



TOWN OF MASON, NH - PLANNING BOARD

Mason Town Offices & Library
Mann House, 16 Darling Hill Road
▪ Mason, NH 03048-4615



[Planning Board Website – masonnh.us](http://masonnh.us)

Phone: (603) 878-2070 ▪ Fax: (603) 878-4892 (Selectmen's Office)

Phone: (603) 417-6570

Mason Planning Board Meeting **Mason Town Hall - 7 Meetinghouse Hill Road** **Wednesday, February 23, 2022** **7:00 PM** **NOTICE of AGENDA**

- 7:00** Call to order by Chairman
Attendance
Set date of next meeting
Minutes of previous meeting to approve (1/26/22)
Reading of communications directed to the Board
- 7:10** Hearings on submitted applications and regulatory changes - No hearings will be started after 9:30 pm. (Hearings in progress at 9:30 PM will proceed at the Planning Board's discretion)

MAS 22-01: An application by BLC Holdings, LLC, for a lot line adjustment between lot E-31 and lot E-36-3 to convey a 2.407-acre portion of lot E-31 to lot E-36-3 and a .962-acre portion of lot E-36-3 to lot E-31. Lot E-36-3 would increase from 5.256 acres to 7.065 acres and lot E-31 would decrease to 48.3 acres. Lot E-31 would be subdivided into three lots including proposed lot E-31 (28.725 acres), proposed lot E-31-1 (5.272 acres) and proposed lot E-31-2 (5.060 acres). A .285-acre "Parcel C" would be conveyed to the Town for Scripps Lane and a 7.784-acre conservation "Parcel D" would be conveyed to the Town and consolidated with Town-owned lot G-24. Newly created and reconfigured lots E-31, E-31-1, E-31-2 and E-36-3 would front on a new cul-de-sac street proposed to be built off of Scripps Lane. The lots would be served by on-site septic and individual wells.

Other Business

Old business

- Update on warrant article
- Capital Improvements Program (CIP)

New business

- Annual review rules of procedure

- Adjourn -

The public is invited to attend the above-described Mason Planning Board Meeting.



Mason Planning Board

16 Darling Hill Road, Mason, NH 03048

Meeting Date: Wednesday, January 26, 2022

Location: Mason Town Hall

Minutes: **Unapproved**

Call to Order

The meeting was called to order at 7:00 PM by Dane Rota.

Roll Call

Attending Members

Charlie Moser (Ex-O), Dane Rota, Dotsie Millbrandt (Vice Chair), Mason Twombly (NRPC), Gerry Anderson, Katie Boots

Absent Members

Cynthia Donovan, John Suiter

Attending Public

Approximately 20 members of the public were in attendance.

Voting Members Tonight

Charlie Moser, Dane Rota, Dotsie Millbrandt, Gerry Anderson, Katie Boots

Minutes of Previous Meeting

The board read the minutes of December 29, 2021. Charlie recommended on page four to add onto the end of Wetlands Buffer Ordinance the statement "Public Hearing Closed".

Charlie made a motion to approve minutes from December 29. Jerry seconded the motion. Vote four to approve. Katie abstained due to absence from December 29 meeting.

Communication to the Board

Planning board members read the correspondence from Jon Bryan emailed to Mason Twombly, Nashua Regional Planning Commission, dated January 22, 2022 and January 21, 2022.

Board responded to the email that they did not make any changes at the December 29 meeting. The December 29 meeting included a 3rd public comment session due to previous changes made at the November meeting.

Public Hearings

None

Old Business

Wetlands Buffer Amendment

Charlie made a motion to approve the Wetlands Buffer Amendment.

Point of Order made by Jon Bryan- He stated that he was present at all three meetings, the public meeting was not officially closed. The board did not vote on the ordinance amendment from November- RSA 475 requires voting on an amendment.

Members of the public stated that they believed the Board had not adequately informed the public regarding the proposed changes to the Wetlands Article in the Zoning Ordinance. Several public attendees asked specific questions regarding how the ordinance would affect their property. Dane stated that he and members of the Board would address their concerns, individually, following meeting adjournment. He requested the public to allow the Board to proceed with the scheduled informal consultation listed on the agenda out of courtesy to those affected residents and their land surveyor present at the meeting. Dane also stated that the Board would provide information regarding the proposed amendment prior to the March 8th election through the local newspaper, the town website, and social media.

The Board stated that once the amendment has been approved, they will submit a warrant article to the selectman, who will submit to the town clerk, who will add to the town ballot on March 8 for vote.

Dotsie seconded the motion to approve the Wetlands Buffer Amendment. All board members approved.

New Business

Preliminary consultation: E-31 & E-36-3 Scripps Lane, Randy Haight, Meridian Land Services

The Board conducted an informal consultation with Randy Haight, Meridian Land Services, to alter 2 lots (Lot 36-1 and 36-3) and create a subdivision with four lots total. The plan includes a 7.8 acre conservation easement which would border the Town's Rail Trail. The proposal also includes construction of a conforming town road over the existing driveway into a cul-de-sac (800 ft. total).

Hearings on Subdivisions / Site Plans

None

Other Business

Application automation and document storage

Dane presented an update to the Rules of Procedure. Board members requested to read the document and a vote will be held in March to accept or reject.

CIP Update

Charlie stated no updates at this time.

Adjournment

Charlie made a motion to adjourn at 7:53. Dotsie seconded. Motion carried unanimously. Meeting adjourned at 7:53.

Town of Mason Planning Board

Public Notice of Application Review and Public Hearing

Notice is hereby given in accordance with RSA 676:4 that the following application(s) will be reviewed for completeness by the Planning Board on February 23, 2022, at the Town Hall located at 7 Meetinghouse Hill Road during a regular meeting:

7:10 P.M. MAS 22-01: An application by BLC Holdings, LLC, for a lot line adjustment between lot E-31 and lot E-36-3 to convey a 2.407-acre portion of lot E-31 to lot E-36-3 and a .962-acre portion of lot E-36-3 to lot E-31. Lot E-36-3 would increase from 5.256 acres to 7.065 acres and lot E-31 would decrease to 48.3 acres. Lot E-31 would be subdivided into three lots including proposed lot E-31 (28.725 acres), proposed lot E-31-1 (5.272 acres) and proposed lot E-31-2 (5.060 acres). A .285-acre "Parcel C" would be conveyed to the Town for Scripps Lane and a 7.784-acre conservation "Parcel D" would be conveyed to the Town and consolidated with Town-owned lot G-24. Newly created and reconfigured lots E-31, E-31-1, E-31-2 and E-36-3 would front on a new cul-de-sac street proposed to be built off of Scripps Lane. The lots would be served by on-site septic and an individual wells.

If the Board deems an application as complete, a public hearing may immediately follow. The public hearing will be continued to a date certain until an application is approved or disapproved. This serves as notice for any continuation of the public hearing to a date certain. The Planning Board meets the last Wednesday of the month at 7:00 PM.

A copy of the application(s) listed above is available for public review at the Selectmen's Office during regular business hours. You may submit comments in person or in writing. Any person with a disability who wishes to attend this public meeting and who needs to be provided with reasonable accommodation, please contact the Selectmen's Office one week prior to the meeting so arrangements can be made. Issuance of a decision shall be in accordance with RSA 676:3.

PER ORDER OF DANE ROTA, CHAIR
MASON PLANNING BOARD



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NASHUA REGIONAL PLANNING COMMISSION
STAFF REVIEW

Project Name: BLC Holdings, LLC Subdivision Case Number: 22-01
Plan (Plat)/Revision Date: November 9, 2021 Tax Map: E & G Lot #: E-31, E-36-3 & G-24

Table with 3 columns: MEETING DATE, APPLICANT(S), APPLICATION TYPE, APPLICATION STATUS, APPLICANT'S CONSULTANT, REVIEWED BY.

EXECUTIVE SUMMARY:

Lot Requirements for GRAF District:

- Area - The minimum lot area shall be 4-acres (174,240) sq. ft. per dwelling unit
Frontage - A conventional lot shall be 350 ft. on a Class V highway or better
Setbacks - Front, Side and Rear Set Back of 35 ft.

