for a structure accessed by any street, snow removal operations shall be undertaken by the Public Works Department provided: a) The owner of the subdivision provides the Public Works Department with a written statement acknowledging that the Town shall not be liable for any damage caused to the private property as a result of snow removal operations by the Town; and (b) the Town’s assumption of snow removal responsibilities in no way constitutes and form of acceptance by the Town of said street(s) as public highways. The Public Works Department may elect to require the owner of said subdivision street(s) to reimburse the Town for the costs associated with snow removal operations until such time as said street(s) are formally accepted by Town Council.
Article 250 - ADMINISTRATION AND ENFORCEMENT

Section 251 - General Requirements

251.1 All construction within new developments shall be performed in accordance with the plans, profiles, typical sections and details approved by the Board and the requirements contained therein.

251.2 Minor changes revisions to said plans, encountered during construction shall be subject to the written approval of the Public Works Department. Major changes which involve material alterations in the work, or involve discretionary judgment powers generally reserved for the Planning Board, shall be made upon approval from the Bedford Planning Board. Those contemplating a change or revision to approved project plans shall contact the Public Works Department regarding the proposed change. The Public Works Department, in consultation with the Planning Department, shall render an opinion as to whether a contemplated change is deemed to be a major or minor revision.

251.3 The smallest practical area of land should be exposed at any one time during development. When land is exposed during development, the exposure should be kept to the shortest practical period of time. Land should not be left exposed during the winter months. Where necessary, temporary vegetation or mulching and structural measures may be required by the Bedford Public Works Department to protect areas exposed during the development. Sediment basins shall be installed and maintained during development to remove sediment from run-off water and from land undergoing development.

251.4 Executed deeds shall be delivered to the Town conveying land to be used for public purposes, easements and rights-of-ways over property to remain in private ownership, and rights of drainage across private property shall be submitted in a form satisfactory to the Town’s attorney.

251.5 No certificates of occupancy shall be granted for any structure that will be accessed by a platted street until:

a. All utilities including sewer, water and drainage structures are complete for the entire length of the lot frontage upon which the structure is located; and

b. All roadway construction has progressed to at least the point of installation of the binder course of bituminous concrete pavement.
Section 252 - Construction Specifications

252.1 All items of work shall be constructed in conformance with all codes, ordinances, specifications and regulations adopted by the Town. Any item of work for which there are no specifications contained herein shall conform to “Specifications For Road and Bridge Construction” of the State of New Hampshire Department of Transportation, latest edition.

Section 253 - Construction Monitoring and Inspection

253.1 All construction within new subdivision developments shall be subject to construction monitoring and inspection established by the Bedford Public Works Department. No construction shall commence until specific authority to proceed has been given by the Public Works Department in writing.

Section 254 - Violations and Penalties

254.1 Any violation of these regulations shall be subject to the penalties as provided for in RSA 676:17 and Section 275-87 of the Bedford Zoning Ordinance, as amended. Each day the violation continues shall constitute a new violation.

254.2 A subdivider who transfers or sells any land by reference to or exhibition of or by other use of a plan, drawing, plat or other representation of a subdivision before a plat for that subdivision has been approved by the Board and recorded and filed in the appropriate Registry of Deeds shall forfeit and pay a penalty of One Thousand Dollars ($1,000.00) per transfer or sale for each lot or parcel so transferred or sold, as provided for in RSA 676:16. Any transfer or sale of any land within a subdivision before a plat for that subdivision has been approved by the Board shall be null and void, and no description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall be sufficient to validate the transfer or sale or to exempt the transaction from such penalties. The Town, through its attorney or other designee of the Town Council, may petition to enjoin such a transfer or sale or any agreement to make such a transfer or sale and to recover by civil action the said penalty as well as attorney’s fees and costs.

Section 255 - Active and Substantial Development and Completion

255.1 In approving any application, the Planning Board may specify the threshold level of work which shall constitute “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 pertaining to protection from subsequent amendments to local land use regulations. Active and substantial
development within 12 months, in the absence of a specific finding of the Planning Board, shall be deemed to have occurred when at least twenty percent (20%) of the length of the approved on-site road system or six hundred linear feet (600 linear ft.) - whichever is greater - as shown on the entire subdivision plan or approved phase, has been constructed to finished subgrade, all erosion control measures have been installed on any disturbed or cleared land areas on the subdivision plan, and financial guarantees remain on deposit with the Town to insure completion of remaining improvements.

255.2 Substantial completion of the development or approved phase shall be deemed to have occurred when all roadways shown on the subdivision plan or approved phase have been constructed through binder course of hot bituminous pavement, all utilities have been laid in underground conduit ready for connection to proposed structures, all on-site drainage improvements have been completed, and all other on-site and/or off-site improvements have been determined by the Town of Bedford or its agent to be in compliance with the approved subdivision plan or satisfactory financial guarantees remain on deposit with the Town to insure completion of such improvements.
Part III - Site Plan Regulations

ARTICLE 300 - GENERAL PROVISIONS

Section 301 - Title

Part III of these Land Development Control Regulations shall be known as the Site Plan Regulations of the Town of Bedford, New Hampshire.

Section 302 - Authority

These regulations have been prepared in accordance with the authority vested in the Town of Bedford Planning Board by vote of Town Meeting on March 14, 1978 and in accordance with RSA 674:43, as amended.

Section 303 - Purpose

303.1 Uphold the purposes set forth in RSA 674:44 to:

a. Provide for the safe and attractive development or change or expansion of use of the site and guard against such conditions as would involve danger or injury to health, safety, or prosperity by reason of: inadequate drainage or conditions conducive to flooding of the property or that of another; inadequate protection for the quality of groundwater; undesirable and preventable elements of pollution such as noise, smoke, soot, particulates, light, or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties; and inadequate provision for fire safety, prevention, and control; and the inadequacy of vehicle and pedestrian safety;

b. Provide for open, harmonious and aesthetically pleasing development of the subject site, the municipality and its environs;

c. Provide for open spaces and green spaces of adequate proportions;

d. Require the proper arrangement and coordination of streets within the site and in relation to other existing or planned streets;

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 plats showing new streets or narrowing or widening of such streets be submitted to the Planning Board for approval;

g. Require that the land indicated on plats submitted to the Planning Board shall be of such character that it can be used for building purposes without danger to health, safety or welfare; and

h. Include such provisions as will tend to create conditions favorable for health, safety, convenience, and prosperity.

303.2 To assist the Planning Board in carrying out the objectives of the Town’s Master Plan.

303.3 To provide for the timely installation of off-site and on-site improvements necessitated by the development and for the payment of such improvement costs.

Section 304 - Applicability

304.1 These regulations shall apply to all site plans, for non-residential and/or multifamily development, expansion, or change of use located within the boundaries of the Town of Bedford.

304.2 Neither non-residential nor multi-family residential land development activities shall commence until:

a. The proponent has obtained final approval of the site plan; and

b. An adequate performance guarantee, if required, as outlined in Section 330 of these Regulations, has been received by the Town.

304.3 Notwithstanding these regulations, any person may, without Planning Board approval, record a plan of the type described in RSA 676:18, II, and II-a, provided however, that no other or additional information is included thereon except as authorized by said statute and certified thereon in accordance with RSA 676:18 III.

304.4 No tree cutting or disturbance of the land shall occur in anticipation of site plan approval until the plat has been approved by the Bedford Planning Board.

Section 305 - Appeals

305.1 Any person aggrieved by any decision of the Planning Board upon these Regulations may appeal to the Superior Court as provided in RSA 677:15.
305.2 Any person aggrieved by a decision of the Planning Board concerning site plan approval or disapproval may appeal to the Zoning Board of Adjustment if the decision was based upon the terms of the Zoning Ordinance, as provided in RSA 676:5, III.

Section 306 - Waivers

306.1 Upon request of an applicant, the Planning Board may find that the strict compliance with each and every one of these regulations is not applicable for a specific application. In the case of such a finding, the Board may modify or waive one or more sections of these Regulations, provided that:

a. The information is not necessary in order for the Planning Board to make an informed decision;

b. The waiver shall not have the effect of nullifying the intent and purpose of these Regulations;

c. The Planning Board requires such conditions as will, in its judgment, secure the objectives of the Regulations which are waived;

d. The waiver is requested in writing;

e. The waiver is based on evidence presented to the Board by the applicant;

f. The Planning Board formally votes on such waiver; and

g. The waiver is noted on the final approved plan.

306.2 The requirements of Section 110 of these Regulations pertaining to “Special Flood Hazard Areas” shall not be waived.
ARTICLE 310 - APPLICATION, SUBMITTAL AND APPROVAL PROCEDURES

Section 311 - General

311.1 Prior to formal application for any site plan approval, the applicant is encouraged to meet with the Planning Staff to review the proposal.

311.2 Any application where abutter notification is required shall be filed at the Planning Board office in accordance with the annual schedule of Meeting and Deadline Dates. The application form shall be executed by the owner(s) or a letter of authorization provided.

311.3 The Planning Board office shall provide the applicant with a receipt stating the date, time of the application and all fees received, if so requested by the applicant or agent at the time of application delivery.

311.4 A final application which has been submitted to the Planning Department office for Planning Board approval, shall not be supplemented, revised or modified after public notice of hearing has been given. Changes will be allowed prior to such notice as the result of Planning Board, staff and consulting engineer comments.

311.5 An application may be withdrawn prior to the hearing, however, all application fees shall be forfeited and the applicant shall remain liable for all consultants’ fees incurred prior to withdrawal of the application.

311.6 By filing an application with the Board, the applicant, including all the applicant’s agents, consultants and representatives, consents to the review of the application by independent consultants retained by the Board at the applicants expense for the purposes of:

a. Confirming that the application conforms with applicable state and local requirements; and

b. Recommending to the Board any additional studies or investigations and/or information from land surveyors, engineers, architects, attorneys, soil scientists, wetland scientists, or others with expertise in a particular field, and which could facilitate the Board’s actions on the application.

311.7 All plans submitted to the Board for review shall be prepared by a Professional Engineer, Architect, or Land Surveyor, as applicable, who is licensed to practice in the State of New Hampshire.
311.8 Failure to comply with these application procedures or failure to comply with all applicable state and federal laws, ordinances and regulations shall be grounds for disapproval of the application.

311.9 All presentations to the Planning Board at public meetings shall include an overview of the project in an electronic image file - PDF - suitable for projection on the overhead screen located in the Planning Board’s meeting room. A compact disk of the PDF to be used for the presentation at the public meeting shall be submitted with the Concept, Design Review, or Final application, and the Planning Staff will project the images during the applicant’s presentation, at its discretion. The applicant may use his/her own computer equipment to make a presentation, including Powerpoint slides, provided that a copy of all such files shall be submitted to the Planning Department at the time of the public presentation, so that the images can be incorporated into the public record.

Section 312 - Conceptual Review

312.1 Prior to formal application for Site Plan approval, an applicant, or the authorized agent, may request an informal consultation under RSA 676:4 II (a) with the Board to discuss the proposal and preliminary concepts associated with the proposed development, and to provide the Board an opportunity to provide its input in order to assure conformance with current regulations.

312.2 This consultation shall neither bind the applicant nor the Board.

312.3 This consultation shall be limited to conceptual discussions related to the desirability of the proposed development.

312.4 This consultation shall occur only at a regular or special meeting of the Board.

312.5 This consultation shall require formal abutter notification via U.S. Mail (non-certified).

312.6 Plan review under this section shall not constitute a completed application, nor formal acceptance by the Board under RSA 676:4, I (c); nor shall any plans submitted for conceptual consultation be deemed to be a completed application under that section.

312.7 For Conceptual Consultation, an applicant shall provide information sufficient for the Planning Board to give meaningful comments. Three (3) copies and a portable document format (pdf) file of the concept plan shall be submitted, along with the completed Site Plan Application, an abutter list and one set of abutter labels. A completed checklist is not necessary.
Section 313 - Comprehensive Planning Application - deleted November 5, 2012
Section 314 - Design Review Phase

314.1 Design Review Phase is not required, but is strongly recommended, particularly in cases of developments of significant size or complexity.

314.2 Design Review Phase shall be used for design review under RSA 676:4, II (b). During Design Review, the Board may engage in non-binding discussion with the applicant that may extend beyond conceptual and general terms.

314.3 Design Review Phase shall not constitute a completed application nor formal acceptance under these regulations or under RSA 676:4, I (c); nor shall any plan submitted for design review be deemed to be a completed application under this section.

314.4 Design Review Phase review may occur only after notice and publication as prescribed under RSA 676:4, I (d), including the notification of all abutters.

314.5 Three (3) copies and a portable document format (pdf) file of the Design Review Phase Submittal shall be filed with the Board at the time of Design Review Phase Application. In addition, a completed Site Plan Application shall be filed. The Board will then study the preliminary site layout and proposed streets in connection with the topography of the area, the existing requirements of the community, and the best use of the land to be developed and that of the adjoining areas.

314.6 The Board may hold discussions with the applicant or agent(s) and may hear and confer with other parties whose interests may be affected by the proposed layout. After such discussions, the Board shall communicate to the developer the specific changes, if any, which it may require as prerequisite to the subsequent approval of the final site plan.

314.7 The applicant is encouraged to discuss the proposal with the Town’s consulting review engineer during the Design Review process.

Section 315 - Requirements for Design Review Phase Submittals

315.1 Presentation requirements:

315.1.1 Scale of all drawings shall be 50 feet to the inch or less for all Design Review Phase submittals, and shall be limited to a sheet size of 22 inches by 34 inches with a one-inch margin on three sides for binding.

315.1.2 Lettering size shall be not less than 1/10 (0.10) inch.
315.1.3 If more than one sheet is necessary to show the entire site at the required scale, an index plan at a scale adequate to show the entire site on one plan sheet shall be provided and shall be drafted so as to create a graphical index of sheets.

315.1.4 All match lines shall be clearly shown and labeled.

315.2 The Design Review Application shall be accompanied by three (3) copies and a portable document format (pdf) file of the proposed site plan which shall include the following information:

315.2.1 Proposed development name, location, north arrow, scale, and date of preparation.

315.2.2 Boundary information prepared from existing deeds and field information. Distances may be shown to the nearest foot and bearings shall be shown to the nearest one-minute. Area of subject parcel(s) in acres and square feet and location and elevation of any flood hazard areas situated on the parcel.

315.2.3 Names, addresses and phone numbers of the: Owner(s) of record; Applicant; and Engineer and/or Land Surveyor.

315.2.4 Locus map at a scale of 2,000 feet to the inch or less.

315.2.5 Abutting lot lines, streets, alleys, easements, parks, public open spaces, and zoning districts. All shall be clearly labeled and Tax Map numbers indicated where applicable. Name and addresses of all abutters shall be included and shall also be submitted on a separate sheet of paper.

315.2.6 Wetland mapping of the subject parcel shall be completed by a Certified Wetland Scientist. HISS mapping performed by a Certified Soil Scientist shall be completed if the site will be served by on site sewer and water facilities.

315.2.7 Location and dimensions of all existing and proposed easements, building setbacks and other restrictions.

315.2.8 Existing topography showing surface contours at an interval of two feet or less, watercourses, ponds, standing water, wetlands (as determined by a Certified Wetland Scientist, rock outcrops and ledges, tree lines, utility poles, buildings, pavement and gravel areas, and other physical features as may be found within fifty (50) feet of the parcel boundary.
315.2.9 Existing and proposed water mains, sanitary sewers, storm sewers and culverts including size, material and direction of flow.

315.2.10 Location and dimensions of existing and proposed buildings and accessory structures. A note shall be provided on the plan which indicates the total gross floor area of each existing and proposed building with a breakdown of the total gross floor area in each building assigned to a particular use. Pedestrian access and service/loading provisions for each building will be identified as applicable.

315.2.11 Location and layout of all existing and proposed parking areas, aisles and access drives. Parking calculations based on proposed site use shall be provided.

315.2.12 Preliminary Exterior Lighting and Landscape Plan.

315.2.13 Preliminary Drainage Report and Calculations.

315.2.14 Drainage plan showing the following: the direction of runoff, both existing and proposed, through the use of arrows; the existing and proposed methods of handling storm water runoff; and the location, elevation and size of all catch basins, storm sewers, culverts, drainage ditches, swales and retention/detention basins.

315.2.15 Preliminary design plans of any proposed off-site improvements.

315.2.16 The applicant will submit a completed Design Review Application; a completed Design Review Application Checklist; and all required fees.

Section 316 - Final Application Phase

316.1 At the initial Public Hearing of a Final Site Plan Application, the Board shall determine whether or not the submitted application is complete according to the Regulations of the Board as outlined below and pursuant to RSA 676:4, I (c). (The Site Plan Checklist is located in Appendix C.) Such determination shall be made by vote of the Board within 30 days of delivery of the application. If the Board determines that the application is not complete, the Board shall notify the applicant in writing of the determination in accordance with RSA 676:3, and shall state in that notice the information, procedure or other requirement necessary for the application to be complete.

316.2 If the Board determines that a final Site Plan Application is complete according to the regulations of the Board, the Board shall vote to accept the application for jurisdiction. The Board shall then begin formal consideration of the application.
316.3 Before the Final Application is approved or disapproved, the Board shall hold a
public hearing on the same, which may occur at the same meeting that the
Application is accepted.

316.4 The Board shall vote to approve, approve subject to conditions, or disapprove
the application within 65 (sixty-five) days of the vote that the application is
complete unless:

a. upon request by the Planning Board, the Town Council granted an extension not
to exceed in additional 90 (ninety ) days; or

b. the applicant waives this requirement in writing and consents to a mutually
agreeable extension of time.

316.5 If the Planning Board fails to act within the time specified by these regulations,
RSA 676:4, or any previously agreed extension, then the applicant may apply to
the Town Council for relief as described in RSA 676:4, I (c).

316.6 The Town Council is hereby specified as the Municipal Board which shall issue
on behalf of the Planning Board, a certificate of failure on the part of the
Planning Board to take action on approval or disapproval of a plat submitted to
it, as provided in RSA 676:4, I (c) (1).

Section 317 - Requirements for Final Application Phase Submittals

317.1 A complete Final Application for the purposes of these regulations and for the
purposes of RSA 676:4, I (c) shall be accompanied by three (3) copies and a
portable document format (pdf) file of the proposed plans, which shall include
the following information:

317.1.1 Proposed development name or identifying title, name and address of
the owner of record and developer, and the name of the consultant(s),
date, scale, north point, lot numbers, location map at a scale of 2,000
feet to the inch or less, revision block, surveyor’s certifications, sheets
numbered sequentially, plan notes and purpose, owner’s signature block
and a Planning Board approval block located in the lower right hand
corner of the cover sheet, adjacent to the title block.

317.1.2 The area of the parcel, street frontage and zoning requirements for
minimum lot size and frontage.

317.1.3 Zoning classification(s) of the parcel and the location of any abutting
zoning districts or municipal boundaries.
317.1.4 Sufficient data to determine readily the location, bearing and length of all street lines, lot lines, boundary lines and to be able to reproduce such lines upon the ground. All dimensions shall be shown to the hundredth of a foot and bearings to the nearest one second. The error of closure shall not exceed 1 in 10,000. The Final Plat shall show the boundaries of the property, the location and description of all monumentation, a benchmark referencing U.S.G.S. Datum and shall be prepared and shown on a plan(s) and shall be sealed by a Licensed Land Surveyor, unless taken from a reference plan meeting the above requirements. If boundary data taken directly from a reference plan, the registry recording number and title of said plan shall be cited.

317.1.5 Abutting lot lines, streets, pavement widths, alleys, easements, parks, public open spaces and similar relevant facts. Tax map, lot number, owners names and addresses for all abutting parcels matching similar data provided on the abutters list submitted with the application.

317.1.6 Location and elevation of any designated flood hazard areas.

317.1.7 Street right-of-way lines, building setback lines, pedestrian ways, lot lines, reservations, easements and areas to be dedicated to public use and areas, the title to which are reserved by the developer.

317.1.8 All stipulations and restrictions intended to remain in perpetuity shall be shown on the Final Plat. This will include those required by the Planning Board, Conservation Commission and Zoning Board of Adjustment as applicable, to said plan. In addition, any waivers granted by the Planning Board shall also be duly noted on the final plan.

317.1.9 Draft copies of all proposed easements deeds or other legal documents shall be submitted with the application.

316.1.10 Two-foot contour interval topographical survey data of the subject site and immediate surroundings. This existing conditions survey shall show all existing site improvements and tree lines, ledge outcroppings and other significant features on subject site and immediate vicinity. Topographical survey data provided shall be referenced to USGS Datum.

317.1.11 High Intensity Soil Survey Mapping (showing soil types and locations) shall be prepared, shown on a plan(s), and shall be sealed by a Certified Soil Scientist, where site is to be served by on site water supply and sewage disposal facilities. USDA - SCS mapping shall be provided where site is to be served by municipal utilities.
317.1.12  Wetlands mapping shall be prepared, shown on a plan(s), and shall be sealed by a Certified Wetland Scientist. Names of water bodies and streams shall be noted.

317.1.13  Location and exterior dimensions and height of existing and proposed buildings, accessory structures, and the location of existing wells and septic systems and their disposition.