Waivers:

- Subdivision Regulations Section 5.08.6 A - Grade within 100 feet of an intersection
Subdivision Regulations Section 5.08.6 E - Vertical Curves

Fees: Verified and paid.

Issues:

- Minimum submission requirements having been met; staff recommends acceptance as a complete application. Input on the waiver requests from the Road Agent would be helpful in evaluating the request. Input from the Road Agent on the proposed cul-de-sac and condition of the unpaved portion of Scripps Lane should be considered. The Planning Board should also receive input from the Conservation Commission on potential wetland impacts and input from the Conservation Commission and Board of Selectmen on the proposed conveyance of "Parcel D" to become a part of town-owned Lot G-24. A dredge & Fill permit will be required for the proposed cul-de-sac street.



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BACKGROUND

Tax Map / Lot: Existing: E31, E-36-3 and G-24
Proposed: E-31-1 & E-31-2

Area / Acres, Ft.²: Existing E-31: 49.7 acres or 2,167,000 Sq. Ft
Existing E-36-3: 5.625 acres or 245,000 Sq. Ft
Existing G-24: 5.67 acres or 247,000 Sq. Ft

Proposed E-31: 28.725 acres or 1,251,245 Sq. Ft
Proposed E-31-1: 5.272 or 229,658 Sq. Ft.
Proposed E-31-2: 5.060 or 220,397 Sq. Ft.
Proposed E-36-3: 7.065 acres or 307,753 Sq. Ft
Proposed G-24: 13.45 acres or 586,000 Sq. Ft.

Current Land Use: Undeveloped Residential & Conservation

Steep Slopes: none

Road Access / (Closest Intersection): Brookline Road

Zoning District(s): Overlay Districts: GRAF District

Aquifer / Wetlands / Floodplain (FEMA Flood Hazard Zone): Yes / No

Surface Water Bodies: N/A

ISSUES:

- Waiver(s) Conditional Use Permit (CUP) Special Exception(s) Variance(s)
- Easements Condo Documents State Permit(s) / Road Cut Excavation Permit
- Road Bond

APPLICATION ACCEPTANCE:

1. Verify abutter notices received (Match return receipts to abutter list)
2. Verify all fees have been paid, plats stamped and signed, all checklist items are complete
3. Accept, continue or deny (staff recommendation: application appears complete)
4. Consider and determine whether the application is a development of regional impact (staff recommendation: no regional impact)

APPLICATION REVIEW AND APPROVAL:

1. Board open public hearing for approval consideration
2. Presentation by applicant
3. Staff review report
4. Board questions on the application



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5. Abutter comments on approval
6. Consider any other staff, conservation commission and other issues
7. Board consideration of and action on requested waivers
8. Determine any additional fees or other possible conditions
9. Act on approval, conditions, denial or continue to a date certain (staff recommendation: continue to a date and time certain)

CONDITIONS OF APPROVAL

- 6 Plan copies with professional seals & signatures
- 1 Original Mylar with professional seals & signatures
- Bond estimate (where applicable)
- State Permits – Curb-cut, Subdivision (Sub Surface/Septic), Dredge and Fill, Alteration of Terrain
- All fees paid, and escrow maintained as required
- Changes to Plat as detailed in minutes and this report (List) **IF ANY:** see issues noted above
- Others (List): List any additional conditions identified during the hearing.



MERIDIAN LAND SERVICES, INC.

CIVIL ENGINEERING | LAND SURVEYING | PERMITTING | SOIL & WETLAND MAPPING | SEPTIC DESIGN | ENVIRONMENTAL

Office: 31 Old Nashua Road, Suite 2, Amherst, NH 03031

Mailing: PO Box 118, Milford, NH 03055

Phone: 603-673-1441 * Fax 603-673-1584

www.MeridianLandServices.com

February 2, 2022

Town of Mason
Planning Board
16 Darling Hill Road
Mason, NH 03048

Re: Subdivision Design and Standards Waiver Request

PROPERTY LOCATION:

Scripps Lane – Mason, New Hampshire – Map E Lot(s) 31 & 36-3

WAIVER(S) REQUESTED OF:

Town of Mason Subdivision Regulations, Section 5.08.6 – Grades and Grade Changes

- Subsection A - Grade within 100 feet of an intersection
- Subsection E - Vertical curves

EXPLANATION OF REQUEST(S):

Subsection A – Grade within 100 feet of an intersection:

The subject parcel has an existing wetland crossing that requires 2-3 feet of cover. To maintain the required cover over the crossing, a grade of 3.25% is proposed coming off Scripps Lane before transitioning to a grade of 8%. The instantaneous slope along the vertical curve at station 1+00 is approximately 6.5%. If 3% was to be maintained within 100 feet of the intersection, the proposed road grade would steepen substantially to maintain adequate cover over the crossing. For this reason, we are requesting a waiver from section 5.08.6(A).

Subsection E – Vertical Curves:

The curve proposed at the entrance area is located at a stop condition on a dead-end roadway. The required 200 feet of sight distance at this location would exceed the location of the proposed stop condition, so providing additional distance wouldn't provide any additional benefit to motorists. The second vertical curve is proposed to provide adequate sight distance while minimizing the grades required over the wetland crossing. Per the 2018 AASHTO Green Book, a K-value of 19 is required for a crest vertical curve to achieve 200 feet of stopping sight distance on a 30-mph road. The proposed a k-value of 20 exceeds this requirement.

CERTIFICATION:

The information provided is true, complete, and not misleading to the knowledge and belief of the undersigned, and any waiver granted based on false, incomplete, or misleading information shall be subject to revocation.

Waiver Requestor:


Trevor R. Yandow, PE Date

APPENDIX A
Application for Subdivision

**** Please SIGN AND RETURN this copy to the Mason Planning Board and NRPC as indicated in Step 7 of the Instructions for Subdivision Applicants form****

- Major Subdivision (3 or more lots created; public hearing-required) Application Number: 4
 Minor Subdivision (up to 2 lots created; public hearing required) Number of proposed lots: _____
 Lot Line Adjustment/Technical Subdivision (no new lots created)

Registry of Deeds: _____ (office use)

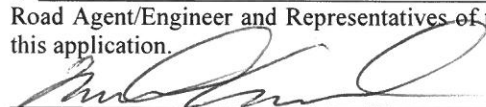
1. Name and Address of Property Owner of Record: BLC Holdings, LLC c/o Michael Emanouil
66 Progress Avenue; Tyngsboro, MA 01879
2. Location of Subdivision: Scripps Lane
Tax Map and Lot Number: Map E Lots 31 & 36-3
3. Land Surveyor's Name and Address: Meridian Land Services, Inc. c/o Randy Haight, LLC
PO Box 118; Milford, NH 03055-0118
4. Septic Engineer's Name and Address: Meridian Land Services, Inc. c/o Jason Bolduc
PO Box 118; Milford, NH 03055-0118

A list of required submission items appears on the reverse of this application. Numbers in the second column refer to sections and paragraphs in the Town of Mason Subdivision Regulations (October 19, 1974 with amendments through September 28, 2005 unless otherwise noted).

All notifications directly to individuals/firms/corporations requested by the property owner shall be done in the same manner as required be done for the abutting owners. That is, the property owner shall list them (#2 on the Checklist) and submit the required notification fee for both abutters and additional notifications.

This application must be accompanied by three (3) mailing labels for each name and address on the list. These labels shall not exceed a size of 1" high by 5" wide and the address must be contained within an area of 15/16 of an inch high by 2 3/4 of an inch wide. Labels any larger and the accompanying application will not be accepted. This requirement must be met to conform to U.S. Postal Service requirements.

I, Michael Emanouil, member of BLC Holdings, LLC hereby give the Mason Planning Board, the Road Agent/Engineer and Representatives of the Planning Board permission to walk the site whose plan is the subject of this application.