317.1.14  A note on the plan indicating total gross floor area of each existing or proposed building to remain, as well as a breakdown of the total gross floor area for each building by use classification, and percentage of building and impervious lot coverage.

317.1.15  Access points and service/loading areas for all buildings.

317.1.16  Location, widths, inside radii and layout of all proposed/existing drives, parking areas, fire lanes, guardrails & fences, pavement areas, existing/proposed curbing and walks.

317.1.17  Detailed parking calculations. (See Section 322)

317.1.18  Solid waste storage areas (See Section 327.2), snow storage areas (See Section 327.3), traffic control signs and pavement markings per the Manual on Uniform Traffic Control Devices (MUTCD).

317.1.19  Exterior lighting provisions and details of all proposed lighting fixtures. (See Section 327.1) In addition, the location of all overhead utility lines, poles, towers, etc.

317.1.20  Landscape design plans and details.

317.1.21  A detailed erosion and sedimentation control plan. (See Section 327.5)

317.1.22  Commercial signage details and locations. (See Section 327.4)

317.1.23  Construction details of all site improvements.

317.1.24  A detailed site grading plan with proposed finish/design grades indicated by contours and/or spot grades, limits of tree clearing area, along with the location of all test pits when applicable.

317.1.25  Detailed off-site improvement plans, where applicable.
317.1.26 Drainage calculations shall be prepared and sealed by a Licensed Professional Engineer; and drainage improvements shall be shown on a plan(s).

317.1.27 Sanitary sewer or septic design calculations shall be prepared, when applicable, and be sealed by a Licensed Professional Engineer: all sanitary sewer or septic improvements shall be shown on the plan(s).

317.1.28 Water distribution design calculations shall be prepared and sealed by a Licensed Professional Engineer. All water distribution system improvements shall be shown on the plan(s).

317.1.29 Traffic Impact Statements (TIS), when required, shall be prepared and sealed by a Licensed Professional Engineer. The scope of a TIS shall be determined through a scoping meeting with the Town’s traffic consulting engineer. The Planning Staff should be contacted prior to the commencement of any TIS.

317.1.30 Fiscal Impact Study (FIS), when required, shall be prepared using the spreadsheets provided by the Planning Department. The scope of a FIS shall be as determined by the Planning Department.

317.1.31 Drawings required with the Final Plat shall be prepared, certified and sealed by a Licensed Professional Engineer and shall include: profiles of all proposed streets, water mains, sewers and open waterways with a horizontal scale of 1 inch to 50 feet, and vertical scale of 1 inch to 5 feet. All elevations shall refer to an established benchmark.

317.1.31.1 Drainage, sanitary sewer and water distribution plans shall be subject to the following requirements:

   a. Outlines of streets, lots, easements, etc. as shown on the final plan with distances to the nearest foot;

   b. Location of all manholes, catch basins, hydrants, structures downstream drainage facilities and utility poles or underground lines and pipes;

   c. Sizes and type or class of all pipe, including storm sewer, sanitary sewer, water and gas mains and service stubs;

   d. Location, type and detailed design of special structures or bridges; and

   e. Proposed tax map and lot number for each lot.
317.1.32 Elevation drawings detailing materials, colors and finishes, shall be required by the Planning Board.

317.1.33 Copies of all required State, Federal, and local project permits necessary for the subject site development proposal.

317.1.34 The hours of operation of the proposed development, including but not limited to operational times, loading and unloading, dumpster activity, and lighting operations may be regulated by the Planning Board if it is determined by the Board that the proposed use will have a detrimental impact upon abutting properties.

317.1.35 All other information identified on the Bedford Planning Board’s Nonresidential Site Plan Review Application Checklist, which is a part of these Regulations.

317.1.36 Seven (7) paper and two (2) mylar copies and a portable document format (pdf) file of the final plans shall be submitted for Planning Board signature.

Section 318 - Fees and Costs

Upon submittal of an application, the Planning Department shall determine the application fee prior to a public hearing. The application fee, along with costs for legal notification, outside consultant review, advertising, recording and other applicable fees, shall be billed to the applicant. The Applicant shall pay all fees prior to the Planning Board accepting the application at a public hearing. A complete fee schedule is on file at the Bedford Planning Department.

Section 319 - Public Hearings

319.1 Whenever a public hearing is required by these Regulations or by applicable statutes, the following procedures shall be used.

319.2 The applicant shall be present at the public hearing. If the applicant is not the owner of the parcel under review, the applicant shall provide a written authorization, containing the notarized signature of the owner(s), authorizing the applicant to act as an agent, for and on behalf of the owner(s), at such public hearings, and authorizing the agent to make all decisions and commitments with respect to the Board’s review of the proposal which the owner(s) could make if personally present.

319.3 Notice of the application shall be sent by certified mail sent at least 10 days prior to the public hearing to the following persons:
a. Abutters as defined in Section 102.5 of these Regulations;

b. The applicant and current property owner;

c. Holders of land conservation, preservation or agricultural preservation restriction; and

d. Every engineer, architect, land surveyor, soil scientist, or wetlands scientist whose professional seal appears on the plat submitted to the Board.

319.4 Notice to the general public shall be given by publishing in a newspaper of general circulation at least 10 (ten) days prior to the public hearing and posting in two public places within the Town.

319.5 All notices shall include a general description of the proposal, the applicant’s name, the location of the proposal, the date, time and place of the public hearing, and the proposed actions to be taken by the Board.

319.6 Additional notice is not required for additional hearings on a proposal if the date, time and place of the additional hearing was made known at the prior hearing.

319.7 At the Public hearing, any applicant, abutter, holder of conservation, preservation or agricultural preservation restriction, or any person with a direct interest in the matter may testify in person or in writing. Other persons may testify as permitted by the Board.
Development proposed under these standards shall follow sound planning principles that lead to a project that: adheres to the best design standards; is integrated with the community’s aesthetics; enhances circulation in the community; will not overwhelm the subject site; will provide safe and appropriate lighting; will provide adequate and appropriate landscaping and parking; and will not result in the excessive expenditure of public funds.

Section 321 - Access and Circulation Requirements

321.1 General requirements for site access.

321.1.1 Each and every property, subject to Planning Board review under these Regulations, shall be afforded safe and efficient vehicular and pedestrian access to and from public streets via driveways, and where appropriate, sidewalks. The design and construction of all driveways and walks providing access to non-residential and/or multi-family residential sites shall be adequate, in the opinion of the Planning Board, to safely accommodate anticipated traffic volumes generated by the proposed development.

321.1.2 Applicants for non-residential and multi-family sites accessed from public streets under the jurisdiction of the New Hampshire Department of Transportation (NHDOT) shall be required to obtain a valid NHDOT Driveway Permit prior to final approval for such development. The Planning Board reserves the right to require a more stringent standard relative to driveway curb cuts onto public streets. In cases where a proposed non-residential or multi-family site is to be accessed from a public street under the jurisdiction of the Town of Bedford, the applicant shall be required to obtain a local driveway permit from the Bedford Public Works Department prior to issuance of a Building Permit for such development.

321.1.3 All access drives to non-residential and multi-family sites shall be afforded sight distance sufficient to fulfill the requirements of Bedford’s Road Construction Standards.

321.1.4 All access drives shall be constructed in accordance with the requirements of A Manual On Uniform Traffic Control Devices, latest edition, as published by the U.S. Department of Transportation, Federal Highway Administration.

321.2 General requirements for site circulation.
321.2.1 All non-residential and multi-family structures and associated parking areas shall be afforded access via internal drives having a minimum width of 20-feet.

321.2.2 In general all internal drives shall be constructed and paved in accordance with the same specifications included in Section 322 of these Regulations applicable to parking lot construction.

321.2.3 All non-residential and multi-family sites shall be afforded fire lanes and emergency vehicle access sufficient to fulfill the requirements of the Bedford Fire Department as applicable.

321.2.4 All retail establishments, restaurants, banks and service businesses which offer drive-through facilities shall be equipped with a designated drive through lane for each individual window or piece of equipment intended to serve drive through patrons. Each lane shall be at least 11-feet in pavement width, be striped and signed properly for the intended use and shall be capable of accommodating an appropriate number of vehicles without blockage of site circulation drives and parking spaces outside of the drive through area. In addition, a by-pass lane shall be provided to allow vehicles to circulate around those using the drive-through lane(s). Within the parking lot, the site design shall provide for safe sight distance for the drive-through lane.

321.2.5 Pedestrian access to all non-residential or multi-family structures shall be provided via paved walkways constructed in a manner consistent with the requirements of the Americans With Disabilities Act (ADA). In cases where non-residential or multi-family developments front on public streets with sidewalks, on site walks, also constructed in accordance with the requirements of the ADA, shall be constructed so as to provide safe and convenient pedestrian access to the development.

Section 322 - Parking Requirements

322.1 General parking requirements

322.1.1 No land shall be used and no building or structure shall be erected, enlarged, or use of building use changed, unless the off-street parking requirements are provided as specified in this Section. For purpose of this Section, an enlargement of any building shall require the provision of off-street parking for existing buildings as if it were newly constructed.
Where the computation of required parking spaces results in a fractional number, only the fraction of one-half (1/2) or more shall be counted as one (1).

All parking facilities, including number of spaces, design of spaces, and access ramps for new or changed-use buildings, excepting single-family homes, shall be designed and constructed in compliance with all applicable provisions of the Americans With Disabilities Act (ADA), as amended.

Required off street parking facilities shall be provided on the same lot as the principal use or uses they are intended to serve, unless otherwise approved by the Planning Board.

All parking spaces, aisles and drives shall be paved and constructed in accordance with the requirements of this Section.

Standard parking spaces shall be a minimum of 9-feet wide by 18 feet long. Parking lot access shall be at least twenty feet (20’) in width. See Figure Geometric Standards For Parking Lot Design Below.
## Geometric Standards for Parking Lot Design

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angle of Parking (Degrees)</td>
<td>Stall Width</td>
<td>Width of Stall Parallel to Aisle</td>
<td>Depth of Stall Perpendicular to Aisle</td>
<td>Width of Aisle</td>
<td>Parking Against Wall or Bumper Stops</td>
</tr>
<tr>
<td>90°</td>
<td>9’-0”</td>
<td>9’</td>
<td>18’-0”</td>
<td>24’-0”</td>
<td>60’-0”</td>
</tr>
<tr>
<td>60°*</td>
<td>9’-0”</td>
<td>10’-5”</td>
<td>20’-0”</td>
<td>18’-0”</td>
<td>58’-0”</td>
</tr>
<tr>
<td>45°*</td>
<td>9’-0”</td>
<td>12’-9”</td>
<td>17’-6”</td>
<td>12’-0”*</td>
<td>47’-0”</td>
</tr>
</tbody>
</table>

* One-way Aisle

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**NOTE:** Parking stops will be required to prevent vehicle obstructions from occurring in the sidewalk area (s).
322.1.7 In cases where a single site is comprised of varying uses, parking requirements for each use shall be calculated in accordance with the requirements of this Section and the total number of required on-site parking spaces shall be the sum of requirements for each individual use.

322.1.8 A landscaping and lighting plan (per Sections 323 and 327) shall be required for all parking spaces.

(1) The plan will specify plant materials and will illustrate how landscape provisions will visually enhance, screen, and divide parking areas.

(2) Five percent (5%) of the internal space of a parking lot for greater than twenty (20) spaces shall be set aside as green areas.

322.1.9 Parking and circulation driveways will be set back a minimum of thirty feet (30) feet from all lot lines in the Commercial, Highway Commercial, Service Industrial, Office, and Apartment Residential Zoning Districts. (Amended 10-20-14 - Performance Zone removed)

322.2 Off-Street Parking Requirements

322.2.1 The following parking standards represent minimum requirements for the number of off-street parking spaces that must be provided for all developments:

<table>
<thead>
<tr>
<th>Category</th>
<th>Required spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisted living</td>
<td>0.45 spaces / DU</td>
</tr>
<tr>
<td>Bank or financial institution</td>
<td>4.00 spaces / KSF</td>
</tr>
<tr>
<td>Commercial Recreation</td>
<td>11.74 spaces / KSF</td>
</tr>
<tr>
<td>Day-care facility</td>
<td>3.50 spaces / KSF</td>
</tr>
<tr>
<td>Educational Institution - Elementary School</td>
<td>0.19 spaces / Student(^1)</td>
</tr>
<tr>
<td>Educational Institution - High School</td>
<td>0.25 spaces / Student(^1)</td>
</tr>
<tr>
<td>Educational Institution - Junior/Community College</td>
<td>0.20 spaces / Pop(^2)</td>
</tr>
<tr>
<td>Educational Institution - Middle School/Junior High</td>
<td>0.10 spaces / Student(^1)</td>
</tr>
<tr>
<td>Educational Institution - Private School (K-12)</td>
<td>0.43 spaces / Student(^1)</td>
</tr>
<tr>
<td>Educational Institution - University/College</td>
<td>0.36 spaces / Pop(^2)</td>
</tr>
<tr>
<td>Entertainment - Live Theater / Movie Theater</td>
<td>0.33 spaces / Seat</td>
</tr>
<tr>
<td>Entertainment - Multiplex Movie Theatre</td>
<td>0.25 spaces / Seat</td>
</tr>
<tr>
<td>Entertainment - Roller Skating Rink</td>
<td>6.38 spaces / KSF</td>
</tr>
<tr>
<td>Funeral Home</td>
<td>17.00 spaces / KSF</td>
</tr>
<tr>
<td>Golf course / country club</td>
<td>9.55 spaces / Hole</td>
</tr>
<tr>
<td>Hotel / Suites / Business Hotel / Motel</td>
<td>1.33 spaces / room</td>
</tr>
<tr>
<td>Light Manufacturing - General Light Industrial</td>
<td>0.83 spaces / KSF</td>
</tr>
<tr>
<td>Category</td>
<td>Per Unit Space Requirement</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>1.12 spaces / KSF</td>
</tr>
<tr>
<td>Medical Facility - Animal Hospital/Veterinary Clinic</td>
<td>5.00 spaces / KSF</td>
</tr>
<tr>
<td>Medical Facility - Hospital</td>
<td>5.00 spaces / Bed</td>
</tr>
<tr>
<td>Medical Facility - Surgery Center</td>
<td>6.25 spaces / Op. Room</td>
</tr>
<tr>
<td>Medical Facility - Urgent Care</td>
<td>5.50 spaces / KSF</td>
</tr>
<tr>
<td>Medical-Dental Office</td>
<td>3.52 spaces / KSF</td>
</tr>
<tr>
<td>Nursing Home</td>
<td>0.39 spaces / Bed</td>
</tr>
<tr>
<td>Offices - General / Professional</td>
<td>3.12 spaces / KSF</td>
</tr>
<tr>
<td>Offices - Government facilities</td>
<td>4.57 spaces / KSF</td>
</tr>
<tr>
<td>Offices - Judicial Complex</td>
<td>3.32 spaces / KSF</td>
</tr>
<tr>
<td>Offices - Research and development</td>
<td>3.12 spaces / KSF</td>
</tr>
<tr>
<td>Place of Worship - Church</td>
<td>9.21 spaces / KSF</td>
</tr>
<tr>
<td>Place of Worship - Mosque</td>
<td>19.05 spaces / KSF</td>
</tr>
<tr>
<td>Public park and playground</td>
<td>5.61 spaces / acre</td>
</tr>
<tr>
<td>Recreational Facility - Billiard Hall</td>
<td>7.22 spaces / KSF</td>
</tr>
<tr>
<td>Recreational Facility - Bowling Alley</td>
<td>5.50 spaces / Lane</td>
</tr>
<tr>
<td>Recreational Facility - Community Center</td>
<td>3.52 spaces / KSF</td>
</tr>
<tr>
<td>Recreational Facility - Health / Fitness / Athletic Club</td>
<td>5.80 spaces / KSF</td>
</tr>
<tr>
<td>Recreational Facility - Ice Skating Rink</td>
<td>0.64 spaces / KSF</td>
</tr>
<tr>
<td>Recreational Facility - Soccer</td>
<td>60 spaces / Field</td>
</tr>
<tr>
<td>Recreational Facility - Tennis / Racquet Club</td>
<td>3.50 spaces / Court</td>
</tr>
<tr>
<td>Residential - Accessory Apartment</td>
<td>1.00 spaces / DU</td>
</tr>
<tr>
<td>Residential - Congregate Care</td>
<td>0.50 spaces / DU</td>
</tr>
<tr>
<td>Residential - Continuing Care Retirement Community</td>
<td>1.10 spaces / DU</td>
</tr>
<tr>
<td>Residential - Elderly Housing</td>
<td>1.25 spaces / DU³</td>
</tr>
<tr>
<td>Residential - Multi-Family</td>
<td>2.00 spaces / DU³</td>
</tr>
<tr>
<td>Residential - Single dwelling &amp; Duplex Units</td>
<td>2.00 spaces / DU</td>
</tr>
<tr>
<td>Restaurant - Fast Food (with drive-through)</td>
<td>11.00 spaces / KSF</td>
</tr>
<tr>
<td>Restaurant - Fast Food (without drive-through)</td>
<td>13.64 spaces / KSF⁴</td>
</tr>
<tr>
<td>Restaurant - High-Turnover (Sit-Down) Restaurant (No bar or lounge)</td>
<td>0.40 spaces / seat</td>
</tr>
<tr>
<td>Restaurant - High-Turnover (Sit-Down) Restaurant (With bar or lounge)</td>
<td>0.55 spaces / seat</td>
</tr>
<tr>
<td>Restaurant - Ice Cream / Frozen Yogurt</td>
<td>13.64 spaces / KSF</td>
</tr>
<tr>
<td>Restaurant - Quality Restaurant</td>
<td>0.55 spaces / seat³</td>
</tr>
<tr>
<td>Retail - Apparel Store</td>
<td>2.34 spaces / KSF</td>
</tr>
<tr>
<td>Retail - Automobile Parts Sales</td>
<td>2.48 spaces / KSF</td>
</tr>
<tr>
<td>Retail - Book Store</td>
<td>2.00 spaces / KSF</td>
</tr>
<tr>
<td>Retail - Building Materials and Lumber Store</td>
<td>1.86 spaces / KSF</td>
</tr>
<tr>
<td>Retail - Carpet Store</td>
<td>2.00 spaces / KSF</td>
</tr>
<tr>
<td>Retail - Convenience Market with Gasoline Pumps</td>
<td>8.38 spaces / KSF</td>
</tr>
<tr>
<td>Category</td>
<td>Spaces / KSF</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Retail - Convenience Store</td>
<td>3.42</td>
</tr>
<tr>
<td>Retail - Discount Club</td>
<td>3.19</td>
</tr>
<tr>
<td>Retail - Discount Store</td>
<td>4.00</td>
</tr>
<tr>
<td>Retail - Electronics Store</td>
<td>3.33</td>
</tr>
<tr>
<td>Retail - Furniture Store</td>
<td>1.14</td>
</tr>
<tr>
<td>Retail - General Retail</td>
<td>4.00</td>
</tr>
<tr>
<td>Retail - Hardware/paint Store</td>
<td>2.09</td>
</tr>
<tr>
<td>Retail - Home Improvement Superstore</td>
<td>3.50</td>
</tr>
<tr>
<td>Retail - Liquor Store</td>
<td>4.00</td>
</tr>
<tr>
<td>Retail - Office Supply Store</td>
<td>2.00</td>
</tr>
<tr>
<td>Retail - Pet Supply Store</td>
<td>2.00</td>
</tr>
<tr>
<td>Retail - Pharmacy/Drugstore with Drive-Through Window</td>
<td>2.63</td>
</tr>
<tr>
<td>Retail - Pharmacy/Drugstore without Drive-Through Window</td>
<td>3.23</td>
</tr>
<tr>
<td>Retail - Shopping Center (including restaurants)</td>
<td>4.00</td>
</tr>
<tr>
<td>Retail - Sporting Goods Store</td>
<td>4.00</td>
</tr>
<tr>
<td>Retail - Supermarket</td>
<td>4.31</td>
</tr>
<tr>
<td>Retail - Tire Store</td>
<td>4.00</td>
</tr>
<tr>
<td>Retail - Toy/children's Store</td>
<td>3.00</td>
</tr>
<tr>
<td>Retail - Vehicle Dealership</td>
<td>4.00</td>
</tr>
<tr>
<td>Service - Hair Salon</td>
<td>3.52</td>
</tr>
<tr>
<td>Services - Dry cleaners</td>
<td>1.54</td>
</tr>
<tr>
<td>Services - Massage Therapy</td>
<td>3.52</td>
</tr>
<tr>
<td>Services - Physical Therapy</td>
<td>3.52</td>
</tr>
<tr>
<td>Warehousing</td>
<td>0.56</td>
</tr>
<tr>
<td>Warehousing - Mini Warehouse</td>
<td>0.15</td>
</tr>
</tbody>
</table>

Note: Where the use is not indicated above, the Planning Board may establish parking requirements on an individual basis as required for public safety, health, and welfare. The Board may consider reliable data from such sources as the Institute of Traffic Engineers (ITE) and the Urban Land Institute (ULI), or others deemed appropriate to establish a reasonable parking requirement.

1. Maximum student capacity
2. School Population = students, faculty and employees
3. One of which must be covered
4. Drive-through windows shall provide a minimum of ten (10) additional stacking spaces measured from the drive-through window
5. Includes exterior seats
322.3 Mixed Use Projects

322.3.1 In those cases where more than one land use is proposed as part of a development proposal, such as office and residential uses, shared parking facilities maybe considered by the Planning Board. The intent of this approach is to recognize the varying peak parking demands that are associated with different land uses, thereby reducing the need for excess parking.

322.3.2 Shared Parking may be applied when land uses have different parking demand patterns and are able to use the same parking spaces/areas throughout the day. Shared parking is most effective when the lane uses have significant different peak parking characteristics that vary by the time of day, day of week, and/or season of the year. In these situations, shared parking strategies will result in fewer total parking spaces needed when compared to the total number of spaces needed for each land use or business separately. Land uses often used in specific shared parking arrangements include office, restaurants, retail, colleges, churches, cinemas and special event situations. Shared parking is often inherent in mixed-use developments, which include one or more businesses that are complimentary, ancillary, or support other activities.

(1) Applicants for new developments or significant redevelopment sites shall examine the feasibility of using shared parking arrangements.

(2) Factors evaluated to establish shared parking arrangements should include operating hours, seasonal/daily peaks in parking demand, the site’s orientation, location of access driveways, transit service, accessibility to other nearby parking areas, pedestrian connections, distance to parking area, and availability of parking spaces.

322.3.4 The minimum number of parking spaces for a mixed-use development where shared parking strategies are proposed shall be determined by a study prepared by the applicant following the procedures of the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other approved procedures. A formal parking study may be waived for small developments where there is established experience with the land use mix and its impact is expected to be minimal. The actual number of parking spaces required shall be based upon well recognized sources of parking data, such as the ULI or ITE reports. If standard rates are not available or are limited, the applicant may collect data at similar sites to establish local parking demand rates. If the shared parking plan assumes the use of an existing parking facility, then field surveys shall be conducted to determine actual parking accumulation. The surveys
should consider the seasonal peak period for the combination of land uses involved.

322.3.5 If a privately owned parking facility is to serve two or more separate properties, a legal agreement between the property owners guaranteeing access to, use of, and management of designated spaces is required.

322.4 CONSTRUCTION REQUIREMENTS

322.4.1 All parking spaces shall be striped with white or yellow traffic paint (4" minimum line width).

322.4.2 All parking surfaces, aisles and drives shall be paved with a minimum thickness of 3-inches of hot bituminous pavement (2-inch binder course and 1-inch wearing course).

322.4.3 All parking pavement shall be placed on a compacted gravel surface consisting of a minimum of 4-inches of crushed gravel placed over a minimum thickness of 8-inches of bank run gravel.

Section 323 - Landscape and Buffering Requirements

323.1 GENERAL REQUIREMENTS

The general intent and purpose of this Section is to ensure adequate and aesthetically pleasing landscape designs are submitted with the site plan application. Said designs shall include appropriate species that will survive and prosper in their proposed location, provide screening, shade, parking lot areas and adjoining streetscapes, soften façade and sidewalk areas and provide three seasons of color throughout the site. The use of native species is encouraged.

323.1.1 All plant materials required under this Section shall be standard nursery stock, installed in accordance with accepted horticultural standards and be regularly maintained after installation. The landscaping plan shall note the location, type, and size of proposed plantings. The Planning Board may require additional plantings based upon the size and scope of the project. All plant materials specified on any site plan approved by the Planning Board shall be annually inspected by the owner or owner’s agent. Any required plant materials found to be dead or diseased shall be replaced in kind. Failure to complete this requirement may result in a violation of site plan approval.
323.1.2 All areas disturbed by construction shall be covered with a minimum thickness of 4-inches of friable topsoil and be seeded with grass seed, covered with sod or planted with ground cover. In general, establishment of turf shall be limited to those areas that may be regularly maintained as lawn. Ground covers, mulch and other suitable materials shall be applied to areas which are not intended to be regularly maintained as lawn. The location and the extent of mulched landscaped beds shall be proposed as to minimize the occurrence of bark mulch washing into nearby street catch basins from as the result of heavy rains. When possible, lawn areas shall separate the mulched areas from adjoining pavement.
323.2 RESIDENTIAL BUFFERING REQUIREMENTS

323.2.1 General Requirements

Proposed non-residential and multi-family residential sites subject to the Buffer Zone requirements contained in the Bedford Zoning Ordinance, Section 275-21(F)(2) shall provide a detailed plan noting compliance with said Section.

323.3 SCREENING OF UNSIGHTLY SITE FEATURES

323.3.1 Screening Requirements - General

Refuse storage areas, stockpiled materials and other unsightly materials and objects situated on any non-residential or multi-family residential site, subject to review and approval under these Regulations, shall be located so as to be out of view from abutting properties and public streets where possible. In cases where such positioning is not possible, those items shall be effectively screened. A minimum screening shall be achieved by use of landscape plantings, fencing or enclosures of a height at least as tall as the item or items to be screened.

323.3.2 Screening Requirements for Loading and Receiving Areas

Loading docks and receiving areas shall be situated so as to be out of view from abutting properties and public streets where possible. Where such provisions are not possible, the applicant shall propose a method of screening and buffering acceptable to the Planning Board.

Section 324 - Architectural Design Standards [Adopted 05/16/2005]

324.1 Purpose and Intent

The general purpose of this Section is to provide for the harmonious and aesthetically pleasing development of the municipality and its environs, and to encourage a stable property tax base where mixed uses are allowed in commercial and industrial zoning districts, through the use of construction materials of similar visual context and appraisal value. The submission of elevation renderings described below, and the architectural preferences listed in the “Site Plan Checklist” attached to the Site Plan Application in Appendix C of this document are intended to encourage protection of the community heritage through preservation and adaptive re-use of historic structures, to bring forward alternatives to corporate franchise prototypes, and to reinforce the New England regional identity of Bedford. The preferred architectural details
included in Appendix C are not intended to discourage creativity or innovation and are therefore included as guidelines rather than as requirements.

324.2 Submission Requirements

Site plan applications for commercial, industrial, or institutional buildings and multi-family housing and elderly housing shall include renderings of the proposed building(s) or addition showing the front, sides, and rear view elevations. The rendering of at least one elevation shall be in color, and shall include narrative identification of the building facade materials, roof materials, typical window dimensions and materials, and the height, slope and materials of all roof lines, location of HVAC equipment, generators, coolers, and other utility appurtenances, balconies, exterior stairs, steeplets chimneys, porches, porticos, or other building extensions. The applicant is encouraged, where practicable, to submit samples or swatches of facade materials and colors.

Where a property owner desires to make major exterior architectural changes - such as conversion to a franchise prototype -- to an existing commercial, industrial, multi-family, elderly, or institutional building, and where no site plan for a building addition or a change-of-use is required, the property owner shall file an application with the Planning Board for “architectural review”, and shall include renderings of the elevations that will be subject to change.

Ordinary maintenance, repair, or replacement of any architectural feature that does not involve removal or a change in design, dimensions, or materials, is exempt from this regulation.

See Appendix C for Architectural Guideline Checklist items within the Site Plan Checklist.

Section 325 - Stormwater Management Requirements

325.1 Storm drainage systems shall be designed using the following return frequency design storms:

   a. Multi-family residential, commercial and industrial 25 year frequency

   b. Flood protection facilities 50 year frequency

325.2 The peak rate of discharge of storm water runoff from the development under post-development conditions shall not exceed that of the predevelopment conditions unless it can be demonstrated that no off site adverse impact will result or appropriate flowage easements have been secured.
325.3 Drainage calculations submitted shall where appropriate, include flow analysis showing the effect of site development on the existing drainage facilities outside of the site boundaries. Where the Board anticipates that additional runoff incident to the development will overload an existing downstream drainage facility so that there may be damage to private property or an increase in the expenditure of public funds, the Board shall not approve the site plan until adequate provision is made, at the developer’s expense, for the accommodation of downstream drainage improvements.

325.4 All calculations used for the design of the storm drainage system shall be by currently recognized best engineering methods and practices; and shall be stamped by a Licensed Professional Engineer.

325.5 Calculations shall be for both pre-development and post-development conditions and shall include times of concentration, runoff coefficients or curve number, maximum rate of runoff, total volume of runoff, storm sewer and drainage ditch sizing, culvert sizing, retention/detention facility sizing, and other information as may be required by the Board or Consulting Engineer.

325.6 All storm sewers shall be designed to have a minimum flow velocity of 2-feet per second and a maximum flow velocity of 12 feet per second based on calculated design flow and corresponding to the applicable return frequency design storm.

325.7 All open ditches and swales shall be designed to have a maximum flow velocity of 10 feet per second. All open ditches and swales shall be designed in accordance with Design of Stable Channels With Flexible Linings, Hydraulic Engineering Circular No. 15, published by the U.S. Department of Transportation, September 2005.

325.8 Suitable methods and calculations shall be used to design erosion control methods for use with all storm drainage systems. Such methods shall include but not be limited to: head walls or end sections for all inlets and outlets, bedded rip rap for drainage ditches that exceed a flow velocity of 2.5 feet per second, slope mattresses and revegetation.

325.9 Minimum pipe size shall be 12 inches in diameter for privately maintained storm drainage systems and 15 inches in diameter for publicly maintained storm drainage systems. The minimum depth of cover from the road or ground surface to the crown of the pipe shall be not less than 3 feet.

325.10 All storm drains shall be constructed with reinforced concrete or high-density polyethylene pipe unless otherwise approved by the Planning Board.
Section 326 - Utility Construction Requirements

326.1 SANITARY SEWER CONSTRUCTION

326.1.1 Within the municipal sewer district, all proposed non-residential or multi-family residential sites shall be expected to connect to the same. When approved by the Town of Bedford, said connection shall comply with all applicable requirements of the Bedford Sewer Use Ordinance and the New Hampshire Code of Administrative Rules. In areas where municipal sewer is not available, an on-site subsurface sewage disposal system shall be designed and constructed in accordance with the requirements of from the New Hampshire Department of Environmental Services and the Town of Bedford, as applicable.

326.1.2 Where a connection to municipal sewer is proposed, such construction shall be subject to the following requirements:

326.1.2.1 All sanitary sewers shall conform to Section WS 1008.01, WS 1008.02 and WS 1008.03 of the New Hampshire Code of Administrative Rules, latest edition and to the current Town of Bedford construction requirements for sanitary sewers.

326.1.2.2 The applicant shall provide written copies of all state approvals for the proposed sanitary sewer system.

326.1.2.3 Calculations shall be performed for all new sanitary sewers and shall include flow analysis showing the effect of the proposed sewer on the existing system outside the area of the development. All sanitary sewers shall be designed based on the New Hampshire Code of Administrative Rules - Standards of Design for Sewerage and Water Treatment Systems with the following exceptions:

a. The minimum slope for 8-inch sewer shall be not less than 0.004 feet per foot;

b. Sanitary sewer services shall be a minimum of 6-inch diameter and shall have a minimum slope of 0.02 feet per foot;

c. Manholes shall be spaced no more than 300 feet apart; and

d. Sanitary sewer and manholes shall be constructed of materials as specified in the Town of Bedford’s Sewer Use Ordinance.
326.1.2.4 If it is determined that a proposed sanitary sewer may be extended in the future, the future capacity shall be calculated and used to determine the design diameter and slope of sewer mains.

326.2 WATER SUPPLY

326.2.1 Where public water supply is available, all proposed non-residential or multi-family residential sites shall be expected to connect to the same. In areas where municipal water is not available, on site wells may be used to develop an appropriate water supply provided that said construction fully complies with all applicable requirements of the New Hampshire Code of Administrative Rules; and the applicant has received any required permits from the New Hampshire Department of Environmental Services.

326.2.2 Where a connection of public water is proposed, such construction shall be subject to the requirements of the individual public utility to which connection is being made.

326.2.3 Hydrants shall be located where required by the Bedford Fire Department as applicable. Each proposed hydrant shall be capable of delivering adequate flow sufficient to meet the requirements of the Bedford Fire Department.

326.2.4 Where the Planning Board is concerned that an adequate water supply cannot be provided by an onsite well, the Board may require the applicant to perform such studies as may be necessary to demonstrate that an adequate supply is available.

326.3 OTHER UTILITIES

326.3.1 All proposed on-site utilities (electric, telephone, cable T.V., etc.) shall be installed underground in accordance with the specifications of the individual utility companies involved and in accordance with all applicable local codes, unless otherwise permitted by the Planning Board.

326.4 OFF-SITE IMPROVEMENTS

326.4.1 If the Board determines that the proposed development creates the need for off-site improvements, all or part of which are rationally related to or occasioned by the proposed development, or which will require an excessive expenditure of public funds in order to provide the same, the Planning Board may impose the requirement that the applicant install or pay for all or part of such off-site improvements.
326.4.2 When imposing such requirement, the Board shall consider the degree to which the proposed development is benefited by such off-site improvements and the ability of the Town to underwrite any remaining balance of these costs.

326.4.3 The Planning Board shall determine whether other properties would also benefit from the off-site improvements. In such cases, the Board shall determine the amount to be contributed by each applicant, taking into consideration the following:

a. the character and potential for development of the area;

b. the extent that the general public and/or other public or private property will be benefited by the off-site improvement;

c. any other factor that the Board deems appropriate to establish a rational connection to the needs created by the development to the amount to be paid by the applicant; and

d. whether the required improvements are provided for the Capital Improvement Plan and the ability of the Town to underwrite balance of these costs.

Section 327 - General Site Design Requirements

327.1 EXTERIOR LIGHTING PROVISIONS

327.1.1 All non-residential and multi-family residential site design plans presented to the Planning Board for approval shall include a lighting plan which provides for a method and level of lighting appropriate for the proposed use or uses as determined by the Planning Board. All such lighting plans shall, as a minimum, identify the location, number, height, type, and intensity of all exterior lighting fixtures to be installed. An illumination diagram shall be included.

327.1.2 Unless otherwise approved by the Planning Board all pole mounted lighting fixtures shall be fed electricity by the use of underground electrical lines installed in accordance with applicable electrical code.

327.1.3 Proposed exterior lighting fixtures shall provide for a level of illumination appropriate for the proposed use or uses. Illumination patterns proposed shall be at least the minimum required to insure an adequate level of lighting is provided for user safety and security. However, care shall be taken to avoid lighting patterns and intensities which “over light” a site, creating nuisance or glare at abutting
properties, public streets and the neighborhood in general. All lighting plans shall be subject to review and approval by the Planning Board. No changes or modifications in approved lighting plans may be proposed without the specific approval of the Board.

327.1.4 Illumination levels and placement of light sources will be shown. Said levels shall be consistent with the provisions of the Illumination Engineering Society’s Lighting Handbook and will prevent glare and spill over. IES 90º full cut-off luminaires shall be required to reduce lighting impacts and night sky light pollution.

327.2 SOLID WASTE STORAGE PROVISIONS

327.2.1 All solid waste storage areas shall be situated, and where necessary, screened in order to conform with the requirements of Section 323.3 of these regulations and shall be located a minimum of thirty (30) feet from any boundary line of a site.

327.3 SNOW STORAGE PROVISIONS

327.3.1 All site plans presented to the Planning Board for approval shall identify an area or areas of sufficient size and composition to allow for safe and convenient storage of snow volumes anticipated to be generated by winter site maintenance, or include a note indicating that snow is to be removed from the site.

327.3.2 Snow storage areas shall not be specified at locations where: accumulated volumes of snow will produce a visual nuisance or impede proper lines of sight; inevitable snow melt will create a nuisance on-site or to abutters; inevitable snow melt will result in the flow of water onto a public street. Snow shall not be stored in areas of jurisdictional wetland nor in parking spaces, aisles, fire lanes, access drives nor other areas of a site where accumulated snow volumes would prevent proper use of a site in terms of these Regulations or in the judgment of the Planning Board.

327.4 COMMERCIAL SIGNAGE PROVISIONS

Each site plan presented to the Planning Board for approval shall identify all proposed commercial signage and successfully demonstrate that the same fully complies with the requirements of the Bedford Zoning Ordinance.
327.5 EROSION AND SEDIMENTATION CONTROL PROVISIONS

Each site plan presented to the Planning Board for approval shall include an erosion and sedimentation control plan which identifies a series of effective temporary and permanent best management practices for prevention and/or minimization of soil erosion during and after site construction. In general all erosion and sedimentation control plans shall be developed in accordance with the recommendations contained in a publication entitled New Hampshire Stormwater Manual; dated December 2008; and published by the New Hampshire Department of Environmental Services.

327.6 HOURS OF OPERATION

The hours of operation of the proposed development, including but not limited to operational times, loading and unloading, dumpster activity, and lighting operations may be regulated by the Planning Board if it is determined by the Board that the proposed use may have a detrimental impact upon abutting properties. The Board shall take into consideration the proximity of any abutting residential use(s), the buffering landscaping proposed and the character of the neighborhood.
ARTICLE 330 - PERFORMANCE GUARANTEES AND PROCEDURES

Section 331 - General Provisions

Before any site plan is signed by the Planning Board, the applicant must file a performance guarantee, in an amount and form acceptable to the Town (cash, letter of credit, performance bond), to serve as a surety that all proposed improvements within the public right-of-way or easement area(s), along with necessary erosion and sedimentation control measures, are completed in accordance with the approved plans.

Section 332 - Performance Guarantee Requirements and Procedures

332.1 Any performance guarantee shall be approved as to form and amount by the Town of Bedford, and conditioned on the completion of such improvements within the period specified therein, unless released earlier by the Planning Department upon written request of the developer.

332.2 The applicant shall construct and pay for all temporary improvements, such as erosion and sedimentation control measures and temporary infrastructure improvements, required by the Board, and shall maintain those improvements for the period of the performance guarantee or the date that the Town releases all securities whichever date comes earlier.

332.3 If improvements for which security is given are not completed within the period specified in the performance security, or in proper conformance with the approved plans, the Board may vote to complete the improvements and withdraw the necessary funds from the balance of any such security in accordance with the term of security.

Section 333 - Inspection Requirements

In order to confirm that various items and features delineated on plans presented to the Planning Board for approval (or which are otherwise required in connection with the development) are, in fact, constructed in accordance with those plans and/or in accordance with applicable codes and standards, the Planning Board may, at the time of plan approval, require the applicant to establish an appropriate escrow, or other security, in addition to the Performance Guarantee required under Section 332 herein, acceptable to the Planning Board, which will be used by the Town of Bedford as security for
retention of appropriate engineers or other consultants to confirm that construction is in conformance with the approved plans and/or applicable codes and standards.

Section 334 - Release of Performance Guarantees

334.1 As phases or portions of the secured improvements or installations are completed and approved by the Town, the Town may partially release said security to the extent reasonably calculated to reflect the value of such completed improvements or installations, provided, however, that the Town shall establish a reasonable retainage sufficient to repair or complete any such improvement on account of damage or deterioration caused by or on account of the completion of the project.

334.2 The security posted by the applicant may, upon request of the applicant, be released to the extent of improvements completed.
Article 340 - ADMINISTRATION AND ENFORCEMENT

Section 341 - General Requirements

341.1 All construction within new developments shall be performed in accordance with the plans, profiles, typical sections and details approved by the Board and the requirements contained therein.

341.2 The planning department shall review minor amendments for overall consistency with the approved site plan or as-built site for all zoning districts including overlay districts and for compliance with the standards below. For the purposes of this section, a minor amendment by definition is an administrative decision and does not constitute a site plan. The planning director or his authorized designee shall approve, conditionally approve, disapprove, or refer the request to the Planning Board. The applicant may appeal the planning director’s decision to the Planning Board. The procedures and standards for minor amendments are as follows:

342.2.1 Minor changes in the color, exterior appearance, lot coverage, location, siting and height of buildings and structures or divisional walls may be authorized by the planning director if required for reasons or other circumstances not foreseen at the time the site plan was approved. No change authorized by this paragraph may increase the dimensions of any building or structure by more than ten (10%) percent in the aggregate, or twenty five hundred square feet (2,500 SF) whichever is less. No change authorized by this paragraph may permit an accessory structure whose size is greater than one thousand square feet (1,000 SF). Changes in landscaping such as plant materials, minor alterations in the location of plantings, changes in plant quantities or sizes, changes to the location of internal sidewalks, or changes in location or number of parking spaces may be authorized by the planning director.

342.2.2 The planning director may require a revised site plan or as-built plan delineating all approved changes.

342.2.3 Temporary structures may be approved by the planning director upon the issuance of a temporary certificate of use for a period not to exceed six (6) months. The structures must be promptly removed at the conclusion of the approval period, and the site returned to the approved final development plan requirements. In no event shall any property owner acquire a vested right to maintain such temporary structure beyond the six (6) month period provided in this section. This requirement is in addition to those of the building code. The Planning Director may approve an extension for an additional six (6) months.
342.2.4 Changes in uses depicted and permitted on the approved site plan or approved as-built plan may be approved by the planning director provided it is a permitted use within the zoning district and does not exceed an area of thirty-three percent (33%) of the total building or five thousand square feet (5,000 SF) whichever is less.

341.3 Executed and recordable instruments of conveyance shall be delivered to the Town conveying land to be used for public purposes, easements and rights-of-ways over property to remain in private ownership, and rights of drainage across private property shall be submitted in a form satisfactory to the Town’s attorney. All land conveyances to the Town of Bedford shall convey the full fee interest of the property.