Property Owner's Signature

2-1-22
Date

Summary:

Application Received: _____
Application Submission Accepted as Complete: _____
Subdivision: _____
Approved _____
Date _____
Conditionally Approved _____
Disapproved Conditions shall be met by: _____

Comments: _____

APPENDIX B Instructions for Subdivision Applicants

1. All hearings are in the order in which completed application form and fees (see 2, 3, 4, and 5 below) are received.
2. Deadline for applications: No application shall be heard at any meeting unless it has been received by the Board a minimum of 21 calendar days prior to the meeting. A schedule is posted at the Town Offices and the Town Hall that provides all necessary dates. Contact the Planning Board’s agent to be placed on the agenda for a Planning Board meeting.
3. All fees are shown below. Fees are accepted in the form of a check or money order made out to the specified party (shown in “Check Payable To” column in table below). The applicant will prepay all “Town of Mason fees which will be held in escrow by the town.

Fee Name	Payment Point	Check Payable To	Fee Amounts	
			Amount Due	Applicant Status
Preapplication Consultation	None	N/A	None	
Basic Application Filing Fee	With Application	Town of Mason	\$100	
Per Lot Application Filing Fee	With Application	Town of Mason	\$50 per lot, for total number of lots at completion of subdivision. Waived for lot line adjustments.	
Abutters/Notification Fee	With Application	Town of Mason	\$6.50 per notification per hearing	
Newspaper Notice Fee	With Application	Town of Mason	\$150 per notification per hearing	
Tax Map Update Fee	At Approval	Town of Mason	\$25 per lot, for total number of lots	
Registry Filing Fee	At Approval	Hillsborough County Register of Deeds	<ul style="list-style-type: none"> • 8.5 x 11 or 11 x 17 = \$11 • 17 x 22 = \$16 • 22 x 34 = \$26 	
Land and Community Heritage Investment (LCHIP) Fee	At Approval	Hillsborough County Treasurer	\$25	
Administrative Filing Fee	At Approval	Town of Mason	\$25	
Planning Consultant(s) Review Fee – Escrow	With Application	Town of Mason	Lot Line Adjustment \$200 Minor Subdivision \$200 Major Subdivision \$500 **See Item 4 below	
TOTAL				
All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Town Hall. Applicants are responsible for verification with the Mason Planning Board that they have the latest revision of the application form and the latest fee structures. Fees are non-refundable.				

**Town of Mason
Subdivision Regulations**

4. In accordance with Section 3.09.4 of the Mason Subdivision Regulations, all applications will be reviewed by the Board's Planning Consultant. The cost for review will be charged on an hourly basis at a fee of \$70.00 per hour. The applicant will prepay all fees to be held in escrow by the town in accordance to fees listed on previous page. Upon receipt of an application, the Board's Planning Consultant will issue a notice of receipt and a preliminary cost estimate to the applicant – actual review times and associated fees will vary depending on the complexity of each application. The following hourly estimates are illustrative of typical review times based on the type of application:

Lot Line Adjustment:	2-3 hours, \$200
Minor Subdivision:	2-3 hours, \$200
Major Subdivision (3-5 lots):	3-6 hours, \$500
Major Subdivision (5+ lots):	To be determined upon receipt of an application.

Before making the final decision on the application, the Board may require additional information or detailed review of information submitted by the applicant. The Board will inform the applicant of the need for additional information or consulting reviews. The Applicant is responsible for the cost of all application reviews by the Board's designated representative and/or a consultant.

It is highly recommended for the applicant to have a preliminary consultation with the Board's Planning Consultant prior to application submission.

5. Three (3) sets of mailing labels for each notice for abutters, the applicant, holders of conservation, preservation, or agricultural preservation restrictions, and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat are required as part of the material submitted with the application. These labels shall not exceed a size of 1" high by 5" wide and the address must be contained within an area of 15/16 of an inch high by 2 ¾ of an inch wide. Labels any larger and the accompanying application will not be accepted. This requirement must be met to conform to U.S. Postal Service requirements.
6. The Board may cancel your hearing if the owner or authorized representative does not appear within 15 minutes of the scheduled start time. The property owner must submit a letter of authorization to the Mason Planning Board for acceptance of a Representative's signature.
7. The original application form and filing fees should be submitted to the Town of Mason. At the same time, a copy of the application, 7 copies of the plat, and mailing labels should be mailed to the Planning Board's agent: Nashua Regional Planning Commission, 9 Executive Park Drive, Suite 201, Merrimack, NH 03054-4058. For questions please call (603) 424-2240.

I have read and retained a copy of these instructions.



Property Owner's (or Authorized Representative) Signature

Property Owner's Telephone Number: (603) 673-1441

**** Please SIGN AND RETURN this copy to the Mason Planning Board ****

APPENDIX C Subdivision Checklist

APPLICATION PROCEDURAL REQUIREMENTS

<u>PLAT INFORMATION</u>		YES	NO
1. Name of town and subdivision; name and address of subdivider & designer.	4.03.3.a.i	X	
2. Name, seal and signature of person(s) who prepared the plat.	4.03.3.a.ii	X	
3. Block for Planning Board endorsement.	4.03.3.a.xxiii	X	
4. Hillsborough County registry of Deeds (HCRD) recording block. <i>NA They do not have one</i>	4.03.3.a.xxiv	X	
5. Perimeter survey with line bearings and distances, statement of the precision (1:5,000).	4.03.3.a.iv	X	
6. Location and amount of frontage, including frontage at points of curvature and total frontage.	4.03.3.a.iv	X	
7. Location of building setback lines.	4.03.3.a.iv	X	
8. North point, bar scale, dates of any revisions, and legend.	4.03.3.a.v	X	
9. A Locus Plan at 1" = 400'.	4.03.3.a.vi	X	
10. Existing and proposed lot lines, angles and dimensions, lot sizes in square feet and acres, consecutive numbering of lots, pins at lot corners, as per 5.08, 8).	4.03.3.a.vii	X	
11. Boundaries of areas in Current use. <i>NA</i>	4.03.3.a.viii	X	
12. Names and addresses of abutting property owners within 100 feet of the parcel.	4.03.3.a.ix	X	
13. Use of abutting properties and approximate location of structures thereon and access points thereto within 200 feet of the parcel's boundaries.	4.03.3.a.x	X	
14. Location of existing and proposed easements or deed restrictions.	4.03.3.a.xxi	X	
15. Written acknowledgement of subdivider's responsibility for maintenance of easement areas, assumption of liability for injuries and damages that may occur on any land dedicated for public use.	4.03.3.a.iii		
ROADS/OTHER FEATURES		yes	no
16. Names and locations of all public roads on the parcel and within 200 feet of the parcel, including the name, class, right of way dimensions and travel surfaces, and all entrances onto, and culvert crossings.	4.03.3.a.xviii	X	
17. Existing and proposed street right-of-way lines, dimensions of tangents, chords and radii, accurate locations of all monuments to be set at street intersections, points of curvature and tangency of curved streets and at angles of lots.	4.03.3.a.xix 5.08.8	X	
18. Location of proposed driveway connection to street for each lot.	4.03.3.a.xx	X	
19. Topography at two-foot intervals, except where terrain is in excess of 5% slope, in which case five-foot intervals are permissible.	4.03.3.a.xi	X	
20. Location of all watercourses (including intermittent drainageways), waterbodies and wetlands, existing drainage including all culverts, the location of any adjacent wetlands, and the 100-year flood elevation line.	4.03.3.a.xii	X	