341.4 No occupancy permits shall be granted for any structure until all work shown on an approved site plan is complete to the satisfaction of the Building Inspector, Fire Department, Public Works Department and Planning Department. However, in certain cases, for good cause and reason, a temporary certificate of occupancy may be granted for a site provided the owner provides a performance guarantee in an amount and form acceptable to the Town, to serve as a surety that remaining improvements not yet completed or begun will be satisfactorily completed within a predetermined time period.
Section 342 - Construction Specifications

All items of site work shall be constructed in conformance with all codes, ordinances, specifications and regulations adopted by the Town. Any item of work for which there are no specifications contained herein shall conform to “Standard Specifications For Road and Bridge Construction” of the State of New Hampshire Department of Transportation, latest edition.

Section 343 - Violations and Penalties

Any violation of these regulations shall be subject to the penalties as provided for in RSA 676:17 & Section 275-87 of the Bedford Zoning Ordinance, as amended. Each day the violation continues shall constitute a new violation.

Section 344 - Building Permit Requirement

Within one year (1) of Planning Board approval of the Site Plan, a building permit shall be obtained for the approved project. Failure to obtain a building permit shall result in the Site Plan becoming void and a new Site Plan approval from the Planning Board shall be required prior to commencement of construction.

Section 345 - Active and Substantial Development and Completion

345.1 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 pertaining to protection from subsequent amendments to local land use regulations. Active and substantial development, in the absence of a specific finding by the Planning Board, shall be deemed to have occurred when at least twenty percent (20%) of the total building foundations or one building foundation - whichever is greater - on the site has been installed, inspected and approved by the Building Inspector, utilities have been extended to the site, and a certified plot plan of the foundation has been submitted. All erosion control measures as specified on the approved plan for the area of disturbance must be installed.

345.2 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 Bedford Building Department, and all other on-site and/or off-site improvements have been determined by the Town of Bedford 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.
Article 350 - EXCAVATION REGULATIONS

Section 351 - Definitions

Commercial: Means any use of any earth material for sale or resale on or off the site of the excavation area. In addition, an excavation shall be considered commercial if earth materials are transported to any other land whose ownership is different than the ownership of the land from which the earth is excavated. Excavation operations which use earth materials in the processing of other materials such as, but not limited to, concrete, asphalt, and other building materials shall be considered commercial.

Dimension stone: Means rock that is cut, shaped, or selected for use in blocks, slabs, sheets or other construction units of specified shapes or sizes and used for external or interior parts of buildings, foundations, curbing, paving, flagging, bridges, revetments, or for architectural or engineering purposes. Dimension stone includes quarry blocks from which sections of dimension stone are to be produced. Dimension stone does not include earth as defined below.

Earth: Means sand, gravel, rock, soil, or construction aggregate produced by quarrying, crushing or any other mining activity or such other naturally occurring unconsolidated materials that normally mask the bedrock.

Enforcement agent: Means the joint offices of the Building Inspector and the Planning Department of the Town of Bedford.

Excavation: Means a land area which is used, or has been used, for the commercial taking of earth, including all slopes.

Excavation Site: Means any area of contiguous land in common ownership upon which excavation takes place.

Excavation area: Means the area within an excavation site where excavation has occurred or is eligible to occur under the provisions of RSA 155-E and these Regulations.

Regulator: Means the Planning Board of the Town of Bedford.

Section 352 - Permit Required

Before any excavation of earth is commenced or expanded, the owner of the property or the designated agent shall obtain an excavation permit for said excavation from the Planning Board in accordance with the provisions of this Section and the Bedford Zoning Ordinance, Section 275 Attachment 2, Table 2 - Table of Uses, unless said excavation is exempt as provided for herein.
Section 353 - Exemptions

The provisions of this Section and the requirement to obtain a permit shall apply to all excavation or removal of earth from any lot except when incidental to or in connection with:

353.1 Existing excavations which lawfully existed as of August 24, 1979, from which earth material of sufficient weight or volume to be commercially useful has been removed during the two year period before that date so long as operations are consistent with RSA 155-E:2, I and Section 355 of these Regulations.

353.2 Construction or alteration of a building or structure or the construction of a parking lot or way, including a driveway on a portion of the premises where the removal occurs is permitted; provided that no such excavation shall be commenced unless all state and other local permits required for the construction or alteration of the building, parking lot, etc. if any have been issued.

353.3 Agricultural or silvacultural activities, normal landscaping or minor topographical adjustment.

353.4 Excavation from a granite quarry for the purpose of producing dimension stone, if such excavation requires a permit under RSA 12-E.

353.5 Excavation which is performed exclusively for the lawful construction, reconstruction, or maintenance of a Class I, II, III, IV, or V highway by a unit of government having jurisdiction for the highway or an agent of the unit of government which has a contract for the construction, reconstruction, or maintenance of the highway. Such activity shall be exempt only from the requirement of obtaining a permit; all other provisions of the Bedford Zoning Ordinance and these regulations shall apply unless an exemption under RSA 155-E:2 is granted to the NH Department of Transportation or its agent by application to the State appeals board created under RSA 21-L. In addition, a pit agreement executed by the owner, the agent, and the governmental unit shall be filed with the Planning Board prior to the start of excavation. All provisions outlined in RSA 155 - E:2, IV shall be adhered to.

353.6 A person owning land abutting a site which was taken by eminent domain or by any other governmental taking upon which construction is taking place may stockpile earth taken from the construction site and may remove the earth at a later date after written notification to the appropriate local official.
Section 354 - Prohibited Projects

The Planning Board shall not grant a permit under this Article for the following:

354.1 Where an excavation is proposed below road level within fifty (50) feet of any highway right-of-way unless such excavation is for the purpose of said highway.

354.2 For excavation within fifty (50) feet of the boundary of a disapproving abutter or within ten (10) feet of the boundary of an approving abutter.

354.3 When the excavation would occur within one hundred fifty (150) feet of any dwelling which either existed or for which a building permit has been issued at the time the excavation is commenced.

354.4 When the excavation is not permitted by zoning or other applicable local or state laws.

354.5 When the issuance of a permit would be unduly hazardous or injurious to the public welfare or would constitute a nuisance through production of noise, dust, or other effects seriously detrimental to the normal use of adjacent properties; will result in traffic congestion or hazards from transportation of materials; will result in undue injury to ways over which material is transported; or which will substantially damage water supplies or a known aquifer.

354.6 Where the required existing visual barriers would be removed, except to provide access to the excavation.

354.6 When the excavation is planned beneath or adjacent to inland surface waters, in such a manner that a permit is required from the NH Department of Environmental Services or federal agencies with jurisdiction over the premises. However, the Board may approve of such excavation if and when all necessary permits have been obtained.

354.7 When the project cannot comply with the reclamation provisions of this Article.

354.8 No excavation shall be permitted within seventy-five (75) feet of any great pond, navigable river, or any other standing body of water ten (10) acres or more in area or within twenty-five (25) feet of any other stream, naturally occurring standing body of water less than ten (10) acres, prime wetland, or any other wetland greater than five (5) acres in area as defined by the Wetlands Board.

Section 355 - Existing excavations

The owner of an excavation which lawfully existed as of August 24, 1979, may continue such excavation on the site without a permit subject to the following:

Such an excavation may not be expanded without a permit.
355.1 Such an excavation area may not be expanded, without a permit under this provisions, beyond the area which, on August 24, 1979, and at all times subsequent thereto has been contiguous to and in common ownership with the excavation site as of that date, and has been appraised and inventoried for property tax purposes as part of the same tract as the excavation area.

355.2 Such an excavation shall be performed in compliance with the operational standard of RSA 155-E:4-a and the reclamation standard of RSA 155-E:5 and 155-E:5-a. Any violations of those standards shall be enforceable pursuant to RSA 155:E-10.

355.3 Prior to the removal of topsoil or other material from any land area that has not yet been excavated, the excavator shall file a reclamation bond or other security as prescribed by the Planning Board, sufficient to secure the reclamation of the land area to be excavated.

**Section 356 - Procedural requirements**

356.1 Any owner or owner’s designated agent seeking an excavation permit under this Section shall submit an application to the Planning Board, with a copy to the Conservation Commission, in accordance with the following minimum requirements:

356.1.1 The name, address, and signature of the owner of the land to be excavated, the person or company who will do the excavating and all abutters to the premises on which the excavation is proposed;

356.1.2 A plan of the property prepared by a licensed land surveyor which shows: property boundaries; total acreage; abutting property owners’ names, addresses, and contiguous property boundaries; contour lines at two (2) foot intervals; existing vegetation, water bodies, required setbacks, erosion control plan, loam stockpiling areas, staging areas for excavated materials, work areas for crushers and other equipment, equipment storage and work areas, wetlands and other significant natural features; the elevation of the highest annual average groundwater table within or next to the proposed excavation; existing and proposed structures; proposed and existing access points to the site; any existing excavation areas and all proposed excavation areas;

356.1.3 A narrative description of the proposed excavation including: the proposed hours of operation for hauling or excavation; the breath, depth, and slope of the proposed excavation; the number of acres involved; the estimated duration of the project; the estimated amount and type of material to be removed; types of equipment, including stationary equipment such as crushers, to be used or worked on and if so, how; and any proposed phasing of the project;

356.1.4 A description of the proposed hauling routes to be used by the operator. The Planning Board may, at the applicant’s expense, have a traffic study
prepared to determine the impact the project will have on the surrounding road system. A performance guarantee and/or off-site road improvements may be required based upon the condition of the road system and anticipated deterioration of the roads due to hauling;

356.1.5 A plan for the reclamation of the area affected by the excavation, in compliance with RSA 155E:5, 155E:5a and the standards outlined in these Regulations. Such plan shall address the effects of the proposed excavation on soil, surface water and groundwater, vegetation, overburden, topography, and fill material, and may address future land use consistent with the approved master plan, and shall include a timetable for reclamation of fully depleted areas within the site during said project;

356.1.6 The plan shall address specific actions that will be taken by the applicant to handle fuel & chemical storage, dust control, noise control and abatement, and site safety of unauthorized persons;

356.1.7 Written consent of District 5 of the NH Department of Transportation for traffic related to excavation accessing the site from Route 3;

356.1.8 Such other information or other special investigative studies as the Planning Board may deem necessary; and

356.1.9 An application fee of $50.00 plus certified mailing costs for all abutters.

356.2 Upon receipt of an application for an excavation permit the Planning Board shall hold a public hearing within thirty (30) days on said application. A notice of said hearing shall be sent to all abutters and shall specify the grounds for the hearing as well as the date, time, and place of the hearing. Said notice shall also be published in a newspaper of general circulation in the Town at least fourteen (14) days prior to the hearing and posted in three (3) public places in the Town. The 14 days shall neither include the day of publication nor the day of the hearing.

356.3 Within twenty (20) days of said public hearing or any continuation thereof, the Planning Board shall render a decision approving or disapproving the application, giving the reasons for the disapproval. The Planning Board may include such reasonable conditions as are consistent with this Section.

If the Planning Board disapproves or approves an application, any interested person affected by such decision may appeal to the Planning Board for a rehearing on such decision or any matter determined thereby. The motion for rehearing shall fully specify every ground upon which it is alleged that the decision or order complained of is unlawful or unreasonable and said appeal shall be filed within ten (10) days, and if the request is granted a rehearing shall be scheduled within thirty (30) days. Any person affected by the Planning Board’s decision on a motion for rehearing may appeal in conformity with the procedure specified in RSA 677:4-15.
356.4 Permits shall be issued for twelve (12) months. The Planning Department may extend said permit in twelve (12) month increments, provided that all site plan approval requirements are followed. The Planning Department may require that the permit be reviewed by the Planning Board at a public hearing if violations or concerns are discovered regarding the permit. A copy of the permit shall be prominently posted at the excavation site or the principle access thereto. Said permit shall not be assignable or transferable without the written permission of the Planning Board.

356.5 A performance bond shall be posted by the owner or a designee prior to any excavation of the site. Said bond shall be in an amount approved by the Planning Board and sufficient to cover all costs pertaining to the proposed reclamation of the site. Twenty-five percent (25%) of said bond shall be retained for a period of twenty-four (24) months following the completed reclamation as a maintenance bond. It is the responsibility of the owner to insure that the intended reclamation plan is successfully implemented and maintained after the reclamation work has been completed. If required, the performance bond shall by the Regulator to implement the reclamation plan if the owner fails to insure that the reclamation of the site is successful.

356.6 When the scope of a project for which an excavation permit has been issued is proposed to be altered so as to affect either the size or location of the excavation, the rate of removal, or the plan for restoration, the owner shall submit an application for amendment of the excavation permit which application shall be subject to approval in the same manner as provided for in an initial excavation permit.

Section 357 - Standards And Conditions Of Operation

357.1 Any property owner or a designee who has received an excavation permit pursuant to this Section shall comply with the following provisions:

357.1.1 Truck access to the site and work area shall be so arranged as to minimize traffic hazards on the street and be in conformance with any requirements of District 5 of the NH Department of Transportation for all excavations along Route 3;

357.1.2 No processing machinery shall be erected or maintained on any lot within three hundred (300) feet of any residential lot line and such machinery shall be removed from the lot upon expiration of the permit;

357.1.3 No material shall be stockpiled or located outside the permit area;
357.1.4 Dust control measures to protect the surrounding properties shall be taken when deemed necessary by the Enforcement Agent, including the covering of all trucks carrying excavation material;

357.1.5 A visual vegetative, topographical, or other such barrier as determined by the Planning Board shall be maintained in the buffer zones between surrounding streets, highways, commercial, industrial, or residential land uses and the excavation site;

357.1.6 Unless otherwise approved by the Planning Board, the final depth of the excavation shall be a minimum of four (4) feet above the annual high water table. Such exception shall be granted if the applicant scientifically demonstrates that such excavation will not adversely affect water quality, provided, however, that written notice of such exception shall be recorded in the registry of deeds, and one copy filed with the Department of Environmental Services. The applicant also has the option to convey a conservation easement to the Town, protecting the land in perpetuity from further development, once the excavation is complete. (RSA 155E:11-II)

357.1.7 Drainage shall be maintained so as to prevent the accumulation of free-standing water for prolonged periods. Excavation practices which result in siltation of streams or degradation of any water supplies are prohibited.

357.1.8 No fuels, lubricants, or other toxic or polluting materials shall be stored on-site unless in compliance with state laws or rules pertaining to such materials. In addition, said materials shall be stored in an containment area which shall hold 120% of the polluting materials in case materials should leak from their containers.

357.1.9 Any access to excavated areas in the process of excavation shall be adequately gated and posted with "KEEP OUT – DANGER" signs. In addition, where temporary slopes will exceed a grade of 1:1, a fence or other suitable barricade shall be erected to warn of danger or limit access to the site.

357.1.10 Lateral support shall be maintained for all adjacent properties.

Section 358 - Reclamation Standards

Within twelve (12) months after the expiration date on a permit issued under this article, or the completion of any excavation phase, i.e., when no earth materials of sufficient weight or volume to be commercially useful have been removed for a two-year period, whether subject to a permit or not, whichever occurs first, the owner of the excavated land shall have completed the
reclamation of the areas affected by the excavation to meet each of the following minimum conditions:

358.1 Except for exposed rock ledge, all areas which have been affected by the excavation or otherwise stripped of vegetation shall be spread with a minimum of four (4) inches of loam, and shall be planted with seedlings and grass suitable to prevent erosion. Areas visible from a public way, from which trees have been removed, shall be replanted with a mixture of deciduous trees (2 ½ inch caliper) and evergreen trees (minimum 6-ft. high) set out in accordance with acceptable horticultural practices.

358.2 Said areas shall be evenly graded to slopes not to exceed one (1) foot rise to two (2) feet of horizontal distance, or one (1) foot rise to three (3) feet horizontal distance if the excavation occurs within one hundred (100) feet of an abutting property line. The required slope may be modified by the Planning Board where rock ledge makes steeper slopes possible or to a lesser degree if necessary for soil stability, safety, or reasonable reuse and development of the lot.

358.3 All debris and loose boulders not incorporated into the improvement of the lot shall be buried or removed from the lot.

358.4 Any standing bodies of water created in the excavation project as may constitute a hazard to the public health and/or safety shall be eliminated unless the Planning Board specifies different restoration.

358.5 All reclamation shall be performed in compliance with the Hillsborough County Conservation District’s recommendations and guidelines contingent upon Planning Board approval.

358.6 Excavation sites, upon completion, shall be permanently closed and gated so that the site cannot be used for dumping.

358.7 Any excavated area of five (5) contiguous acres or more, which either is depleted of commercial earth materials, excluding bedrock, or from which no earth materials have been removed for a two (2) year period, shall be reclaimed in accordance with these Regulations, within twelve (12) months following such depletion or two year non-use, regardless of whether other excavation is occurring on adjacent land in contiguous ownership.

358.8 The topography of the land shall be left so that water draining from the site leaves the property at the original, natural drainage points and in the natural proportions of flow. For projects that require a permit from the Department of Environmental Services pursuant to RSA 485-A:17, the provisions of that statute, and rules adopted under it, shall supersede this paragraph as to areas of excavation sites covered thereby. The applicant shall file a copy of permits issued under RSA 485-A:17 with the Town.
Section 359 - Enforcement

359.1 The Planning Board or Agent of the Town of Bedford may suspend or revoke the permit of any person who has violated any provision of said permit or other applicable regulation, or made a material misstatement in the application upon which a permit was granted. Such suspension or revocation shall be subject to a motion for rehearing thereon and appeal in accordance with the provisions of this Section.

359.2 Fines, penalties, and remedies for violations of this Article shall be the same as those specified in Section 275-87 of the Bedford Zoning Ordinance.

359.3 To ascertain if there is compliance with this Article, a permit issued hereunder or an order issued hereunder, the Planning Board or its duly authorized agent may enter upon any land on which there is reason to believe an excavation is being conducted or has been conducted since the effective date of these Regulations.

Article 360 - CERTIFIED SITE PROGRAM (added 10-20-2014)

Section 361 - Purpose

361.1 The Town of Bedford hereby agrees to participate in the Southern New Hampshire Planning Commission (SNHPC) Certified Site Program.

361.2 This program provides an opportunity for property owner(s) and/or eligible applicant(s) to voluntarily obtain Certified Site recognition of specific eligible site(s) and/or building(s) as so designated within the Town of Bedford.

361.3 There are three levels of site certification under this program: Level I; Level II and Level III.

361.4 All applications seeking site certification under this program must be endorsed by the Planning Board before submittal to the Southern New Hampshire Planning Commission (SNHPC) for final certification.

361.5 A site becomes a “Certified Site” upon approval by the Southern New Hampshire Planning Commission’s (SNHPC) “ReadySetGo!” Advisory Committee.

361.6 Once certified, essential data and information about the site(s) and/or building(s) shall be posted by the SNHPC on active economic development websites and real estate databases designed to enhance the marketing and visibility of the site to national and international site selectors, real estate organizations and professionals, and companies and businesses seeking sites and buildings to utilize and/or develop.
Section 362 - Applicability

362.1 Sites and/or buildings eligible for certification under the Certified Site Program shall be open to eligible existing and/or proposed industrial, office and mixed-used developments on parcels of land greater than one acre in size within the Commercial, Commercial-2, Office, Performance, and Service Industrial Districts within the Town of Bedford.

362.2 Sites and/or buildings seeking Level I certification under the Certified Site Program must complete a Preliminary Application per Section 312 of these Regulations.

362.3 Sites and/or buildings seeking Level II certification under the Certified Site Program must obtain Final Site Plan approval, per Section 316 of these Regulations.

362.4 Sites and/or buildings seeking Level III certification under the Certified Site Program must obtain Final Site Plan approval, per Section 316 of these Regulations and shall provide evidence to the Planning Board from applicable public utilities that the site and/or building is served by or has the availability to be directly connected to public water and/or sewer; telephone; electric, broadband fiber optics; or natural gas services at the parcel boundaries.

362.5 Applicants must submit, at the time of application, written notification that they are looking to voluntary participate in the Certified Site Program and at what certification level.

Section 363 - Approvals

363.1 All Site Plans approvals by the Planning Board and accepted by SNHPC as a Certified Site shall be valid for a period of five years from the date of Planning Board approval.

363.2 The term “active and substantial development or building” under RSA 674:39 for all Site Plans approved by the Planning Board and accepted by SNHPC as a Certified Site Program must include:

363.2.1 Planning Board receipt of written evidence that the applicant has invested a minimum of $25,000 or more in engineering, architectural, construction and other approval soft costs associated with the plan;

363.2.2 Continued participation in and listing of the site/building in the SNHPC Certified Site Program; and
363.2.3 Annual written report and presentation to the Planning Board of the efforts made, status, prospects and schedule for marketing, sale, development and construction of the Certified Site.

363.3 If and in the event an owner/applicant obtains Planning Board approval under the Certified Site Program, but the site is not certified by SNHPC, then the otherwise applicable regulation dealing with the length of approval and vesting of applications shall govern.

363.4 Sites which have only obtained a Level I certification are not exempt from subsequent ordinance and regulation changes, unless a further application for full site plan approval is files within twelve (12) months, per RSA 676:12(VI).
Part IV - Appendices

Appendix A - Bedford Road Construction Standards

Appendix B - Planning Board Site Plan & Subdivision Application and Checklists

Appendix C - Driveway Permit Application

Appendix D - Performance Guarantee Worksheet
Appendix A - Bedford Road Construction Standards

TOWN OF BEDFORD
ROAD CONSTRUCTION STANDARDS

1. GENERAL

These Road Construction Standards of the Town of Bedford are the minimum standards by which the Town of Bedford shall determine if a roadway, that is to be publicly dedicated and completely constructed, may be accepted. In addition, the requirements of these Road Construction Standards shall apply to those who seek to perform improvements to or develop access from existing Town streets.

2. SUPPLEMENTAL DEFINITIONS

A. Acceptance shall mean acknowledgement and acceptance of a publicly dedicated and completely constructed roadway by the Town Council of the Town of Bedford for public servitude. Acceptance by the Town Council shall require a legal public hearing with notice published in a newspaper of general circulation; presentation of a fee simple deed in the case of Class III, IV or V roadways; and easement in the case of Class I or II highways; and a letter from the Bedford Public Works Director that all improvements have been completed to the satisfaction of the Bedford Public Works Department.

B. All Season Sight Distance means a line which encounters no visual obstruction for 400 feet in each direction at a new roadway intersection or commercial/industrial driveway or 200 feet at a residential driveway, giving access to a Class III, IV or V roadway, between two points, each at a height of 3 feet 6 inches above the pavement, allowing 2 feet of clearance for snow windrow and/or seasonal changes, and so located as to represent the line of sight between the operator of the vehicle using the road or driveway and the operator of a vehicle approaching from either direction on the street to be accessed.

C. Alteration shall mean any work within a platted or existing public street.


E. Ditch Line shall mean a shallow drainage depression of specified depth and distance from the travel lane of a roadway.

F. Director of Public Works shall mean the Director of the Department of Public Works or his/her designated representative.

G. Driveway shall mean any vehicular access point, along the frontage of a lot, providing access to or from a public roadway of the Town of Bedford or the State of New Hampshire.

H. Grade shall mean the inclination of a roadway or driveway, which is determined as the change in vertical distance, in a road or driveway to a corresponding horizontal distance also measured in feet. Grade shall be expressed as a percentage.

J. **NHDOT Standards** shall mean the NHDOT "Standard Specifications for Road and Bridge Construction", latest edition.

K. **Public Works** shall mean the Department of Public Works of the Town of Bedford.

L. **Roadway Surface** shall mean that portion of a road or street that is generally paved and intended for motor vehicle travel.

M. **Shoulder** shall mean that portion of the roadway or right-of-way constructed to support the paved surface and allow for the safe recovery of errant vehicles.

N. **Sidewalk** shall mean that portion of a road or street located outside of the limits of travelway generally paved and intended for pedestrian travel.

O. **Sight Distance Triangle** shall mean the area within the "All Season Sight Distance" lines and the right-of-way of the roadway.

P. **Town** shall mean the Town of Bedford, New Hampshire.

Q. **Travelway** shall mean the portion of the roadway for movement of vehicles, exclusive of shoulders.

3. **GEOMETRIC AND DESIGN STANDARDS**

A. **Roadway.** All roadways intended to be dedicated to the Town of Bedford shall be designed and constructed in accordance with the minimum standards set forth in these road construction standards. The appropriate roadway cross section to be used at any particular location shall be determined by the Bedford Planning Board upon recommendation of the Public Works Director and/or Planning Director and may include the following:

1) **Rural Section (Figure 1).** Roadways constructed in the residential areas of the Town shall be constructed in accordance with the requirements set forth in Figure 1.

2) **Urban Section (Figure 2).** Roadways constructed in non-residential and multi-family residential areas of the Town except those areas located in the Performance Zoning District shall be constructed in accordance with the requirements set forth in Figure 2.

3) **Modified Urban Section (Figure 2a).** Roadways constructed in the Performance Zoning District areas of the town shall be constructed in accordance with the requirements set forth in Figure 2a or as otherwise approved by the Director of Public Works.

4) **Cul-de-Sac Detail (Figure 3).** Cul-de-sac roadways constructed in either the rural or urban areas of the town shall be constructed in accordance with the requirements set forth in Figure 3.

B. **Drainage.** All roadways in the Town of Bedford shall be provided with adequate drainage facilities to provide for the removal of stormwater, and to prevent flooding and erosion of all areas within the right-of-way.
Roadway Ditchlines shall be constructed in accordance with the applicable roadway cross section above in order to prevent ponding of surface water within the public right-of-way.

Roadway culvert and enclosed subsurface drainage systems shall be designed in accordance with accepted engineering practices and in accordance with the requirements set forth in the Town of Bedford Land Development Control Regulations, latest edition. All headwalls shall be constructed of stone masonry unless otherwise approved by the Director of Public Works (Figure 8).

Catch basins (Figure 7) shall be designed in accordance with accepted engineering practice and subject to review of the Director of Public Works. The installation and location shall be in accordance with NHDOT Standards.

C. **Driveways.** Driveways which access roadways of the Town of Bedford in either the rural or urban areas of the town shall be constructed in accordance with the requirements set forth in Section 6 of these Standards and Figure 4. The specific details may vary and are subject to approval by a signed Driveway Permit from the Department of Public Works. **Driveways of commercial or industrial establishments built to access non-residential and/or multifamily sites shall be constructed in accordance with the site plan for such facilities approved by the Planning Board** (but still require a signed Driveway Permit).

D. **Dry Hydrant** (Figure 5). The location and design of dry hydrants shall be subject to the approval of the Bedford Fire Chief and the Bedford Public Works Director. The design shall be consistent with the requirements set forth in Figure 5.

E. **Guard Rail** (Figure 6). All guardrails to be constructed within roadways of the Town of Bedford shall generally be designed and constructed in accordance with current NHDOT Standards. Guardrail shall be of the beam guardrail type and the beam shall be constructed of galvanized steel. Guardrail constructed of wood, aluminum or other materials, or concrete barrier may be allowed when approved by the Director of Public Works. Guardrail may be required for protection when a hazard is detected as determined by the Department of Public Works.

F. **Pavement Markings.** All pavement markings in the Town of Bedford shall be placed in accordance with MUTCD standards. As a minimum in urban and modified urban sections construction, centerline, stop bars and edge of pavement markings (WEL, White Edge Line) shall be installed.

G. **Utility Construction**

1) **Sanitary Sewer Construction.** All sanitary sewer construction shall be designed and constructed in accordance with the minimum requirements of the NHDES (New Hampshire Department of Environmental Services) "Standards for Design for Sewerage and Wastewater Treatment Facilities" and the Bedford Sewer Use Ordinance.

2) **Waterline Construction.** All waterline design and construction shall be in accordance with either the minimum requirements of Manchester Water Works or Pennichuck Water Works dependent upon the franchise area of the construction.

3) **Gas line Construction.** All gas line construction shall be designed and constructed in accordance with the minimum requirements of the applicable licensed utility provider and the Public Utilities Commission.

4) **Underground Utility Construction (electric, telephone, cable television).** All other utility construction shall be constructed in accordance with the minimum requirements of the utility facility owner and the Public Utilities Commission.
H. **Trenching of Roadways (Figure 7).** Open trench excavations of roadways shall require a street opening permit from the Director of Public Works based on the following:

1) Open trench excavations may be permitted for those sections of new roadway when the wear course of pavement has yet to be installed at such location, the binder course of pavement shall be properly patched. **No cold mix may be used for trench patching.** The wearing course shall be placed within twelve (12) calendar months.

2) **Open trench excavation shall not be allowed for those sections of roadway where new asphalt wearing course has been constructed within the prior five (5) years.** Consideration may be given to permit open cut pavement, at the discretion of the Director of Public Works, if a full width overlay is to be provided for the road segment.

3) Open trench excavation may be permitted on all sections of roadway, within pavement greater than five years of age, provided the applicant agrees to restore pavement in accordance with the specific requirements of the trench permit issued by the Public Works Department.

4) All open trench excavations will require construction inspection per Sections 4.C. and 4.E.

4. **CONSTRUCTION AND INSPECTION REQUIREMENTS**

A. **Road Construction.** Methods of construction shall be in accordance with NHDOT standards for construction methods and materials unless modified by these standards.

1) Pavement mix designs shall be submitted to the Director of Public Works for approval a minimum of 20 working days prior to placement. The minimum asphalt content may be adjusted at the Director’s discretion if it is believed to be in the best interest of the Town.

The normal paving season shall be May 1 to October 15 unless written approval is obtained from the Director of Public Works. **Generally, paving operations shall not be performed when:**

1) The subgrade is frozen;
2) The subgrade material is unstable;
3) The grades are not correct;
4) The air temperature is below 50°F and/or;
5) The conditions of the subgrade make it necessary for the applicant to provide a pavement thickness design in order to complete the project.

B. **Testing.** The Public Works Department shall provide for compaction testing of each 12" lift of fill, base and subbase materials. **The cost associated with all testing shall be reimbursed to the Town by the applicant or contractor.** No further work shall proceed unless and until all inspections and test results pertaining to completed work are deemed satisfactory.

C. **Inspection.** During the construction stage of any new roadway and associated work, the owner or his/her agent must notify the Director of Public Works a minimum of two (2) working days in advance of, starting the following phases of construction:

Inspection #1 - Pre-construction conference shall be held to review procedures, identify responsibilities and obtain listing of responsible individual’s names and phone numbers for emergencies, maintenance and protection of traffic, erosion and
drainage controls, bonding, any previous Town approval requirements and outline inspection procedures.

Inspection #2 - After all clearing, stumping and grubbing and prior to placement of any fill material or subbase gravel. Approval to proceed will not be given until the road segment is cleared of all slash, stumps and other debris which may affect the structural integrity of the road. A similar inspection shall be performed prior to issuance of approval to backfill of any drainage, water, sewer or utility trench.

Inspection #3 - After placement of approved subbase material and prior to placement of crushed gravel. The Owner shall make available a static 10-ton roller for this inspection to proof roll the subgrade prior to continuing with the next stages of construction. Any non-suitable/unstable subgrade areas shall be marked for removal and replaced with stable material. Re-inspection will be required in these areas.

Inspection #4 - After placement of approved crushed gravel material and prior to placement of bituminous asphalt binder course. Prior to backfill of any drainage, water, sewer or utility trenched within the right-of-way, written approval shall be obtained by the Director of Public Works or his/her agent.

Inspection #5 - During the placement of asphalt materials. Certification by the asphalt supplier, may be required, to verify that the materials and gradation conforms to the NHDOT Standards and the approved mix design.

Inspection #6 - After project completion and prior to a written request for acceptance to the Bedford Town Council for acceptance of the roadway and its improvements. A punch list of deficiencies shall be prepared by the Director of Public Works and/or the Planning Director for review with the owner before the Town will entertain acceptance of the road.

Note: On newly constructed roadways, the wearing course of pavement shall not be constructed within the same season as the construction of all other improvements. During the following construction season an inspection shall be made by the Director of Public Works prior to allowing the wearing course to be placed. A tack coat of bituminous asphalt shall be placed over the binder course of pavement prior to placement of the wearing course.

The above list is the minimum inspection required. Additional inspections will be required as requested by the Director of Public Works, specifically related to buried infrastructure, to ensure that construction meets the standards as put forth by the NHDOT Standard Specifications (latest edition) and the Town of Bedford Road Construction Standards.

D. Additional Requirements

1. **Road and Street Signs, Signage.** The location of the road name, development and street signage shall be subject to approval by the Director of Public Works and/or the Chief of Police.

2. **Monumentation.** Right-of-way monumentation shall be placed, as the approved plans, at every corner or change of horizontal alignment on both sides of the right-of-way and at public easements. The size and material of the monumentation shall be in accord with the requirements set forth in the Town of Bedford - Subdivision Regulations.
3. **Bonding Requirements.** All proposed roadways and alterations within the Town right-of-way shall be bonded in accordance with the requirements of the Town of Bedford, NH Land Development Control Regulations, latest edition.

4. **Historical or Natural Preservation Requirements.** Efforts will be made by the applicant to maintain features of historical or natural significance in any onsite or offsite development within existing and/or proposed right-of-way.

E. **Inspection Fees**

The owner or his/her agent shall be responsible to pay for all inspections, testing and/or administrative fees, incurred by the Town of Bedford related to the construction of any new road, as determined by the Director of Public Works.

5. **MAINTENANCE AND ACCEPTANCE.** Roadways will not generally be accepted by Town Council during the period of November 1 through May 1. Acceptance shall be based on adequately satisfying the requirements set forth in these standards and the Subdivision Regulations. Applicant shall provide a fee simple deed to the Town for the right-of-way, prior to the time for acceptance by the Town Council. Applicant shall also provide "as-built" record drawings of the roadway in both hard copy (paper and mylar) and electronic format. All electronic as-built records should be either a single DWG file (AutoCAD 2014 or newer) or a GIS shapefile (.shp). If the DWG file is created through AutoCAD 2013 or older, it must be accompanied by a GIS shapefile.

6. **DRIVEWAY PERMITTING.** A request to construct or modify a driveway in any town right-of-way shall be filed with the Director of Public Works on a form provided by the Town (see Appendix C). The Director of Public Works or their authorized designee shall approve, disapprove or refer the driveway permit application to the Planning Board. The applicant may appeal the Director of Public Works' decision to the Planning Board.

Residential driveways within the Town ROW shall meet the following standards:

A. Driveways cannot divert or interrupt the natural or ditchline flow of runoff.

B. There shall be no permanent structure constructed below or above the finished grade that is contained within the Town Right-of-way.

C. All driveways constructed remain the responsibility of the property owner and they must maintain them in proper working order.

D. Driveway width at the edge of the paved roadway shall be a minimum of twelve feet (12') wide and a maximum of twenty feet (25') wide.

E. The radius/edge of the driveway must be completely contained within the frontage of the property.

F. New driveways shall not be constructed closer than five feet (5') from extended property lines.

G. New driveways cannot be constructed within one hundred feet (100’) of an intersection.

H. The angle of entry shall be as close to ninety degrees (90⁰) as possible.

I. Driveways shall slope away from the roadway at a slope of five percent (5%) within the right of way.

J. Driveways must comply with the National Fire Protection Association Standard NFPA1 – Fire Code.
K. The Director of Public Works may permit a circular driveway if the following criteria are met:
   a) Frontage on a Class V road or better must exceed 500 feet.
   b) Sight distance in accordance with Section 2B (All Season Site Distance) of these standards is available for each driveway opening.
   c) The proposed construction confirms to the requirements set forth in Figure 4 of these standards.

L. Driveway culverts (if required) shall be a minimum diameter of twelve inches (12") and shall have a minimum of one foot (1’) of cover. Driveway culverts are the responsibility of the property owner and they must maintain it in proper working order.

7. **MAILBOX AND NEWSPAPER BOX INSTALLATION.** The location of mailboxes and newspaper boxes in the right-of-way shall be in accordance with the requirements set forth in Figure 9 and subject to the approval of the Director of Public Works.
TYPICAL RURAL ROAD CROSSSECTION

NOT TO SCALE

DEPARTMENT OF PUBLIC WORKS

FIGURE 1
ROAD DESIGN REQUIREMENTS

ROAD GRADE (MIN.) 1% 100'
GRADE MAX. 2% 100'
ANGLE AT INTERSECTION 10-DEG.
CENTERLINE RADIOUS CURVES (MIN.) 500'
TANGENT LENGTHS (MIN.) 500' 500'
EDGE OF PAVEMENT RASHER MIN.) 20' 20' 20'
DESIGN SPEED (LOCAL ROADS) 30 MPH 35 MPH

NOTES:
1. ALL ROAD DESIGNS SHALL BE IN ACCORD WITH THE CURRENT FOLLOWING DESIGN STANDARDS:
   - NHDOT = HIGHWAY DESIGN MANUAL
   - APTIO = A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS
2. DESIGN SPEED MAY BE MODIFIED UPON APPROVAL OF THE BEDFORD CHIEF OF POLICE AND IN ACCORDANCE WITH STATE LAW. NOTE THE DESIGN AND THE POSTED SPEED MAY BE DIFFERENT.
3. ANGLE OF INTERSECTION MAY BE MODIFIED, SUBJECT TO APPROVAL OF PUBLIC WORKS.

ROADWAY PAVEMENT THICKNESSES

BINDER COURSE 2-1/2" (MIN.) WEARING COURSE 1-1/2" (MIN.)

NOTES:
1. BINDER AND WEARING COURSES SHALL NOT BE CONSTRUCTED IN THE SAME SEASON UNLESS APPROVED BY THE DIRECTOR OF PUBLIC WORKS.

MAXIMUM SIDE SLOPES

DISTANCE TO 1. OPEN DITCH 2. OPEN DITCH 3. EDGE 4. EDGE
SLOPE 11% 11% 11% 11%
S2 10% 10% 10% 10%
S3 10% 10% 10% 10%

NOTES:
1. IF SLOPE S1 IS STEEPER THAN 3:1 AND/OR THE VERTICAL DISTANCE FROM THE EDGE OF SHOULDER TO ORIGINAL GROUND IS GREATER THAN 16 FT, GUARDRAIL SHALL BE PROVIDED. GUARDRAIL MAY BE REQUIRED FOR PROTECTION WHEN A HAZARD IS DETERMINED BY THE DEPARTMENT OF PUBLIC WORKS.

GENERAL ROAD CONSTRUCTION NOTES

1. REMOVE ALL LOAM, CLAY, MUCK, STUMPS, AND OTHER IMPROPER ROAD FOUNDATION MATERIAL WITHIN 3' OF SUBGRADE. REPLACE WITH COMPACTED GRANULAR FILL MATERIAL ACCEPTABLE TO THE DIRECTOR OF PUBLIC WORKS. COMPACTION TO BE AT LEAST 92% OF THE DRY WEIGHT AS DETERMINED BY MODIFIED PROCTOR TESTING (ASTM 1557).
2. ALL PAVEMENT, BASE MATERIALS AND WORKMANSHIP TO BE IN COMPLIANCE WITH THE CURRENT AND APPROVED N.H.D.O.T. "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION".
3. A 2' SHOULDER EXTENSION IS REQUIRED WHERE GUARDRAIL TO BE INSTALLED.
4. UNDERDRAIN PIPE SHALL BE PROVIDED IN ALL CUT SECTIONS. THE PIPE SHALL DISCHARGE THROUGH A MORTARED RUBBLE MASONRY HEADDWALL OR INTO A CATCH BASIN.
5. A DRAINAGE EASEMENT SHALL BE PROVIDED BEYOND THE LIMITS OF PLATTED RIGHT OF WAY, FROM ANY CULVERT OR SWALE DISCHARGE POINTS TO THE BOUNDARY OF AN EXISTING WETLAND, TO PROVIDE FOR PROPER MAINTENANCE OF THE DRAINAGE IMPROVEMENTS.
6. ALL ROAD DITCHLINES SHALL BE LINED WITH RIP-RAP OF AN APPROPRIATE GRADATION WHERE ROAD GRADE EXCEEDS 5%. WHERE ROAD GRADE IS LESS THAN 5%, EROSION CONTROL FABRIC, OR OTHER SUITABLE MEANS OF DITCHLINE PROTECTION SHALL BE INSTALLED AND EXTEND 3' EACH SIDE OF THE DITCHLINE CENTERLINE.
7. ALL UNDERGROUND FACILITIES AND TRANSFORMER SLABS SHALL BE LOCATED AT THE RIGHT OF WAY LINE, UNLESS OTHERWISE APPROVED BY THE DEPARTMENT OF PUBLIC WORKS.
8. THE REQUIREMENT FOR A SIDEWALK SHALL BE DETERMINED BY THE PLANNING BOARD AND/OR THE HIGHWAY SAFETY COMMITTEE OF THE TOWN OF BEDFORD.

TYPICAL URBAN ROAD CROSS SECTION

NOT TO SCALE

DEPARTMENT OF PUBLIC WORKS

FIGURE 2
**Road Design Requirements**

- **Road Grade (Min.):** 1.25%
- **Road Grade (Max.):** 2.0%
- **Grade Median (Min.):** 3.0%
- **Grade Median (Max.):** 5.0%
- **Angle at Intersection:** 25° DEG.
- **Central Maximum Curves (Min.):** 300' TWR.
- **Radius Maximum Curves (Min.):** 510'
- **Edge of Pavement Radii (Min.):** 18°
- **Design Speed (Local Roads):** 30 MPH
- **Design Speed (Highways):** 35 MPH

**Notes:**
- All road designs shall be in accord with the current following design standards.

2. Design speed may be modified upon approval of the Bedford Chief of Police and in accordance with state law. Note the design and the posted speed may be different.

3. Angle of intersection may be modified, subject to approval of Public Works.

**Roadway Pavement Thicknesses**

- **Binder Course:** 2-1/2" (Min.)
- **Wearing Course:** 4-1/2" (Min.)

**Notes:**
- 1. Binder and wearing courses shall not be constructed in the same season unless approved by the Director of Public Works.