Town of Mason
Subdivision Regulations

21. All significant natural and man-made features.	4.03.3.a.xxii	X	
WATER SUPPLY/SEWAGE DISPOSAL		yes	no
22. Soils data from the USDA Soils Conservation Service certified soils survey for Hillsborough County.	5.07	X	
23. Septic setback lines derived from soil mapping.	5.07.D.6.a-c.	X	
24. Test Pits and Percolation Tests with results (including failed tests) logged, dated and recorded on the plat.	5.07. B, 5-9	X	
25. Location of all existing and proposed water supply and waste disposal facilities, showing the state-required 4,000 square-foot leach field, and the 75-foot well radius on the parcel.	4.03.3.a.xv	X	
26. Approximate location of all existing offsite water supply and waste disposal facilities on adjacent parcels within 100 feet of the site boundary.	4.03.3.a.xvi	X	
OTHER INFORMATION		yes	no
27. Subdivision Grading and Drainage Plan.	4.03.3.c	X	
28. Subdivision Street and Utility Plan.	4.03.3.d	X	
29. Sediment and Erosion Control Plan.	4.03.3.e	X	
30. "As-Built" Plans. <i>N/A</i>	4.03.3.f		
31. Flood Hazard Area Plans. <i>N/A</i>	4.03.3.g		
32. Copies of any local, state or federal permits. <i>TO BE PROVIDED</i>	4.03.3.h		
33. Compliance with other applicable local, state, or federal regulations.	4.03.3.a.xvii	X	
34. Statement attesting to the availability of public water or sewer or capacity of parcel to provide onsite water and waste disposal. <i>N/A</i>	4.03.3.a.xviii		
35. Legal Data, as required (e.g. easements). <i>TO BE PROVIDED</i>	4.04		
36. Impact Study.			
37. Wetland Review by Mason Conservation Commission, if required by the Planning Board.			
38. Review by Fire Chief, Road Agent, Police Chief (for all Major Subdivisions), and for Minor Subdivisions as required by the Planning Board.			
39. Compliance with Zoning Regulations:		X	
♦ Lot size, frontage, building setback lines, septic setback lines, wetland requirements.		X	
40. Compliance with Subdivision Design and Standards	5.01 – 5.32	X	
a. Lot width must be at least 90% of the frontage through to the building site		X	
b. Driveways should not require excessive wetland or environmental modification and shall not exceed 15% slope.		X	
41. Open Space as required.	5.19 – 5.21	X	
APPLICATION SUBMISSION ITEMS		yes	no
42. Application Form (this form)	3.05.1.a	X	
43. Notification List, including:	3.05.1.a.i	X	
♦ Applicant and all abutters		X	
♦ Person(s) whose seal appears on the plat (e.g. engineer, architect, land surveyor, soil scientist)		X	
♦ All holders of conservation, preservation, or agricultural preservation restrictions <i>N/A</i>			
44. Check to cover Registration Filing Fee and separate check to cover Land and Community	3.05.a.ii		

TO BE PROVIDED

**Town of Mason
Subdivision Regulations**

Heritage Investment fee, as listed under Appendix B of this document.			
45. Escrow account established to cover Town of Mason fees and consulting fees <i>TO BE DETERMINED</i>	3.09.4		
46. Letter of authorization by property owner, if applicable.	3.05.1.c	X	
47. One mylar and six (6) paper copies of each page of the Plat sized in accordance with the Registry of Deeds, but not smaller than 20" x 30". Maps at a scale no more than 100 feet per inch.	4.03.1		
48. Plat shall state: "The Subdivision Regulations of the Town of Mason are a part of this Plat, and approval of this Plat is contingent on completion of all the requirements of said Subdivision Regulations, excepting only any variances or modifications made in writing by the Board and attached hereto."	4.03.2	X	

REFERENCE PLANS:

- "SCRIPTURE FARM - LOT LINE REVISION & SUBDIVISION PLAN - TAX MAP PARCELS E-30, E-31 & E-36 - LAND OF - ROBERT G. LIPIN - AND EVELYN F. ELLIS - MASON, NEW HAMPSHIRE", SCALE: 1"=100', DATED AUGUST 1, 2007, BY THIS OFFICE (H.C.R.D. PLAN #35915).
- "EASEMENT PLAN - TAX MAP PARCELS E-30 & E-36 - PREPARED FOR - EVELYN F. ELLIS - & ROBERT G. LIPIN - MASON, NEW HAMPSHIRE", SCALE: 1"=50', DATED DECEMBER 12, 2006 BY THIS OFFICE (H.C.R.D. PLAN #35340).
- "PARKING EASEMENT PLAN - TAX MAP PARCEL E-31 - (SCRIPPS LANE) - MASON, NEW HAMPSHIRE - PREPARED FOR: - MASON CONSERVATION COMMISSION - MANN HOUSE, 16 DARLING HILL ROAD, MASON, NH 03048 - LAND OF: - TONY LOMBARDO & MELISSA MUDRICK - SCRIPPS LANE, MASON, NH 03048" SCALE: 1"=20', DATED OCTOBER 20, 2015 BY FIELDSTONE LAND CONSULTANTS, PLLC (H.C.R.D. PLAN #39253).
- "BOSTON AND MAINE CORPORATION - VAL. SEC. 36.4 MAPS 16-22 - MASON, N.H. - OFFICE OF THE VICE PRES.-ENG. SCALE: 1"=200', DATED 4-13-81, REVISED THROUGH 8-2-84 BY BOSTON AND MAINE CORP., SHEETS 1 & 2 OF 3 (NOT RECORDED).

AREA CHART

LOT NO.	EXISTING	PROPOSED	FINAL
E-31	49.7± ACRES 2,167,000± S.F.	46.30± ACRES 2,105,700± S.F.	28,725 ACRES 1,251,245 S.F.
E-36-3	5.625 ACRES 245,000 S.F.	7.065 ACRES 307,753 S.F.	7.065 ACRES 307,753 S.F.
E-31-1	-----	5.272 ACRES 229,658 S.F.	5.272 ACRES 229,658 S.F.
E-31-2	-----	5.060 ACRES 220,397 S.F.	5.060 ACRES 220,397 S.F.
G-24	5.67± ACRES 247,000± S.F.	13.45± ACRES 586,000± S.F.	13.45± ACRES 586,000± S.F.
PARCEL 'A'	-----	2.407 ACRES 104,828 S.F.	-----
PARCEL 'B'	-----	0.962 ACRES 41,923 S.F.	-----
PARCEL 'C'	-----	0.285 ACRES 12,414 S.F.	-----
PARCEL 'D'	-----	7.784 ACRES 339,063 S.F.	-----

LOT LINE TABLE

LINE	BEARING	LENGTH
L21	N82°33'E	57'±
L22	N84°52'E	60'±
L23	N75°35'E	27'±
L24	N79°29'E	21'±
L25	N66°18'E	50'±
L26	N69°25'E	59'±

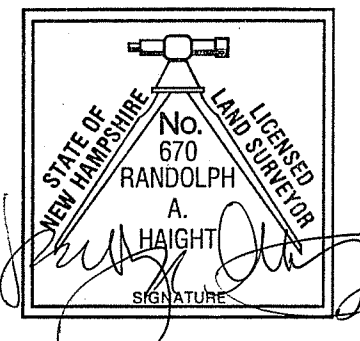
LEGEND:

- RIGHT-OF-WAY LINE
- BOUNDARY LINE
- ABUTTING LOT LINE
- EDGE OF WETLANDS
- BUILDING SETBACK LINE
- EASEMENT LINE
- EDGE OF PAVED ROAD
- EDGE OF GRAVEL ROAD
- 25' CONTOUR INTERVAL
- 5' CONTOUR INTERVAL
- EDGE OF WATER
- STONE WALL
- WIRE FENCE
- EXISTING BUILDING
- GRAPHIC SCALE
- I.P.I.P.E. FND.
- I.P.I.N. FND.
- D.H. FND.
- G.B. FND.
- D.H. SET
- GB.(tbs)
- IRON PIN (tbs)
- UTILITY POLE AND GUY WIRE
- WELL
- PREFERRED DRIVEWAY LOC.
- POTENTIAL STUMP
- COMPOST AREA
- IRON PIPE FOUND
- IRON PIN FOUND
- DRILL HOLE FOUND
- GRANITE BOUND FOUND
- DRILL HOLE SET
- GRANITE BOUND OR DRILL HOLE TO BE SET
- DRILL HOLE TO BE SET
- DRILL HOLE TO BE SET
- POTENTIAL STUMP
- COMPOST AREA

APPROVED BY MASON PLANNING BOARD
 ON: _____ CERTIFIED BY
 CHAIRMAN: _____
 HCRD PLAN #:

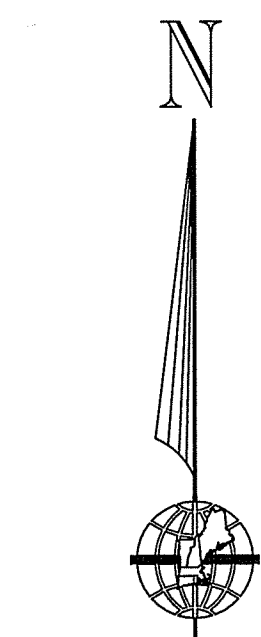
CERTIFICATION:

"I HEREBY CERTIFY THAT THIS PLAN IS THE RESULT OF AN ACTUAL FIELD SURVEY MADE ON THE GROUND FOR THE PRECISION AND ACCURACY STANDARDS FOR AN URBAN CLASSIFICATION SURVEY AS SPECIFIED IN THE NEW HAMPSHIRE LAND SURVEYOR'S ADMINISTRATIVE RULES (LAN 503.04) AND HAS A MAXIMUM ERROR OF CLOSURE OF ONE PART IN TEN THOUSAND (1/10,000) ON ALL PROPERTY LINES WITHIN AND BORDERING THE SUBJECT PROPERTY."