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**General Road Construction Notes**

1. **Remove all loam, clay, muck, stumps, and other improper road foundation material within 3' of subgrade. Replace with compacted granular fill material acceptable to the Director of Public Works. Compaction to be at least 92% of the dry weight as determined by modified proctor testing (ASTM 1557).**

2. **All pavement, base materials and workmanship to be in compliance with the current and approved N.H.D.O.T. "Standard Specifications for Road and Bridge Construction".**

3. **A 2' shoulder extension is required where guardrail is to be installed.**

4. **Underdrain pipe shall be provided in all cut sections. The pipe shall discharge through a mortared rubble masonry headwall or into a catch basin.**

5. **A drainage easement shall be provided beyond the limits of platted right of way, from any culvert or swale discharge points to the boundary of an existing wetland, to provide for proper maintenance of the drainage improvements.**

6. **All road ditches shall be lined with rip-rap of an appropriate gradation where road grade exceeds 5%. Where road grade is less than 5%, erosion control fabric, or other suitable means of ditchline protection shall be installed and extend 3' each side of the ditchline centerline.**

7. **All underground facilities and transformer slabs shall be located at the right of way line, unless otherwise approved by the Department of Public Works.**

8. **The requirement for a sidewalk shall be determined by the Planning Board and/or the Highway Safety Committee of the Town of Bedford.**

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**Typical Modified Urban Road Cross Section**

**Notes:**
- If slope S1 is steeper than 3:1 and/or the vertical distance from the edge of shoulder to original ground is greater than 16 ft., guardrail shall be provided. Guardrail may be required for protection when a hazard is determined by the Department of Public Works.

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**Department of Public Works**

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**Figure 2a**

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CUL-DE-SAC CONSTRUCTION NOTES:

1. DEAD END WAYS SHOULD BE AVOIDED, HOWEVER IF THIS IS NOT POSSIBLE, THE CUL-DE-SAC MUST BE PROVIDED WITH A TURNAROUND AT THE CLOSED END.

2. ALL CUL-DE-SAC CONSTRUCTION SHALL BE MADE IN ACCORDANCE WITH ONE OF THE ABOVE DETAILS AND IS SUBJECT TO APPROVAL OF THE DIRECTOR OF PUBLIC WORKS.

3. ALL ROAD CONSTRUCTION SHALL BE IN CONFORMANCE WITH THE REQUIREMENTS OF THE ROAD CONSTRUCTION STANDARDS FOR THE TOWN OF BEDFORD.

4. ALL DRAINAGE WITHIN THE PAVED ISLAND (DETAIL "A") SHALL BE GRADED TO SHED THE RUNOFF FROM THE CENTER OF THE PAVED ISLAND.

5. ALL DRAINAGE WITHIN THE LANDSCAPED ISLAND (DETAIL "B") SHALL BE GRADED TOWARD THE CENTER OF THE ISLAND AND PROVIDE FOR ADEQUATE DRAINAGE (i.e. CLOSED SYSTEM) FOR DISCHARGE.

6. A CUL-DE-SAC MAY HAVE A TEMPORARY TURNAROUND.

7. WHEN A CUL-DE-SAC IS DISCONTINUED, THE PARTY RESPONSIBLE FOR ITS DISCONTINUANCE SHALL NOTIFY THE CUL-DE-SAC TO A STREET SECTION TO THE SATISFACTION OF THE DIRECTOR OF PUBLIC WORKS AND THE PLANNING BOARD.

8. THE PERSON RESPONSIBLE FOR THE DISCONTINUANCE SHALL PREPARE THE PROPER DOCUMENT TO DEED THE EASEMENT AREA TO THE ABUTTING PROPERTY OWNERS.

TYPICAL CUL-DE-SAC DETAIL

NOT TO SCALE

DEPARTMENT OF PUBLIC WORKS

FIGURE 3
DRY HYDRANT CONSTRUCTION NOTES:

1. ALL PIPING MATERIAL SHALL BE NON-CORROSIVE PIPE AND FITTINGS.
2. ALL PIPE SHALL BE A MINIMUM OF 8" DIAMETER (NOMINAL).
3. ALL PVC PIPING SHALL BE SCHEDULE 40 (MIN.).
4. ALL ABOVE GRADE PORTIONS OF THE HYDRANT SHALL BE PAINTED RED.
5. NO MORE THAN TWO (2) 90 DEGREE ELBOWS SHALL BE USED IN THE HYDRANT SYSTEM.
6. THE HYDRANT SHALL BE LOCATED AT LEAST 10 FEET FROM THE ROADWAY.
7. THE AREA BETWEEN THE ROADWAY SURFACE AND THE HYDRANT SHALL BE CONSTRUCTED TO PROVIDE A 10' WIDE ALL-WHET ACCESS TO THE HYDRANT AREA.
8. TWO (2) 6" DIAMETER STEEL CONCRETE FILLED BOLLARDS SHALL BE SET ADJACENT TO HYDRANT.
9. THE VERTICAL LIFT DISTANCE BETWEEN THE INTAKE SCREEN AND THE PUMPER CONNECTION SHALL NOT EXCEED 15 FEET.
10. ALL HORIZONTAL PIPING SHALL HAVE A MINIMUM OF 6 FEET OF GROUND COVER, COMPACTED AND FREE OF Voids.
11. A CONCRETE THRUST BLOCK SHALL BE CONSTRUCTED AT THE ELBOW (SEE DETAIL).
13. THE DESIGN OF THE INTAKE SCREEN SHALL BE APPROVED BY THE FIRE CHIEF PRIOR TO CONSTRUCTION. THE STRAINER SHALL HAVE A MINIMUM FLOW CAPACITY OF 1000 GPM.
14. THE OWNER / CONTRACTOR SHALL BE REQUIRED TO GIVE THE DEPARTMENT OF PUBLIC WORKS AND THE FIRE DEPARTMENT A 48 HOUR NOTICE PRIOR TO ANY FIRE HYDRANT / POND CONSTRUCTION OR TESTING.
15. THE HYDRANT AND POND SHALL BE INSPECTED BY THE BEDFORD FIRE CHIEF, PRIOR TO ACCEPTANCE.
16. THE PVC INTAKE SCREEN SHALL BE CONSTRUCTED AT THE PIPE END BY DRILLING HOLE - 1/4" DIA. HOLES ALONG THE LENGTH OF THE REPLACEMENT INTAKE PIPE.

A STRIP OF NON-PERFORATED AREA, ALONG THE TOP OF THE REPLACEABLE SECTION SHALL BE PROVIDED TO REDUCE THE EFFECTS OF A WHIRLPOOL OVER THE PIPE SECTION.

NOZZLE ELEV = 0'

WATER LEVEL = INTAKE ELEV + 2' MIN.

INTAKE ELEV. = -15' MAX

BOTTOM ELEV. = INTAKE ELEV. - 2' MIN.

DRY HYDRANT AND FIRE POND SECTION

NOT TO SCALE

BEDFORD FIRE DEPARTMENT

FIGURE 5
GUARD RAIL NOTES
1) All materials and construction requirements shall conform to the current approved "NH DOT Standard Specifications for Road and Bridge Construction".
2) All guard rail shall be steel beam guard rail with 8" x 8" wood or steel posts and offset blocking.
3) The end treatment for each segment of rail shall be a terminal end section or a terminal end section with a 2" x 2" x 10" x 20" or 4" x 4" x 10" x 20" or a bridge approach unit, as set forth in the "NH DOT Standard Construction Details".
4) All rail materials shall be either galvanized or coated steel and be subject to the approval of the Department of Public Works.
5) Other materials such as wood or concrete may be used when approved by the Director of Public Works.

STANDARD NH DOT BEAM GUARD RAIL

SLOPED GRANITE CURB DETAIL

ASPHALT SIDEWALK DETAIL

VERTICAL CURB DETAIL

TYPICAL DETAILS

DEPARTMENT OF PUBLIC WORKS

FIGURE 6
CATCH BASIN NOTES
1. THE ELEVATION OF ALL CATCH BASINS SHALL BE SET TO THE GRADE OF THE ADJACENT BINDER COURSE.

2. GAS TRAP HOOPS SHALL BE PROVIDED ONLY IN LOW FLOW CONDITONS. CATCH BASINS SHALL HAVE HOOPS ONLY AT THE PIPE OUTLET, WHEN WARRANTED.

GENERAL NOTES
1. THE CONTRACTOR SHALL SUBMIT MANUFACTURER'S SHOP DRAWINGS INCLUDING REINFORCING DETAILS AND CERTIFICATION OF LOADING CAPACITY TO ENGINEER FOR APPROVAL.

TYPICAL DETAILS
NOT TO SCALE

DEPARTMENT OF PUBLIC WORKS

FIGURE 7
GENERAL ROAD CONSTRUCTION NOTES

1. PRECAST CONCRETE HEADWALLS, WITH MORTAR RUBBLE EXPOSED SURFACES, MAY BE SUBSTITUTED FOR THE HEADWALL SPECIFIED IN DETAIL H ABOVE, AND OTHER HEADWALL CONFIGURATIONS WITH WINGS, SUBJECT TO THE APPROVAL OF THE DIRECTOR OF PUBLIC WORKS.

TYPICAL DETAILS

DEPARTMENT OF PUBLIC WORKS

FIGURE 8
LOCATION
FOR
MAIL & NEWSPAPER BOXES

In general, all mail and newspaper boxes are allowed to be installed at the owner's risk within the town road right-of-way lines for purposes of convenience. However, claims for damages or other liabilities are not acceptable by the town on the basis of this consent.

The following minimum requirements are suggested as a standard for a uniform policy that will tend to reduce the possibility of damage or liability. (Installations should be sufficiently sturdy so as to withstand the weight of heavy snow from plowing operations.)

CROSS SECTIONAL VIEW
Appendix B - Site Plan Application & Subdivision Application
Bedford Planning Board
Design Review Non-Residential Site Plan Application Checklist
Effective Jan. 2007

I. General Information:

A. Name of Development: ________________________________

B. Location of Development: ________________________________

(Street) (Map #) (Lot #)

C. Name of Applicant(s): ________________________________

D. Name & Phone No. of Primary Design Consultant or Firm: ________________

(Individual or Firm Name)

_________________________ ___________________________ ___________________________

(Contact Person) (Phone No.) (Fax No.)

E. Name of Licensed Land Surveyor: ________________________

F. Name of Licensed Professional Engineer: ____________________

G. Name of Certified Soil Scientist: ________________________

H. Date of Submittal to Planning Director: ________________________

II. General Requirements:

1. Executed Application Form Submitted & Marked “Design Review”: ______

2. Names & Addresses of All Abutters Submitted: ______

3. Three (3) Sets of Plans Submitted: ______
   (All Sheets Numbered Consecutively with Index of Sheets on Plans)

4. Compact Disk With PDF Plan: ______
III. Site Plan Requirements:

A. Presentation Requirements:

1. Size & Presentation of Sheet(s) per Section 315 of the Land Development Control Regulations: ______

2. Title Block Information:
   a. Name of Development Noted: ______
   b. Location of Site Noted (Town, State & Street(s)): ______
   c. Tax Map & Lot No.'s of Subject Parcel(s) Noted: ______
   d. Names & Addresses of Owner(s) of Record; Applicant; & Engineer and/or Land Surveyor: ______
   e. Date of Plan Noted: ______
   f. Scale of Plan Noted: ______

   1. Plan at Proper Scale per Regulations: ______
   2. Bar Scale Shown: ______
   3. Match Lines (if any) Shown on All Sheets: ______
   4. Graphical Index Plan Provided (if necessary): ______

B. Existing Conditions Plan & General Site Information:

1. Locus Map at a Scale of 2,000 feet to the Inch or Less Shown: ______

2. Boundary Information Prepared From Existing Deeds & Field Information: ______

3. Names & Addresses of All Abutting Land Owners Shown: ______


5. Location and Dimensions of All Existing Easements Shown: ______
6. North Arrow Shown: _______

7. Limits of Wetlands (per Section 275-24 of Zoning) on and within 50-feet of Subject Parcel Shown: _______

8. Two-Foot Contour Interval Topography Shown: _______

9. HISS Mapping Performed by a Certified Soil Scientist Shown Over All Subject Parcels and within 50-feet of Subject Parcel Where No Municipal Sewer Exists: _______

10. Existing Buildings, Pavement, and Gravel Areas On Site Shown and Other Physical Features as May Be Found Within a Minimum of 50-feet Beyond the Parcel Boundary: _______

11. Location and Name (if any) of any Watercourses, Ponds, or Standing Water On Site and Within a Minimum of 50-feet Beyond the Parcel Boundary Shown & Noted: _______

12. Existing Tree Lines Shown: _______

13. Existing Rock Outcroppings, Ledges, and Other Physical Features Shown: _______

14. Location of Existing Utility Poles On Site and Within a Minimum of 50-feet of Subject Parcel Shown: _______

C. Site Plan Content Requirements (Information may be shown on one or more sheets)

1. Location of Existing and Proposed Water Mains, Sanitary Sewers, Storm Sewers and Culverts, Including Size, Material and Direction of Flow Shown: _______

2. Location and Dimensions of All Proposed Easements Shown: _______

3. Location and Dimensions of Existing and Proposed Buildings and Accessory Structures Shown: _______

4. Total Gross Floor Area of Each Existing and Proposed Building With a Breakdown of Total Gross Floor Area in Each Building Assigned to a Particular Use Noted: _______

5. Pedestrian Access and Service/Loading Provisions for Each Building Identified as Applicable: _______
6. Location and Dimensions of Applicable Building Setbacks and Other Restrictions Imposed by the Zoning Ordinance Shown: ______

7. Location and Layout of All Proposed Parking Areas, aisles, and access drives: ______

8. Parking Calculations Based on Proposed Site Use Provided: ______

9. Preliminary Exterior Lighting and Landscape Plan Provided: ______

10. Drainage Plan Showing the Following:
   a. Direction of Runoff (existing and proposed) Through Use of Arrows Shown: ______
   b. Existing and Proposed Methods of Handling Storm Water Runoff: ______
   c. Location, Elevation and Size of All Catch Basins, Storm Sewers, Culverts, Drainage Ditches, Swales and Retention/Detention Basins Submitted: ______

V. Construction Plan Requirements:

1. Preliminary Designs of Any Proposed Off-Site Improvements Included: ______

2. Preliminary Drainage Report and Calculations: ______
Bedford Planning Board
Final Non-Residential Site Plan Review Application Checklist
Effective Jan. 2007

I. General Information:

A. Name of Development: _______________________________________________

B. Location of Development: ____________________________________________

   (Street) ____________________________________ (Map & Lot #’s)

C. Name of Applicant(s): _______________________________________________

D. Name & Phone No of Primary Design Consultant or Firm:______________

   (Contact Person) __________ (Phone No.) __________ (Fax No.) __________

E. Name of Licensed Land Surveyor: ___________________________________

F. Name of Licensed Professional Engineer: _______________________________

G. Name of Certified Soil Scientist: ______________________________________

H. Date of Submittal to Planning Director: _________________________________

II. General Requirements (All Applications):

1. Executed Application Form Submitted: _____

2. Owners Signature on Application Form or Letter of Authorization Provided: _____

3. Complete Abutters List Submitted: _____

4. All Required Fees Submitted: _____

5. Three (3) Sets of Plans Submitted with PDF on CD: _____

6. Draft Copies of Any Proposed Easement Deeds or Other Legal Documents Submitted: _____

7. Any Waiver Request(s) Submitted in Writing: _____

8. Technical Review by Planning Board’s Engineer Completed/Received: __________

9. Technical Review by Planning Board’s Traffic Consultant Completed/Received: _____
III. Site Plan Requirements:
* Indicates This Item is to be Provided on All Plan Sheets (as Applicable):

A. Presentation Requirements:

1. Title Block Information: *
   a. Name of Development Noted: _____
   b. Location of Site Noted (Town, State & Street or Streets): _____
   c. Tax Map & Lot #s of Subject Site(s) Noted: _____
   d. Name & Address of Owner(s) Noted With Deed Reference: _____
   e. Date of Plan Noted: _____
   f. Scale of Plan Noted: _____
   g. Sheet Number Noted (All Plans Must be Numbered Sequentially): _____
   h. Name of Principal Design Consultant Noted: _____

2. Revision Block Shown: _____ *

3. Bar Scale Provided: _____ *

4. Plan at Proper Scale Per Regulations: _____ *

5. Owner Signature Block Provided: _____

6. Planning Board Approval Block Provided: _____


8. Match Lines (if any) Shown on All Sheets As Applicable: _____ *

9. Sheet Size 22”x34” or 24”x36”: _____ *

10. Sheet Stamped By All Applicable Licensed Professionals: _____ *

B. Existing Conditions Plan & General Site Information:

1. Locus Map (with Scale) Shown: _____

2. Boundary Survey of All Parcel(s) Affected by Application Provided: _____

3. Source of Boundary Survey Noted: _____
   a. If New Survey, Surveyor’s Certification(s) Shown: _____
   b. If From Reference Plan, Note Plan & Recording #: _____
4. All Reference Plans Noted: _____

5. Existing & Proposed Boundary Monumentation Shown: _____

6. Map & Lot #s of All Abutting Parcels Noted & Shown: _____

7. Names & Addresses of All Abutting Land Owners Shown: _____

8. Name, Status, Right-of-Way & Pavement Widths of Existing Streets Noted: _____

9. Municipal Boundaries (if any) Defined & Noted: _____

10. Existing Easements, Right-of-Ways & Range Ways (if any) Shown & Defined: _____

11. Existing Buildings, Wells, Septic Systems, Drives, Etc. & Proposed Disposition of Same Shown & Noted: _____

12. Location & Name (if any) of Streams or Water Bodies Shown & Noted: _____

13. Location & Elevation of 100-Year Flood Zone Shown & Noted per FEMA Flood Insurance Study or Town of Bedford Floodplain Determination Methodology: ______

14. If No Flood Zone Present, Note on Plan Indicating Same Provided: _____

15. Location of Existing Overhead Utility Lines, Poles, Towers, Etc. Shown: _____

16. Two-Foot Contour Interval Topography Shown: _____

17. Source & Datum of Topographic Information Noted: _____

18. Benchmark(s) Shown (at least one per plan sheet): _____

19. Limits of Wetlands (per Section 275-24 of Zoning) Shown: _____

20. Plan Notes by Whom, When and Under What Criteria Wetland Delineation Occurred: _____

21. HISS Mapping Shown Where No Municipal Sewer Exists: _____

22. Stamp of Certified Soil Scientist on Plan if HISS Mapping Provided: _____

23. USDA-SCS Soil Survey Mapping (with Legend) Shown Where Municipal Sewer is to Be Provided: _____

24. Location of Test Pits Shown (if applicable): _____
25. Location, Type, Size & Inverts (if applicable) of All Existing Utility & Drainage Lines and Culverts Shown: _____

26. Existing Tree lines Shown: _____

27. Existing Ledge Outcroppings & Other Significant Site Features Shown: _____

28. Plan Notes Provided: _____
   a. Tax Map & Lot #’s of All Subject Parcels Cited: _____
   b. Area (by individual existing tract & combined) of Subject Parcel(s) Noted: _____
   c. Zoning Designation of Subject & Abutting Parcels Noted: _____
   d. Min. Lot Area, Frontage & Yard Dimensions For District Noted: _____
   e. Purpose of Plan Noted: _____
   g. Zoning Variances/Special Exceptions with Conditions (if any) Cited: _____

C. Site Plan Content Requirements (Information may be shown on one or more sheets):

1. All Required Yards, Setbacks and Buffers (Per Zoning) Shown & Dimensioned: _____

2. Proposed Easements (with Grantee & Purpose noted) Shown & Defined by Metes & Bounds. Check Each Type of Proposed Easement Applicable to This Application:
   a. Drainage Easement(s): _____
   b. Slope/Grading Easement(s): _____
   c. Utility Easement(s): _____
   d. Temporary Easement(s): _____
   e. 25-Foot Non-Disturbance Easement(s) Along Streams: _____
   f. Vehicular & Pedestrian Access Easement(s): _____
   g. Fire Pond/Cistern Easement(s): _____
   h. Roadway Widening Easement(s) as Required: _____
   i. Heritage Trail Easement(s): _____
   j. Other Easement(s): ____. Note Type(s): _____________________________

3. Location & Exterior Dimensions of Existing & Proposed Buildings & Accessory Structures Shown: _____

4. Note on Plan Indicating Total GFA of Each Existing/Proposed Building, as Well as Breakdown of Total GFA by Use Classification: _____

5. Height & Number of Stories of All Existing & Proposed Buildings Noted: _____

6. Access Points (Vehicular & Pedestrian) to all Existing & Proposed Buildings Shown: _____
7. Location & Layout of all Proposed Drives, Parking & Other Paved Areas Shown: _____

8. Limits of Existing/Proposed Pavement Shown & Defined: _____


10. Location, Type and Dimensions of Existing/Proposed Curbing Shown/Noted: _____

11. Location, Dimension and Type of Existing/Proposed Walkways Shown/Noted: _____

12. Parking Layout/Circulation Shown: _____

13. Parking Space Dimensions & Aisle Width(s) Noted: _____

14. Parking Calculations Provided: _____
   a. Number of Spaces by Zoning Calculated By Specific Use or Uses: _____
   b. Total Number of Required Spaces Noted: _____
   c. Total Number of Proposed Spaces Noted: _____
   d. If any are to be Constructed in Future, How Many & Where Noted/Shown: _____
   e. Total Number of Handicapped Spaces Required by ADA Noted/Shown: _____
   f. Pavement Markings & Signage for HC Spaces Shown per ADA: _____
   g. Interior Green Space Shown With Note Indicating Percentage Req'd/Prov'd: _____

15. Loading/Service Areas Shown: _____

16. Solid Waste Storage Facilities Shown/Noted: _____

17. Snow Storage Areas Shown: _____

18. Traffic Control Signage & Pavement Markings Shown per MUTCD: _____

19. Fire Lanes & Emergency Access Drives Shown: _____

20. Exterior Lighting Plan Submitted/Lighting Details Specified: _____


22. Percentage(s) of Building & Impervious Coverage Noted: _____

23. Proposed Finish/Design Grades Indicated by Contours and/or Spot Grades: _____

24. Existing & Proposed Stormwater Management Improvements Shown: _____
   a. Location, Dia., Material, Slope, Invert Elev.'s of All Culverts Shown: _____
   b. Location, Rim Elev. & Invert Elev.'s of Exist./Prop. Structures Shown: _____
   c. Headwalls/Flared End-Sections Specified at Outlets: _____
d. Outlet Protection Aprons Specified Where Required: _____
e. Existing & Proposed Drainage Easements Shown & Defined: _____
f. Location & Type of Treatment Provisions Shown: _____
g. Location & Design of Any Detention/Retention Facilities Shown: _____
h. Location & Type of Roof and/or Foundation Drains Shown: _____
i. Location & Design of Swales Shown: _____

25. Location/Type/Dia. & Appurtenances of Exist./Prop. Watermain & Services Shown:_____ 

26. Location of Exist./Prop. Hydrants (if any) Shown: _____

27. Location of Exist./Prop. Sewer Mains, Manholes & Services Shown: _____ 
   a. Location/Type/Dia./Length/Slope of Sewer & Manholes Shown: _____
   b. Location, Rim Elev. & Inverts at Manholes Shown On Plan & Profile: _____

28. Location/Type/Size, Etc. of Other Exist./Prop. Utilities Shown on Plan: _____

29. Guardrail, Fences & Amenities Shown: _____

30. Erosion Control Provisions Shown: _____

31. Landscape Plan with Detailed Plant List Provided: _____

32. Limits of Proposed Clearing Shown: _____

33. Construction Details Provided: _____
   a. Typical Section of Parking/Driveway Pavement: _____
   b. Sidewalk Detail: _____
   c. Curbing Detail(s): _____
   d. Guardrail/Fencing Detail(s): _____
   e. Dumpster Pad/Enclosure Detail(s): _____
   f. Planting Detail(s): _____
   g. Pavement Marking/Traffic Control Signage Details: _____
   h. Drainage Structure Detail(s): _____
   i. Headwall Detail(s): _____
   j. Flared End-Section Detail(s): _____
   k. Outlet Protection Apron Detail(s): _____
   l. Treatment Swale, Level Spreader & Retention/Detention Pond Details: _____
   m. Drainage/Utility Trench Detail(s): _____
   n. Erosion & Sedimentation Control Device Details With Notes & Sequence: _____
   o. Turf Establishment Requirements: _____
   p. Fire Protection System Detail(s): _____
   q. Sewer Manhole, Trench & Service Connection Detail(s): _____
r. Water System Details: ____
s. Lighting Fixture Details & Schedule: ____

t. Handicapped Access Ramps, Etc. Detailed: ____
u. Other Project Specific Construction Details Provided: ____

34. Septic System Design Plan(s), if Any, Provided: ____

35. Location of any proposed on-site stump burial sites shown: ____

IV. Supporting Documentation/Reports (As Applicable to Application):

1. Soils & Slopes Based Lot Sizing Calculations Submitted: ____

2. Test Pit/Perc. Test Data Provided: _____

   a. Pre. & Post-Development Watershed Delineation Provided: ______
   b. Narrative Provided: ______
   c. All Calculations Performed For 25-year Storm: ______
   d. Treatment Designed for 10-Year Storm Per NHDES: ______
   e. Design Calculations for All Drainage Improvements Provided: ______
   f. Design Calculations for All Detention/Retention Facilities Provided: ______
   g. Pre. Vs. Post-Development Analysis for 25-year Storm Provided: ______
   h. Report Stamped by P.E.: _____

4. Traffic Impact Study Provided if Required: _____

5. Fiscal Impact Study Provided if Required: _____

6. Off-Site Improvement Plans/Arrangements Included/Documented: _____

7. Architectural Plans when Required: _____

8. Other Project Specific Information as Required by Town Submitted: _____

V. Architectural Design

1. Renderings of building(s) showing front, sides, and rear view elevations, with one elevation in color ______

2. Narrative identification on elevations, identifying the following:
   a. Building facade materials ______
   b. Roof materials and pitch ______
   c. Window materials and dimensions (typical) ______
   d. Location of HVAC equipment, generators, cooling towers and other utilities ______
3. Permit from Historic District Commission for new buildings, additions, architectural changes to buildings, or demolition of buildings within the Historic District

4. The Planning Board has expressed preferences for the following architectural details, which the applicant is asked to consider when preparing building designs:

a. Large plate glass windows are discouraged unless broken with mullions or muttons, and mirrored glass or colored metal panels are discouraged.

b. Bay doors used for gasoline service stations, repair or installation businesses, and freight docks, should remain closed except when vehicles or goods are passing through bay doors.

c. It is preferable not to have foundation walls exposed more than 3 feet from finished grade.

d. Pitched roof forms are encouraged. Gable, hip, shed, salt box, gambrel and mansard style roofs are encouraged. All roofs are encouraged to provide appropriate overhangs.

e. Favored roof materials include asphalt or wooden shingles. Standing seam, copper or metal roofs may also be acceptable when appropriate to the design context.

f. Long, unbroken expanses of roofs should be avoided through the use of dormers, chimneys, cupolas, and changes in ridgeline. Multiple roof planes of the same pitch are encouraged; however, roof planes of different pitches should be minimized.

g. All rooftop mechanical equipment should be located so that the equipment is not visible at the nearest street right-of-way or to abutting residences. Screening may be accomplished through architectural treatments including walls, parapets, false chimneys, or cupolas.

h. Brick, clapboard, stone, or tinted/textured architectural block are preferred for wall surfaces, especially for walls that are visible from Route 101, Route 3, or Route 114. EIFS, stucco, Texture 111, smooth-faced concrete block, and pre-fabricated steel panels are not encouraged but may be acceptable on sides or rear elevations of buildings that are not exposed to public view.

i. Colors that reflect a traditional New England palette are preferred.
j. Neon tubing used as a feature, accent, or trim on buildings is discouraged.

k. Effort should be made to re-use existing structures that are eligible for inclusion in the National Register of Historic Places, structures identified in *The History of Bedford, 1737-1971*, and other structures that have historical context within the community.

l. Where buildings exceed 20,000 square feet of gross floor area on any single floor, facades should be articulated to reduce the massive scale and monotony of long, unbroken horizontal and vertical planes. Detail features should be crafted to provide visual interest and pedestrian scale.

m. Horizontal facades greater than 100 feet in length are encouraged to incorporate wall plane projections or recesses having a depth of at least 3% of the length of the façade and extending at least 20% of the length of the façade.

n. Ground floor facades that face streets or other public ways are encouraged to provide display windows, arcades, entry areas, awnings or other such features along a minimum of 40% of their horizontal length. Single-tenant buildings with horizontal lengths in excess of 100 feet are encouraged to provide design elements such as archways or glass panels that could be converted to additional entryways for future re-use by multiple tenants.

o. Where flat roofs are unavoidable due to the large size of a building, parapets or other architectural devices should be incorporated to conceal the flat roof. Overhanging eaves that extend more than 18 inches beyond the supporting walls are encouraged.

p. Pedestrian amenities are encouraged, such as: benches; bike racks; sidewalks along building facades with a customer entrance; and walkways connecting transit stops, parking lot crossings, or street crossings.

**VI. Project Permits Submitted (As Applicable to Application):**

1. NHDES Construction Approval (Septic System): _____

2. NHDES Site Specific Approval: _____

3. NHDES Wetlands Permit: _____

4. NHDES Sewer Discharge Permit: _____

5. NHDES Water Supply Permit(s): _____

6. NHDOT Driveway Permit(s): _____
7. Town of Bedford Driveway Permit(s): _____

8. Bedford ZBA Variances/Special Exceptions: _____

9. Other Required Permit(s). Specify: ________________________________
Bedford Planning Board
Design Review Subdivision Application Checklist
Effective Jan. 2007

I. General Information:

A. Name of Subdivision: ____________________________

B. Location of Subdivision: ____________________________

            (Street)   (Map #)   (Lot #)

C. Name of Applicant(s): ____________________________

D. Name & Phone No. of Primary Design Consultant or Firm: ____________________________

            (Individual or Firm Name)

            __________________    __________________    __________________

            (Contact Person)   (Phone No.)   (Fax No.)

E. Name of Licensed Land Surveyor: ____________________________

F. Name of Licensed Professional Engineer: ____________________________

G. Name of Certified Soil Scientist: ____________________________

H. Date of Submittal to Planning Director: ____________________________

II. General Requirements:

5. Executed Application Form Submitted & Marked “Design Review”: ______

6. Names & Addresses of All Abutters Submitted: ______

7. Three (3) Sets of Plans Submitted: ______

       (All Sheets Numbered Consecutively with Index of Sheets on Plans)

8. Compact Disk With PDF Plan: ______
III. Subdivision Plat Requirements:

1. Size & Presentation of Sheet(s) per Section 216 of the Land Development Control Regulations: 

2. Title Block Information:
   
   5. Name of Subdivision Noted: 
   6. Location of Subdivision Noted (Town, State & Street(s)): 
   7. Tax Map & Lot No.’s of Subject Parcel(s) Noted: 
   8. Names & Addresses of Owner(s) of Record; Applicant; & Engineer and/or Land Surveyor: 
   9. Date of Plat Noted: 
   10. Scale of Plat Noted: 

3. Plan at Proper Scale per Regulations: 

9. Bar Scale Shown: 

10. Boundary Information Prepared From Existing Deeds & Field Information: 

11. Match Lines (if any) Shown on All Sheets: 

12. Proposed Lot Numbers or Parcel Designation: 

13. Names & Addresses of All Abutting Land Owners Shown: 

14. Graphical Index Plan Provided (if necessary): 

15. Proposed Location of All Lots and/or Parcels, Area of Each Proposed Lot (in Acres & Square Feet), and Scaled Dimensions Shown/Noted: 


17. Location and Dimensions of All Easements Shown: 

18. North Arrow Shown: 
19. Locus Map at a Scale of 2,000 feet to the Inch or Less Shown: 

20. Limits of Wetlands (per Section 275-24 of Zoning) on and within 50-feet of Subject Parcel Shown: 

21. Existing Buildings, Pavement, and Gravel Areas On Site Shown and Adjoining Manmade Features Within a Minimum of 50-feet Beyond the Parcel Boundary: 

22. Location and Name (if any) of any Watercourses, Ponds, or Standing Water Shown & Noted: 

23. Location and Dimensions of Applicable Building Setbacks and Other Restrictions Imposed by the Zoning Ordinance Shown: 

24. Location of Existing Overhead Utility Lines & Poles On Site and Within a Minimum of 50-feet of Subject Parcel Shown: 

25. Other Conditions on Adjacent Land (Including Approximate Direction and Gradient of Ground Slope, Character and Location of Buildings, Railroads, Power Lines, Towers and Other Nearby Non-residential Land Uses or Adverse Influences) Shown: 

IV. Topographical Subdivision Plan Requirements:

1. Two-Foot Contour Interval Topography Shown Over All Subject Parcels: 

2. HISS Mapping Shown Over All Subject Parcels Where No Municipal Sewer Exists: 

3. Drainage Plan Showing the Following:
   a. Direction of Runoff (existing and proposed) Through Use of Arrows Shown: 
   b. Existing and Proposed Methods of Handling Storm Water Runoff: 
   c. Location, Elevation and Size of All Catch Basins, Storm Sewers, Culverts, Drainage Ditches, Swales and Retention/Detention Basins Submitted: 

4. Existing Treelines Shown: 

5. Existing Ledge Outcroppings and Ledges and Other Physical Features Shown: 
VI. Construction Plan Requirements:

1. Proposed Location, Name, Width and Dimensions of All Proposed Streets, Including
   Lengths of Tangents, and Radius and Length of All Curves: _______

2. Where the Design Review Phase Layout Submitted Covers Only a Portion of the
   Subdivider’s Entire Holding, Future Street System Connections For the Entire
   Holding Shall be Shown: _______

3. Proposed Public Improvements (Including Highways or Other Major Improvements
   Planned by Public Authorities for Future Construction On or Near the Tract)
   Shown: _______

4. Preliminary Designs of Any Bridges or Other Structures Included: _______

5. Location of Existing and Proposed Water Mains, Sanitary Sewers, Storm Sewers and
   Culverts, Including Size, Material and Direction of Flow Shown: _______

6. Alternate Means for Provision of Utilities If Municipal Water and Sewer Systems
   Will Not be Utilized: _______

7. Preliminary Drainage Report and Calculations: _______
Bedford Planning Board
Final Subdivision Application Checklist
Effective Jan. 2007

I. General Information:

A. Name of Subdivision: ________________________________

B. Location of Subdivision: ____________________________
   (Street) (Map #) (Lot #)

C. Name of Applicant(s): ______________________________

D. Name & Phone No. of Primary Design Consultant or Firm:
   (Individual or Firm Name)
   ____________________________  ____________________
   (Contact Person) (Phone No.) (Fax No.)

E. Name of Licensed Land Surveyor: ____________________

F. Name of Licensed Professional Engineer: ______________

G. Name of Certified Soil Scientist: ____________________

H. Date of Submittal to Planning Director: ________________

II. General Requirements (All Applications):

1. Executed Application Form Submitted: _____

2. Owners Signature(s) on Application or Letter of Authorization Submitted: _____

3. Complete Abutters List Submitted: _____

4. All Required Fees Submitted: _____

5. Three (3) Sets of Plans Submitted with PDF plan on CD: _____
   (All Sheets Numbered Consecutively with Index of Sheets on Plans)

6. Draft Copies of any Proposed Easement Deeds or Other Legal Documents Submitted: _____
7. Any Waiver Request(s) Submitted in Writing: ______
8. Technical Review by Planning Board’s Engineer Completed/Received: ______

III. Subdivision Plat Requirements:

1. Size & Presentation of Sheet(s) Per Registry Requirements: _____
2. Title Block Information:
   a. Name of Subdivision Noted: _____
   b. Location of Subdivision Noted (Town, State & Street or Streets): _____
   c. Tax Map & Lot No.'s of Subject Parcel(s) Noted: ______
   d. Name and Address of Owner(s) Noted With Deed Reference(s): ______
   e. Date of Plat Noted: ______
   f. Scale of Plat Noted: ______
   g. Sheet Number Noted: ______
   h. Name of Principal Design Consultant Noted: ______
3. Plan at Proper Scale per Regulations: ______
4. Bar Scale Shown: ______
5. Revision Block Shown: ______
6. Planning Board Approval Block Provided on Each Sheet to be Recorded: ______
7. Surveyor’s Certification Provided and Stamped & Signed by LLS: ______
8. Boundary of Entire Tract or Tracts Affected by Application Shown & Defined: ______
9. Match Lines (if any) Shown on All Sheets: ______
11. Existing & Proposed Boundary Monumentation Shown & Defined: ______
12. Map # & Lot # of All Abutting Parcels Noted: ______
13. Names & Addresses of All Abutting Land Owners Shown: ______
14. Name, Status, Right-of-Way and Pavement Widths of Existing Streets Noted: ______
15. Municipal Boundaries (if any) Defined & Shown: ______
16. Existing Easements, Right-of-Ways & Range Ways (if any) Shown & Defined: ______
17. Proposed Easements With Purpose & Grantee Shown & Defined by Metes & Bounds Shown. Check Each Type of Proposed Easement Applicable to This Application:

   a. Drainage Easement(s): _____
   b. Slope Easement(s): _____
   c. Utility Easement(s): _____
   d. Temporary Easement(s) - (Such as Temp. Turnaround): _____
   e. 25-foot Non-Disturbance Easement(s) Along Streams: _____
   f. Vehicular & Pedestrian Access Easement(s): _____
   g. Fire Pond/Cistern Easement(s): _____
   h. Roadway Widening Easement(s) Required by Town Ordinances & Regulations: _____
   i. Heritage Trail Easement(s): _____
   j. Other Easement(s):_____ . Note Type(s): _________________________________

18. Future Designation of Each Proposed Lot (by Map & Lot #s) Noted: _____

19. Area of Each Proposed Lot (in Acres & Square Feet) Noted: _____


21. All Reference Plans (with Recording # if any) Noted: _____

22. Locus Map (with Scale) Shown: _____

23. Limits of Wetlands (per Section 275-24 of Zoning) Shown: _____


25. Owner(s) Signature(s) With Statement Dedicating Platted Roadway Right-of-Ways in Fee Interest and Agreeing to Improvements as Shown on Plat Provided: _____

26. Name(s) and Right-of-Way Width(s) of Proposed Street(s) Shown: _____

27. All Required Yards and Setbacks (Including any Applicable Buffers) Shown and Dimensioned per Zoning Requirements: _____


29. Location and Name (if any) of any Streams or Waterbodies Shown & Noted: _____

30. Location and Elevation(s) of 100-Year Flood Zone Shown and Noted Per FEMA Flood Insurance Study or Town of Bedford Floodplain Determination Methodology: _____
31. If No Flood Zone Present Note on Plat Indicating Same: _____

32. Location of Existing Overhead Utility Lines, Poles, Towers, Etc. On Site Shown: _____

33. Plan Notes Provided: _____
   a. Tax Map & Lot #s of all Subject Parcels Cited: _____
   b. Area (by individual existing tract and combined) of Subject Parcel(s) Noted: _____
   c. Zoning Designation of Subject Parcel(s) and Abutting Parcel(s) Noted: _____
   d. Min. Lot Area, Frontage & Yard Dimensions Required for District(s) Noted: _____
   e. Purpose of Plat Noted: _____
   g. Zoning Variances/Special Exceptions with Conditions Cited: _____

34. Location of any proposed on-site stump burial sites shown: _____

IV. Topographical Subdivision Plan Requirements:

1. All Required Information for Subdivision Plat (See Item III Above) Shown or Noted: _____

2. Two-Foot Contour Interval Topography Shown Over All Subject Parcels: _____

3. Source and Datum of Topographic Information Noted: _____

4. If Topo. Datum is Not NGVD of 1929, Show At Least One Benchmark Per Sheet: _____

5. HISS Mapping Shown Over All Subject Parcels Where No Municipal Sewer Exists: _____

6. Stamp of Certified Soil Scientist on Plan if HISS Mapping Required: _____

7. USDA-SCS Soil Survey Mapping (with Legend) Shown Where Municipal Sewer is to be Provided: _____

8. Location, Type, Size & Inverts (if applicable) of All Existing Utility & Drainage Lines and Culverts Shown

9. Test Pits Within 4K Areas Shown on All Proposed Lots if no Municipal Sewer is to be Provided: _____

10. Locations of Feasible Water Well Locations (with Protective Radii as Required by the NHDES) Shown on all Proposed Lots if Public Water Supply is Not Provided: _____

11. Existing Treelines Shown: _____

1. Existing Ledge Outcrops, Stone Walls, & Other Significant Site Features Shown:
V. Construction Plan Requirements:

A. Roadway Plans & Profiles (Required for All Applications Involving the Construction of New Streets):

1. Name of Proposed Subdivision, Street and Start/Stop Stations, Name of Consultant, Plan Date (with Revision Block), Plan Scale & Project Location Shown/Noted in Title Block: _____

2. Scale Appropriate (1"=50' Horiz./1"=5' Vert. or 1"=40' Horiz./1"=4' Vert.): _____

3. Plan(s) Stamped by Licensed Professional Engineer: _____

4. Limits of Existing/Proposed Right-of-Way & Monumentation Shown: _____

5. Two-Foot Contour Interval Topography & Wetlands Mapping Shown: _____

6. Centerline Stationing/Geometry Shown: _____

7. Existing & Proposed Edges of Pavement/Curb Shown & Flare Radii Noted: _____

8. North Arrow Shown: _____

9. Existing & Proposed Lot Lines (with Parcel Designation per Subdivision Plat) Shown: _____

10. Two-Foot Interval Finish Grade Contours and Spot Grades Shown: _____

11. Existing & Proposed Drainage Improvements Shown on Plan & Profile: _____

   a. Location, Diameter, Material, Slope, Inverts & End Treatments of All Culverts Shown: _____
   b. Location (by Sta. & Offset), Rim Elev. & Inv. Elev.'s of All Structures Shown: _____
   c. Headwalls and/or Flared End Sections Specified: _____
   d. Outlet Protection Aprons Specified Where Required: _____
   e. Existing & Proposed Easements Shown: _____
   f. Location and Type of Treatment Provisions (Swales, Etc.) Shown: _____
   g. Location & Design of any Detention Facilities Shown: _____
   h. Underdrain Shown Where Required: _____
   i. Ditchline Protection Specified Where Required: _____
   j. Erosion Control Devices Specified: _____