GRAPHIC SCALE
 120' 60' 0' 120' 240' 360'

REV.	DATE	DESCRIPTION	C/O	DR	CK
A	---	---	---	---	---



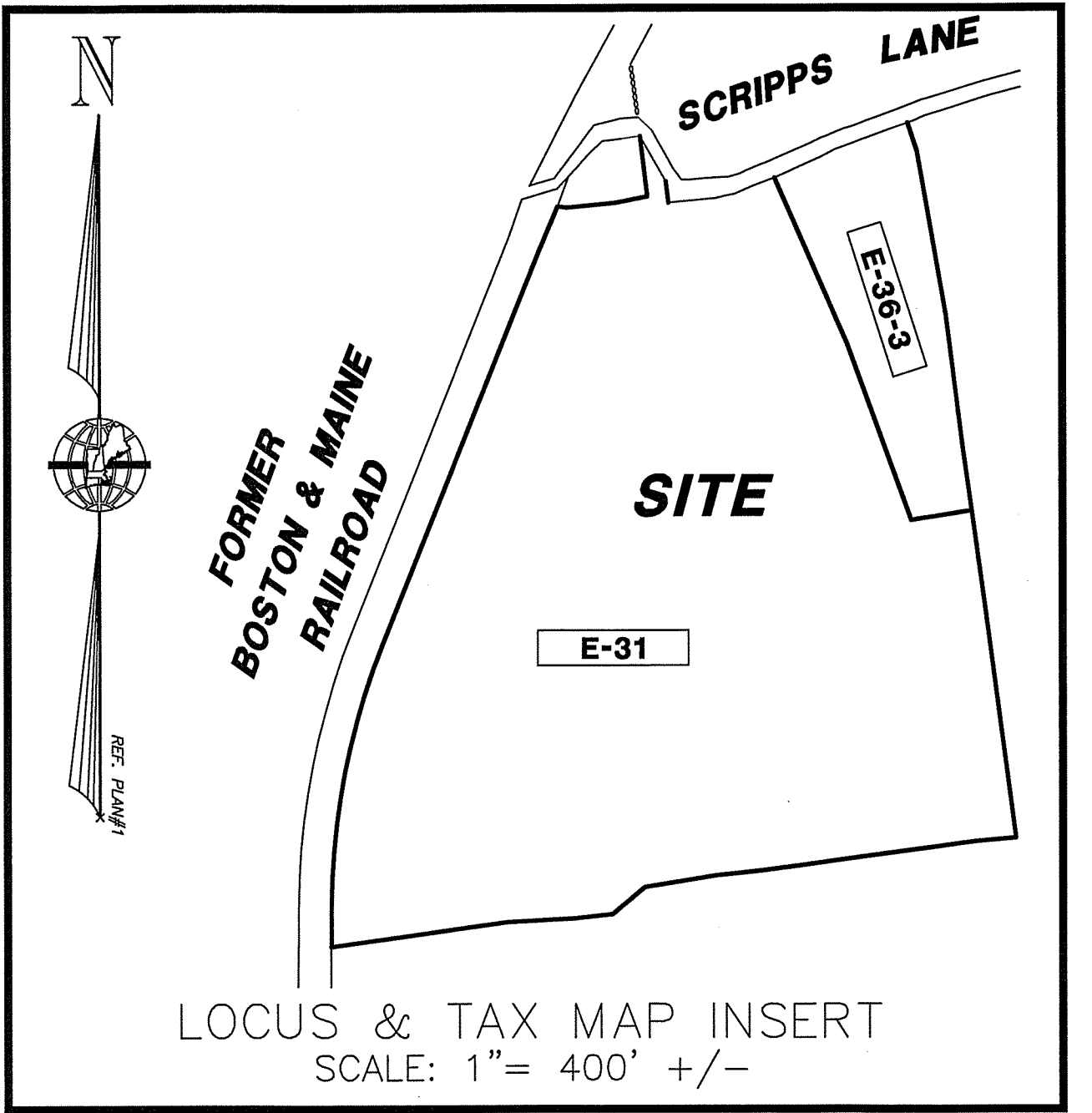
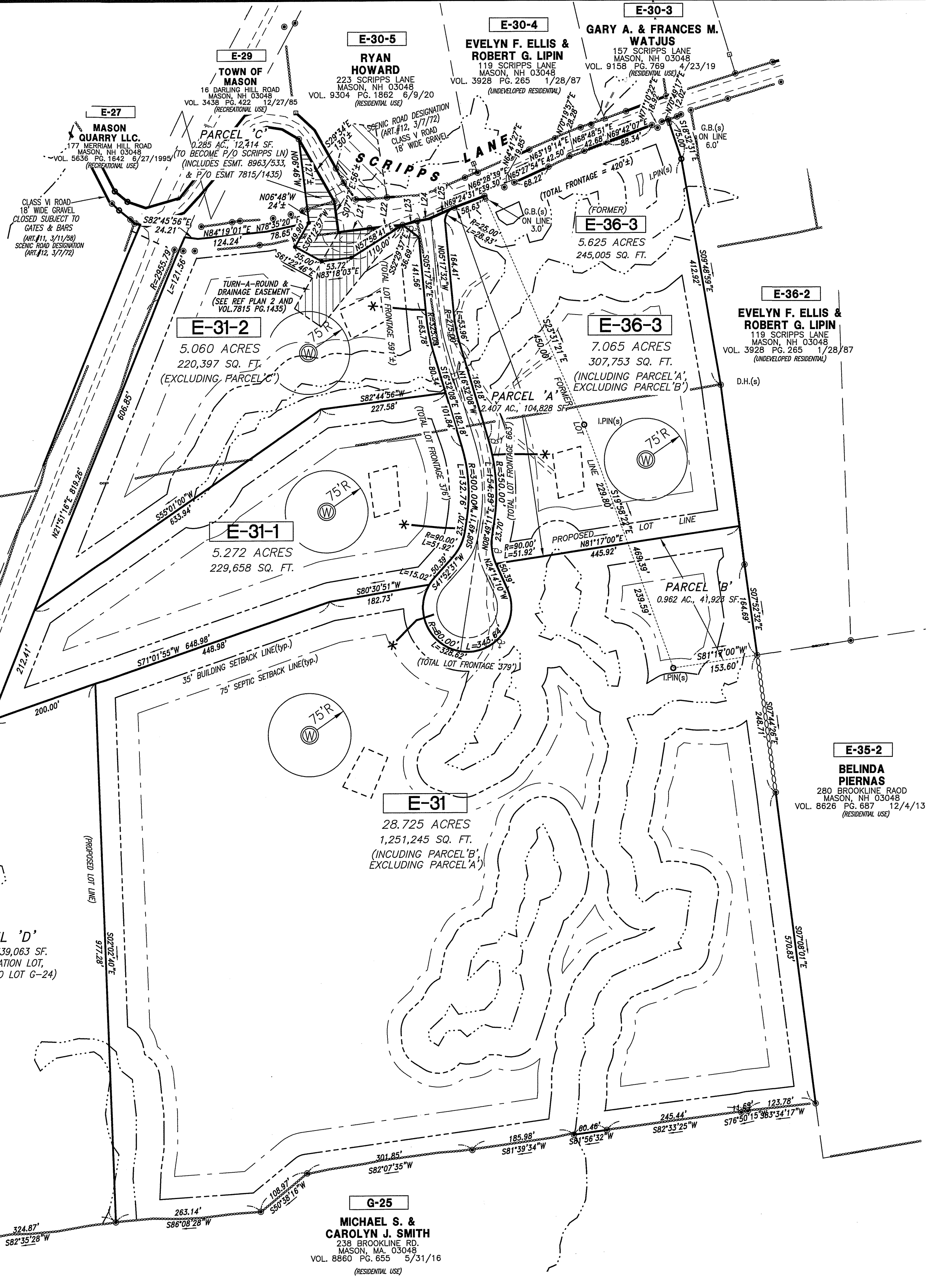
FORMER BOSTON & MAINE RAILROAD
 (SEE VALUATION L.S. & SHEETS 19 & 20)
 CATTLE PASS (3'x6'x24')

G-24
 13.45+/- ACRES
 586,000+/- SQ. FT.
 (INCLUDING PARCEL 'D', BY ADDITION)

G-24
 TOWN OF MASON
 16 DARLING HILL ROAD
 MASON, NH 03048
 VOL. 3438 PG. 422 12/27/85
 (RECREATIONAL USE)

G-23
 MASON MANN FAMILY LAND TRUST, LLC
 c/o Jonathan Mann, 91 HILL RD., TROY, NY 12180
 VOL. 8931 PG. 2070 12/27/16
 (WOODLAND USE)

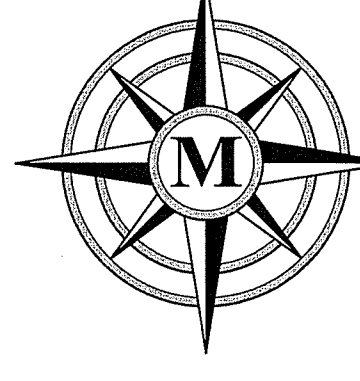
G-25
 MICHAEL S. & CAROLYN J. SMITH
 238 BROOKLINE RD.
 MASON, NH 03048
 VOL. 8860 PG. 655 5/31/16
 (RESIDENTIAL USE)



NOTES:

- THE OWNERS OF RECORD OF TAX MAP PARCELS E-31 & E-36-3 IS THE BLC HOLDINGS LLC, 66 PROGRESS AVE., TYNGSBORO, MA 01879. DEED REFERENCES ARE VOL. 9451 PG. 1804 DATED FEBRUARY 26, 2021 AND VOL. 9343 PG. 1665, DATED OCTOBER 21, 2021 IN THE H.C.R.D.
- THE PURPOSE OF THIS PLAN IS TO DEPICT A LOT LINE REVISION BETWEEN LOTS E-31 & E-36-3, WITH PARCEL 'A' TO BE CONVEYED TO LOT E-36-3 AND PARCEL 'B' TO BE CONVEYED TO LOT E-31. THEN SUBDIVIDE REVISED LOT E-31 INTO THREE LOTS TOGETHER WITH PARCELS 'C' & 'D'. THE PROPOSED PARCELS 'C' & 'D' ARE TO BE CONVEYED TO THE TOWN OF MASON. PARCEL 'C' IS FOR SCRIPPS LANE IMPROVEMENTS WHICH ALSO CAPTURES ALL OF THE EXISTING EASEMENT AS IN VOL. 8963 PG. 533, DATED 4/22/17 IN THE H.C.R.D. PARCEL 'D' IS TO BE CONSOLIDATED WITH LOT G-24.
- [E-31] DENOTES TAX MAP PAGE AND PARCEL NUMBER.
- THE BOUNDARY INFORMATION SHOWN WAS DEVELOPED FROM A BOUNDARY SURVEY BY THIS OFFICE.
- TOTAL AREA OF THE SITE IS 60.99+/- ACRES, THE FRONTAGE ALONG SCRIPPS LANE IS 69.90'.
- EXISTING EASEMENTS FOR THE SITE ARE SHOWN. SLOPE & DRAINAGE EASEMENT IS PROPOSED. THE SUBDIVIDERS ARE RESPONSIBLE FOR THE MAINTENANCE OF THE EASEMENT AREA, ASSUMPTION OF LIABILITY FOR INJURIES AND DAMAGES THAT MAY OCCUR ON ANY LAND DEDICATED FOR PUBLIC USE, UNTIL ACCEPTED BY THE TOWN OF MASON.
- THE SITE LIES OUTSIDE OF THE SPECIAL FLOOD HAZARD AREA DEPICTED ON F.E.M.A. COMMUNITY PANEL NUMBER 3301C0605D, DATED SEPT. 25, 2009.
- ZONING FOR THE SITE IS G.R.A.F. MINIMUM LOT AREA IS 4.00 ACRES WITH 350' OF FRONTAGE. MINIMUM SETBACKS ARE 35' FRONT REAR & SIDE WITH 50' FROM WETLANDS PROPOSED, SEPTIC SETBACK IS 75' FROM LOT LINES & WETLANDS.
- THE SUBDIVISION REGULATIONS OF THE TOWN OF MASON ARE A PART OF THIS PLAN, AND APPROVAL OF THIS PLAN IS CONTINGENT ON COMPLETION OF ALL THE REQUIREMENTS OF SAID SUBDIVISION REGULATIONS, EXCEPTING ONLY ANY VARIANCES OR MODIFICATIONS MADE IN WRITING BY THE BOARD AND ATTACHED HERETO.

LOT LINE REVISION & SUBDIVISION PLAN
 TAX MAP E, LOTS 31 & 36-3
BLC HOLDINGS, LLC
 SCRIPPS LANE
 MASON, NEW HAMPSHIRE
 SCALE: 1" = 120' NOVEMBER 9, 2021



MERIDIAN
 LAND SERVICES, INC.
 ENGINEERING | SURVEYING | PERMITTING
 SOIL & WETLAND MAPPING | SEPTIC DESIGN
 31 OLD NASHUA ROAD, AMHERST, NH 03031 TEL: 603-673-1441
 MERIDIANLANDSERVICES.COM FAX: 603-673-1584

REFERENCE PLANS:

- "SCRIPTURE FARM - LOT LINE REVISION & SUBDIVISION PLAN - TAX MAP PARCELS E-30, E-31 & E-36 - LAND OF - ROBERT G. LIPIN - AND EVELYN F. ELLIS - MASON, NEW HAMPSHIRE", SCALE: 1"=100', DATED AUGUST 1, 2007, BY THIS OFFICE (H.C.R.D. PLAN #35915).
- "EASEMENT PLAN - TAX MAP PARCELS E-30 & E-36 - PREPARED FOR - EVELYN F. ELLIS - & ROBERT G. LIPIN - MASON, NEW HAMPSHIRE", SCALE: 1"=50' DATED DECEMBER 12, 2006 BY THIS OFFICE (H.C.R.D. PLAN #35340).
- "PARKING EASEMENT PLAN - TAX MAP PARCEL E-31 - (SCRIPPS LANE) - MASON, NEW HAMPSHIRE - PREPARED FOR: - MASON CONSERVATION COMMISSION - MANN HOUSE, 16 DARLING HILL ROAD, MASON, NH 03048 - LAND OF: - TONY LOMBARDO & MELISSA WUDRICK - SCRIPPS LANE, MASON, NH 03048" SCALE 1"=20', DATED OCTOBER 20, 2015 BY FIELDSTONE LAND CONSULTANTS, PLLC (H.C.R.D. PLAN #39253).
- "BOSTON AND MAINE CORPORATION - VAL. SEC. 36.4 MAPS 16-22 - MASON, N.H. - OFFICE OF THE VICE PRES.-ENG." SCALE: 1"=200', DATED 4-13-81, REVISED THROUGH B-2-84 BY BOSTON AND MAINE CORP., SHEETS 1 & 2 OF 3 (NOT RECORDED).

SOILS LEGEND:

- U.S.D.A., S.C.S. SOIL BOUNDARY
- 143B - MONADNOCK STONY FINE SANDY LOAM, 3-8% SLOPES
- 143D - MONADNOCK STONY FINE SANDY LOAM, 15-35% SLOPES
- 160D - TUNBRIDGE-LYMAN-MONADNOCK COMPLEX, STONY, 15-25% SLOPES
- 247B - LYME STONY LOAM, 0-5% SLOPES
- 549 - PEACHAM STONY MUCK
- 559B - SKERRY STONY FINE SANDY LOAM, 0-8% SLOPES

SOILS INFORMATION TAKEN FROM THE SOIL SURVEY OF HILLSBOROUGH COUNTY, EASTERN PART, SHEET 29-32

WETLANDS WERE DELINEATED BY SPENCER C. TATE, C.W.S. IN ACCORDANCE WITH "CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL, TECHNICAL REPORT Y-87-1, DATED JANUARY, 1987", IN AUGUST, 2021.

AREA CHART			
LOT NO.	EXISTING	PROPOSED	FINAL
E-31	49.7± ACRES 2,167,000± S.F.	48.30± ACRES 2,105,700± S.F.	28,725 ACRES 1,251,245 S.F.
E-36-3	5.625 ACRES 245,000 S.F.	7.065 ACRES 307,753 S.F.	7.065 ACRES 307,753 S.F.
E-31-1	-----	5.272 ACRES 229,658 S.F.	5.272 ACRES 229,658 S.F.
E-31-2	-----	5.060 ACRES 220,397 S.F.	5.060 ACRES 220,397 S.F.
G-24	5.67± ACRES 247,000± S.F.	13.45± ACRES 586,000± S.F.	13.45± ACRES 586,000± S.F.
PARCEL 'A'	-----	2.407 ACRES 104,828 S.F.	-----
PARCEL 'B'	-----	0.962 ACRES 41,923 S.F.	-----
PARCEL 'C'	-----	0.285 ACRES 12,414 S.F.	-----
PARCEL 'D'	-----	7.784 ACRES 339,063 S.F.	-----

LEGEND:

- RIGHT-OF-WAY LINE
- BOUNDARY LINE
- ABUTTING LOT LINE
- EDGE OF WETLANDS
- BUILDING SETBACK LINE
- EASEMENT LINE
- EDGE OF PAVED ROAD
- EDGE OF GRAVEL ROAD
- 25' CONTOUR INTERVAL
- 5' CONTOUR INTERVAL
- EDGE OF WATER
- STONE WALL
- WIRE FENCE
- EXISTING BUILDING
- GRAPHIC SCALE
- LI.P.I.E. FND.
- LI.P.I.N. FND.
- D.H. FND.
- G.B. FND.
- D.H. SET
- GB.(lbs)
- IRON PIN(tba)
- IRON PIPE FOUND
- IRON PIN FOUND
- DRILL HOLE FOUND
- GRANITE BOUND FOUND
- DRILL HOLE SET
- GRANITE BOUND OR DRILL HOLE TO BE SET
- IRON PIN TO BE SET OR DRILL HOLE TO BE SET
- UTILITY POLE AND GUY WIRE
- WELL
- PREFERRED DRIVEWAY LOC.
- POTENTIAL STUMP
- COMPOST AREA

APPROVED BY MASON PLANNING BOARD
 ON: _____ CERTIFIED BY
 CHAIRMAN: _____
 HCRD PLAN #: _____

CERTIFICATION:
 "I HEREBY CERTIFY THAT THIS PLAN IS THE RESULT OF AN ACTUAL FIELD SURVEY MADE ON THE GROUND PER THE PRECISION AND ACCURACY STANDARDS FOR AN URBAN CLASSIFICATION SURVEY AS SPECIFIED IN THE NEW HAMPSHIRE LAND SURVEYOR'S ADMINISTRATIVE RULES (LAN 903.04) AND HAS A MAXIMUM ERROR OF CLOSURE OF ONE PART IN TEN THOUSAND (1:10,000) ON ALL PROPERTY LINES WITHIN AND BORDERING THE SUBJECT PROPERTY."

2/2/22

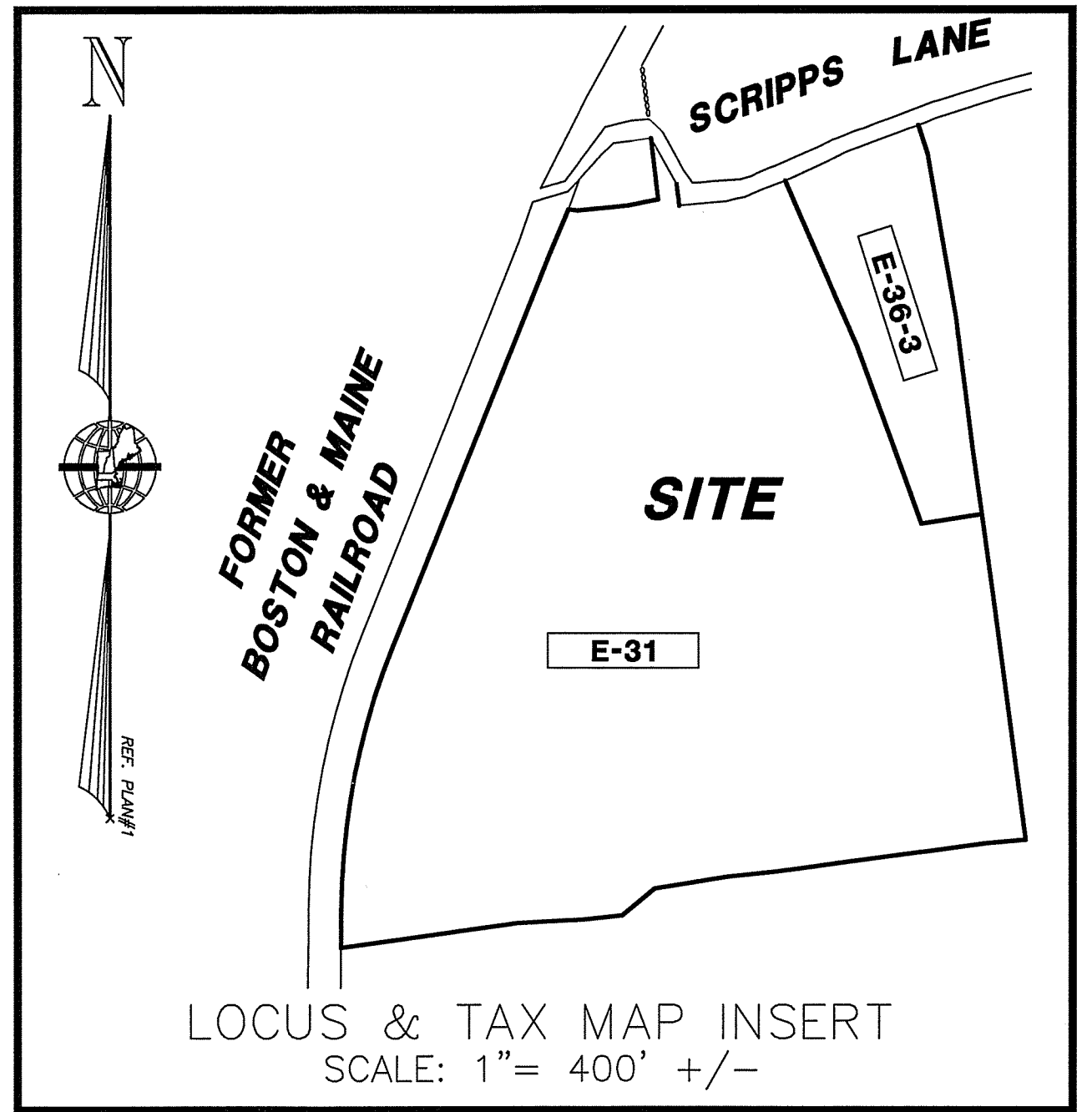
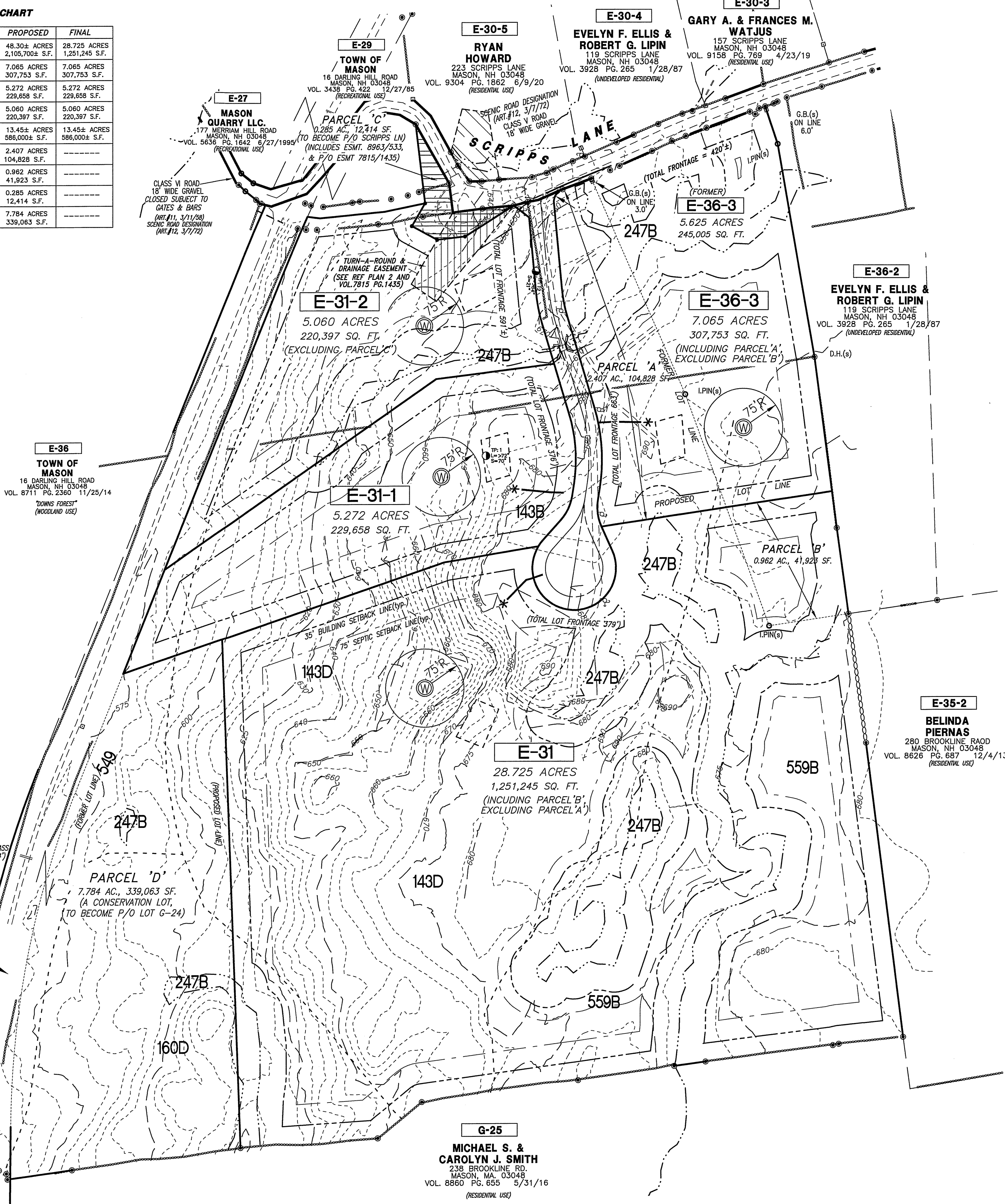
 GRAPHIC SCALE
 120' 60' 0' 120' 240' 360'

G-24
 13.45+/- ACRES
 586,000+/- SQ. FT.
 (INCLUDING PARCEL 'D', BY ADDITION)

G-24
 TOWN OF MASON
 16 DARLING HILL ROAD
 MASON, NH 03048
 VOL. 3438 PG. 422 12/27/85
 (RECREATIONAL USE)

G-23
 MASON MANN FAMILY
 LAND TRUST, LLC
 c/o Jonathan Mann, 91 HILL RD.
 TROY, NY 12180
 VOL. 8931 PG. 2072 12/27/18
 (WOODLAND USE)

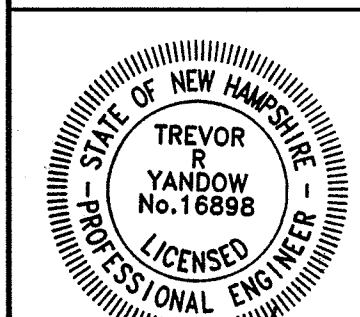
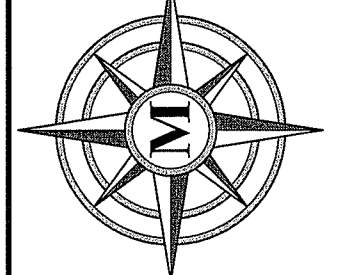
E-36
 TOWN OF MASON
 16 DARLING HILL ROAD
 MASON, NH 03048
 VOL. 8711 PG. 2360 11/25/14
 TOWNS FOREST
 (WOODLAND USE)



- NOTES:**
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 - THE PURPOSE OF THIS PLAN IS TO DEPICT A LOT LINE REVISION BETWEEN LOTS E-31 & E-36-3, WITH PARCEL 'A' TO BE CONVEYED TO LOT E-36-3 AND PARCEL 'B' TO BE CONVEYED TO LOT E-31. THEN SUBDIVIDE REVISED LOT E-31 INTO THREE LOTS TOGETHER WITH PARCELS 'C' & 'D'. THE PROPOSED PARCELS 'C' & 'D' ARE TO BE CONVEYED TO THE TOWN OF MASON. PARCEL 'C' IS FOR SCRIPPS LANE IMPROVEMENTS WHICH ALSO CAPTURES ALL OF THE EXISTING EASEMENT AS IN VOL. 8963 PG. 533, DATED 4/22/17 IN THE H.C.R.D. PARCEL 'D' IS TO BE CONSOLIDATED WITH LOT G-24.
 - E-31 DENOTES TAX MAP PAGE AND PARCEL NUMBER.
 - THE BOUNDARY INFORMATION SHOWN WAS DEVELOPED FROM A BOUNDARY SURVEY BY THIS OFFICE.
 - TOTAL AREA OF THE SITE IS 60.99+/- ACRES, THE FRONTAGE ALONG SCRIPPS LANE IS 69.90'.
 - EXISTING EASEMENTS FOR THE SITE ARE SHOWN. SLOPE & DRAINAGE EASEMENT IS PROPOSED. THE SUBDIVIDERS ARE RESPONSIBLE FOR THE MAINTENANCE OF THE EASEMENT AREA, ASSUMPTION OF LIABILITY FOR INJURIES AND DAMAGES THAT MAY OCCUR ON ANY LAND DEDICATED FOR PUBLIC USE, UNTIL ACCEPTED BY THE TOWN OF MASON.
 - THE SITE LIES OUTSIDE OF THE SPECIAL FLOOD HAZARD AREA DEPICTED ON F.E.M.A. COMMUNITY PANEL NUMBER 33011C0605D, DATED SEPT. 25, 2005.
 - ZONING FOR THE SITE IS G.R.A.F. MINIMUM LOT AREA IS 4.00 ACRES WITH 350' OF FRONTAGE. MINIMUM SETBACKS ARE 35' FRONT REAR & SIDE WITH 50' FROM WETLANDS PROPOSED, SEPTIC SETBACK IS 75' FROM LOT LINES & WETLANDS.

LOT LINE REVISION & SUBDIVISION PLAN
 TAX MAP E, LOTS 31 & 36-3
BLC HOLDINGS, LLC
 SCRIPPS LANE
 MASON, NEW HAMPSHIRE
 SCALE: 1" = 120' NOVEMBER 9, 2021

MERIDIAN
 LAND SERVICES, INC.
 ENGINEERING | SURVEYING | PERMITTING
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 31 OLD NASHUA ROAD, AMHERST, NH 03031 TEL. 603-673-1441
 MERIDIANLANDSERVICES.COM FAX 603-673-1584



Trevor R. Yandow
 2/2/22