12. One Benchmark with Elevation Noted & Shown per Plan Sheet: _____
13. Roadway Profiles Provided: _____
   a. Stationing Corresponding to Plan Shown with Grid: ______
   b. Existing & Proposed Grades Shown At 50-foot Stations and PVI's: ______
   c. Existing & Proposed Centerline Profiles Shown Graphically: ______
   d. Proposed Centerlines Grades and Vertical Curve Data Shown: ______
   e. Station & Elev. of Crest & Sag Points Noted: ______
   f. Existing & Proposed Drainage & Utilities Shown & Described: ______

14. Location, Type, Dia. & Appurtenances of Exist./Proposed Watermain & Stubs Shown: ______

15. Location of Existing/Proposed Sewer Mains & Manholes Shown on Plan & Profile: ______
   a. Location, Type, Dia., Length & Slope of Sewer & Manholes Shown on Plan: ______
   b. Location, Rim Elev. & Inverts at Manholes Shown on Profile: ______
   c. Sewer Information Shown on Profile: ______
   d. Service Stubs Shown on Plan to Limit of Right-of-way: ______

16. Location of Other Existing & Proposed Utilities Shown on Plan: ______

17. Location (by Sta. & Off-set) of Proposed Guardrail Shown: ______

18. Note on Plan Indicating Workmanship & Materials to Conform with Bedford Road Construction Standards: ______

19. Pavement Markings & Traffic Control Signage per MUTCD Shown: ______

B. Roadway Cross-Sections (Required for All Applications Involving the Construction of New Streets):
   a. Roadway Cross Sections at 50-foot Intervals & Culvert Crossings: ______
   b. Scale of Sections at 1”=5’ H & V or 1”=10’ H & V: ______
   c. Existing & Finish Centerline Grades Noted: ______
   d. Proposed Pavement, Crushed Gravel, Bank Run Gravel and Sand Cushion Lines/Limits and Right-of-Way Limits Shown: ______
   e. Roadway & Shoulder Cross Slopes Noted: ______
   f. Embankment Slopes Noted: ______
   g. Underdrain, Drainage & Utility Lines Shown: ______
   h. Guardrail with Shoulder Extension Shown: ______

C. Construction Detail Drawings/Sheets (As Applicable to Application):
   Note: Construction Details to conform with Bedford Road Construction Standards.
1. Typical Cross-Section of Roadway Provided: _____
2. Typical Driveway Apron Detail Provided: _____
3. Curbing Detail Provided: _____
4. Guardrail Detail Provided: _____
5. Underdrain Detail Provided: _____
6. Sidewalk Detail Provided: _____
7. Drainage Structure(s) Detailed: _____
8. Utility & Drainage Culvert Trench Detail(s) Provided: _____
10. Fire Protection System Details Provided: _____
11. Headwall Details(s) Provided: _____
12. Flared End Section Details Provided: _____
13. Outlet Protection Apron Details Provided: _____
14. Typical Cross-Section(s) of Swales & Stormwater Basins Provided: _____
15. Sewer Manholes, Trench & Service Connection Details Provided: _____
16. Water System Details Provided: _____
17. Traffic Control Device & Pavement Marking Details Provided: _______
18. Turf Establishment Requirements Noted: ______
19. Other Project Specific Construction Details Provided: _____

VI. Supporting Documentation/Reports (As Applicable to Application):

1. Soils & Slopes Based Lot Sizing Calculations Submitted: _____
2. Test Pit/Perc. Test Data Provided: _____
a. Pre. & Post-Development Watershed Delineation Provided: _____
b. Narrative Provided: _____
c. All Calculations Performed for 25-Year Storm: _____
d. Treatment Designed for 10-Year Design Storm per NHDES: _____
e. Design Calculations for All Drainage Improvements Provided: _____
f. Design Calculations for All Detention/Retention Facilities Provided: _____
g. Pre. vs. Post-Development Analysis for 25-Year Storm Provided: _____
h. Report Stamped by P.E.: _____

4. Traffic Study Provided if Required: _____

5. Fiscal Impact Study Provided if Required: _____

6. Off-Site Improvement Plans/Arrangements Included/Documented: _____

7. Other Project Specific Information as Required by Town Planner Submitted: _____

VII. Project Permits Submitted (As Applicable to Application):

1. NHDES Subdivision Approval: _____

2. NHDES Site Specific Approval: _____

3. NHDES Wetlands Permit: _____

4. NHDES Sewer Discharge Permit: _____

5. NHDES Water Supply Permit: _____

6. NHDOT Driveway Permit: _____

7. Bedford ZBA Variances/Special Exceptions: _____
VIII. Cluster Residential Development Checklist:

Note: In Addition to the Items Contained in Checklist Sections I through VII Noted Above, The Following Additional Information Must Be Included with Applications for Cluster Residential Developments Pursuant to Art. 45-6 of Bedford Zoning Ordinance.

1. Note Restricting Use to Single Family Dwellings and Their Accessory Structures: _____
2. Note Prohibiting Home Occupations Provided: _____
3. Note Included Indicating Whether Internal Roads are Public or Private: _____
4. Note Included Indicating Percentage of Common Open Space: _____
5. Note Included Indicating Percentage of Common Open Space Not in Wetland Conservation District: _____
6. Summary Note(s) Included Summarizing Determination of Net Developable Area: _____
7. Summary Notes Used in Computation of Permitted Density: _____
8. Note Indicating Proposed Density: _____
9. Buffer Zones Shown and Dimensioned: _____
10. Internal Minimum Yard Dimensions Shown and Defined: _____
11. Drafts of Homeowner’s Association Documents & Covenants Submitted: _____
Appendix C – Driveway Permit
I (we) agree to construct the below referenced vehicle driveway to my (our) property in accord with the pertinent Town of Bedford Regulations, including Figure 4, and the dimensional conditions of this permit as shown below. I (we) also agree that the driveway will have a negative slope from the edge of pavement. It is further agreed that the driveway and the culvert is my (our) responsibility and that I (we) will maintain it in proper working order, including clearing obstructions and correcting problems at my (our) own expense.

ISSUED TO: PROPERTY OWNER(S) ________________________________
MAILING ADDRESS ____________________________________________________________________________
PHONE NUMBER & E-MAIL ADDRESS ____________________________________________________________________
CONTRACTOR ____________________________________________________________________________
PHONE NUMBER & E-MAIL ADDRESS ____________________________________________________________________

1. CONTRACTOR MUST CALL FOR SUBGRADE INSPECTION 48 HOURS PRIOR TO PAVING DRIVEWAY.
2. THE PROPOSED DRIVEWAY WIDTH MUST BE BETWEEN 12' (MINIMUM) AND 25' (MAXIMUM), AT EDGE OF ROADWAY.
3. A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL DRIVEWAY APRON IS ACCEPTED (OR BONDED - WINTER ONLY).

For Town Use Only:

PERMIT NUMBER __________________ TAX LOT __________________
DRIVEWAY PERMIT IS GRANTED PER THE FOLLOWING CONDITIONS:
CULVERT PIPE REQUIRED □ YES □ NO  SPECIFIED PIPE SIZE __________________
BOND AMOUNT □ YES □ NO □ N/A __________________

DATE __________________ PERMIT ISSUED BY __________________
Director of Public Works or Authorized Agent

CONSTRUCTION COMPLETED AND ACCEPTED
DATE __________________ INSPECTED BY __________________
Director of Public Works or Authorized Agent

Fill in all blank spaces on the diagram. Dimensions must total actual street frontage of the property.

Please Circle One:
New Driveway  Relocation  Temporary
Resurfacing  Modification
Other: ____________________________

Attach approved site/subdivision plan, if applicable.

For Town Use Only:

Town of Bedford
Department of Public Works
55 Constitution Drive, 2nd Floor
Bedford, New Hampshire 03110
Telephone: (603) 472-3070  E-mail: publicworks@bedfordnh.org
Appendix D - Performance Guarantee Worksheet
I hereby certify that, in addition to any work already completed, the following itemized statement and estimated unit costs will complete all improvements required by the Town of Bedford Land Development Control Regulations for the following project:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>PRICE</th>
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<td>LANDSCAPING (DETAILED ESTIMATE REQUIRED)</td>
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**IMPROVEMENT GUARANTEE WORKSHEET**

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**Developer:**

I hereby certify that, in addition to any work already completed, the following itemized statement and estimated unit costs will complete all improvements required by the Town of Bedford Land Development Control Regulations for the following project:

**Project Name:**

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<th>Applicant:</th>
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I hereby certify that, in addition to any work already completed, the following itemized statement and estimated unit costs will complete all improvements required by the Town of Bedford Land Development Control Regulations for the following project:

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**SUBTOTAL:** $  
Engineering & Contingencies (20% of Subtotal): $  
**SUBTOTAL:** $  
Adjust for Escalation to Expiration (8% of Subtotal): $  
**TOTAL ESCROW AMOUNT:** $
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## TOWN OF BEDFORD
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Subtotal (1):

20% Eng./Contingency:

Subtotal (2):


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1. See Improvement Guarantee Worksheet for original escrow value.
2. Values in ( ) indicate added monies due to field conditions.
Appendix E - Adoption & Revision of Subdivision/Site Plan Regulations

See Following Pages
SUBDIVISION REGULATIONS
TOWN OF BEDFORD, NEW HAMPSHIRE

Effective March 9, 1965

Amended by Town Vote
March 6, 1973

Approved by the Bedford Planning Board
Registry
June 11, 1979

Amended by the Bedford Planning Board
Registry
February 8, 1982

Amended by the Bedford Planning Board
Registry
January 31, 1983

Amended by the Bedford Planning Board
June 10, 1985

Amended by the Bedford Planning Board
Registry
July 20, 1987

Amended by the Bedford Planning Board
Registry
April 11, 1988 (Soils & Slopes Regulations)

Amended by the Bedford Planning Board
December 7, 1992 (Community Well Specifications)

Amended by the Bedford Planning Board
December 20, 1999 (Service Area for New Boston Water Main)

Amended by the Bedford Planning Board
Registry
June 18, 2001 (Buildable Area in Soils & Slopes)

Recorded in Hillsborough
June 22, 1979

Recorded in Hillsborough
March 15, 1982

Recorded in Hillsborough
February 8, 1983

Recorded in Hillsborough
August 12, 1987

Recorded in Hillsborough
May 5, 1988

Recodified by the Bedford Planning Board
November 4, 2002 (Land Development Control Regulations)
NON-RESIDENTIAL SITE PLAN REGULATIONS

TOWN OF BEDFORD, NEW HAMPSHIRE

EFFECTIVE MARCH 1, 1983

Amended by the Bedford Planning Board
June 10, 1985

Amended by the Bedford Planning Board
September 10, 1990

Amended by the Bedford Planning Board
December 16, 1991 (added Excavation Regulations)

Recodified by the Bedford Planning Board
November 4, 2002 (Land Development Control Regulations)
CERTIFICATION

The Bedford Planning Board has adopted the Town of Bedford, New Hampshire Land Development Control Regulations, which include the amended Bedford Subdivision Regulations, Bedford Site Plan Regulations, and Bedford Road Construction Standards on November 4, 2002 by a majority vote of the Planning Board following a duly noticed public hearing held on November 4, 2002.

The Planning Board:

Paul Drahnak, Chairman

Denis Parker, Vice-Chairman

John Jacobson, Secretary

Deb Sklar

Harold Newberry

Lori Radke


Public Works Director, vacant

Keith Hickey, Town Manager

Date of filing with the office of the Town Clerk: January 28, 2003

Received by: Wanda Jenkins, Town Clerk

Filing with the Town Council: January 28, 2003

Received by: Keith Hickey, Town Manager
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I., a duly noticed public hearing was conducted by the Planning Board on May 16, 2005;

2. The purpose of said public hearings were to consider proposed amendments to the Bedford Land Development Control Regulations;

3. Said amendment being the addition of Section 324 – Architectural Design Guidelines, which public hearing was held on May 16, 2005;

4. Following completion of said public hearing, and in accordance with the provisions of NH RSA 675:6, II, the proposed amendment was formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

Paul Drahnak, Chairman
Jon Levenstein, Vice-Chairman
Deb Sklar, Secretary (absent)
Kevin Keyes, Council Rep.
James Stanford, Public Works Dir.

Keith Hickey, Town Manager
Harold Newberry
Robert Young
Paul Goldberg

Date of filing with the Office of the Town Clerk: January 31, 2006
Signature of Bedford Town Clerk:
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I., a duly noticed public hearing was conducted by the Planning Board on May 1, 2006;

2. The purpose of said public hearings were to consider proposed amendments to the Bedford Land Development Control Regulations;

3. Said amendment being the modification of Sections 255 and 345 to define “active and Substantial Development and Completion” of subdivision and site plans.

4. Following completion of said public hearing, and in accordance with the provisions of NH RSA 675:6, II, the proposed amendment was formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

Paul Drahnak, Chairman

Jon Levenstein, Vice-Chairman

Deb Sklar, Secretary

Kevin Keyes, Council Rep.

James Stanford, Public Works Dir.

Keith Hickey, Town Manager

Harold Newberry

Robert Young

Paul Goldberg

Date of filing with the Office of the Town Clerk: May 2, 2006

Signature of Bedford Town Clerk:
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I., a duly noticed public hearing was conducted by the Planning Board on June 19, 2006;

2. The purpose of said public hearings were to consider proposed amendments to the Bedford Land Development Control Regulations;

3. Said amendment being the revision of Sections 123 – Impact Fee Amounts, Section 124 - Bedford School Impact Fee Derivation, and Section 125 – Bedford Recreation Impact Fee Derivation, which public hearing was held on June 19, 2006;

4. Following completion of said public hearing, and in accordance with the provisions of NH RSA 675:6, II, the proposed amendment was formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

Paul Drahnak, Chairman

Jon Levenstein, Vice-Chairman

Deb Sklar, Secretary

Kevin Keyes, Council Rep.

James Stanford, Public Works Dir.

Keith Hickey, Town Manager

Harold Newbury

Robert Young

Paul Goldberg

Date of filing with the Office of the Town Clerk: June 21, 2006

Signature of Bedford Town Clerk: [Signature]

doc#21024
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I., a duly noticed public hearing was conducted by the Planning Board on September 11, 2006;

2. The purpose of said public hearings were to consider proposed amendments to the Bedford Land Development Control Regulations;

3. Said amendments being:
   a. Modification of Section 234 Water Mains, to eliminate location of water mains on the south and west sides of the right-of-way, and to require extension of water mains to serve new subdivisions.
   b. Modifications to Section 322.2 Off-Street Parking Requirements, to add a parking requirement for Assisted Living Facilities and to change the parking requirement for fast food restaurants.

4. Following completion of said public hearing, and in accordance with the provisions of NH RSA 675:6, II, the proposed amendments were formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

[Signatures]

Paul Drabnak, Chairman
Jon Loebenstein, Vice-Chairman
Deb Sklar, Secretary
Kevin Keyes, Council Rep.
James Stanford, Public Works Dir.

[Signatures]

Keith Delaney, Town Manager
Harold Newberry
Robert Young
Paul Goldberg

Date of filing with the Office of the Town Clerk: September 12, 2006

Signature of Bedford Town Clerk:

[Signature]

doc#21125
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I., a duly noticed public hearing was conducted by the Planning Board on October 9, 2006;

2. The purpose of said public hearing was to consider proposed amendments to the Bedford Land Development Control Regulations;

3. Said amendments being:
   a. Modify Sections 211 and 311 to require submission of a PDF electronic image;
   b. Modify Appendix C to add Subdivision and Site Plan Design Review Checklists,

4. Following completion of said public hearing, and in accordance with the provisions of NH RSA 675:6, II, the proposed amendments were formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

Paul Drabnak, Chairman
Jon Liebenstein, Vice-Chairman
Deb Sklar, Secretary
Kevin Keyes, Council Rep.
James Stanford, Public Works Dir.

Keith Hickey, Town Manager
Harold Newbury
Robert Young
Paul Goldberg

Date of filing with the Office of the Town Clerk: October 10, 2006

Signature of Bedford Town Clerk: [Signature]

doc#21484
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I., a duly noticed public hearing was conducted by the Planning Board on November 6, 2006;

2. The purpose of said public hearing was to consider proposed amendments to the Bedford Land Development Control Regulations;

3. Said amendments being the deletion of Section 126 – Impact Assessment Formula US Route 3 and Kilton Road Intersection, July 2, 1991 As Amended, and deletion of Section 127 – 1991 Cost Per Trip Calculations US Route 3 and Kilton Road, which public hearing was held on November 6, 2006;

4. Following completion of said public hearing, and in accordance with the provisions of NH RSA 675:6, II, the proposed amendment was formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

Paul Drablale, Chairman

Jan Reisenstein, Vice-Chairman

Deb Sklar, Secretary (absent)

Kevin Keyes, Council Rep.

James Stanford, Public Works Dir.

Keith Hickey, Town Manager

Harold Newbury

Robert Young

Paul Goldberg

Date of filing with the Office of the Town Clerk: November 21, 2006

Signature of Bedford Town Clerk:
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I., a duly noticed public hearing was conducted by the Planning Board on November 5, 2012;

2. The purpose of said public hearing was to consider proposed amendments to the Bedford Land Development Control Regulations;

3. Said amendments being:
   a. Revise Section 322, Parking Requirements;
   b. Delete the Comprehensive Application for Site Plan Review;
   c. Make non-substantive revisions throughout the Regulations.

4. Following completion of said public hearing, and in accordance with the provisions of NH RSA 675:6, II, the proposed amendments were formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

Paul Goldberg, Chairman
Jon Levenstein, Vice-Chairman
Harold Newberry, Secretary
James Stanford, Public Works Dir.

Jessie Devine, Town Manager
Deb Sklar
Karen McGinley
Chris Riley

Date of filing with the Office of the Town Clerk: December 18, 2012
Signature of Bedford Town Clerk: ____________________________
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I., a duly noticed public hearing was conducted by the Planning Board on December 3, 2012;

2. The purpose of said public hearing was to consider proposed amendments to the Bedford Land Development Control Regulations;

3. Said amendments being:
   a. Revise Section 322, Parking Requirements to include drive-through stacking requirements;

4. Following completion of said public hearing, and in accordance with the provisions of NH RSA 675:6, II, the proposed amendments were formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

Paul Goldberg, Chairman
Jon Levenstein, Vice-Chairman
Harold Newberry, Secretary
James Stanford, Public Works Dir.

Jessie Levine, Town Manager
Deb Sklar
Karen McGinley
Chris Riley

Date of filing with the Office of the Town Clerk: December 18, 2012

Signature of Bedford Town Clerk: ____________________________

doc#21484
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I., a duly noticed hearing was conducted by the Planning Board on October 20, 2014;

2. The purpose of said public hearing was to consider proposed amendments to the Bedford Land Development Control Regulations;

3. Said amendments being the addition of the definitions Certified Site and Certified Site Program to Section 102.5, the addition of new Section 360 - Certified Site Program and the amendment to Section 322.1.9 to remove Performance Zoning from the 30 foot setback requirement;

4. Following completion of said public hearing, and in accordance with the provisions of NH RSA 675:6, II, the proposed amendments were formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

[Signatures]

ABSENT

Steve Daly, Town Manager

ABSENT

Harold Newberry

ABSENT

Bill Bergody

ABSENT

Chris Bandazian, Council Rep

ABSENT

David Watt

ABSENT

Jim Scanlon, Council Rep

Date of filing with the Office of the Town Clerk: 12/3/2014

Signature of Bedford Town Clerk: [Signature]
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 575:6, I., a duly noticed hearing was conducted by the Planning Board on June 15, 2015.

2. The purpose of said public hearing was to consider proposed amendments to the Bedford Land Development Control Regulations:

3. Said amendments being updates to Article 120 – Impact Fees, Sections 122, 123, 124 & 125 for adjustments to the School and Recreation fee amounts.

4. Following completion of said public hearing, and in accordance with the Provisions of NH RSA 575:6, II, the proposed amendments were formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

Jim Stanford, Public Works Director

Jon Levenstein, Chairman

Harold Newberry, Vice-Chairman

Christopher Riley

Karen McGinley

Philip Cote

Bill Dermody

Town Manager

Christopher Bandazian

Mac McMahan

Charles Fairman

Alexander Rohe

Date of filing with the Office of the Town Clerk: 8/25/2015

Signature of Bedford Town Clerk:
CERTIFICATION

We, the undersigned members of the Bedford Planning Board, hereby certify that:

1. In accordance with the provisions of RSA 675:6, I, a duly noticed hearing was conducted by the Planning Board on October 7, 2019.

2. The purpose of said public hearing was to consider proposed amendments to the Bedford Land Development Control Regulations.

3. Said amendments being revisions to Appendix A, Bedford Road Construction Standards, to replace the standards in their entirety with updated standards.

4. Following completion of said public hearing, and in accordance with the Provisions of NH RSA 675:6, II, the proposed amendments were formally adopted by the affirmative vote of a majority of the membership of the Bedford Planning Board.

The Planning Board:

Jeff Foster, Public Works Director

Rick Sawyer, Town Manager

Christopher Bandarian

Randy Hawkins

Mac McManus

Charles Fairman

Phil Greazzo

Date of filing with the Office of the Town Clerk: October 9, 2019

Signature of Bedford Town Clerk: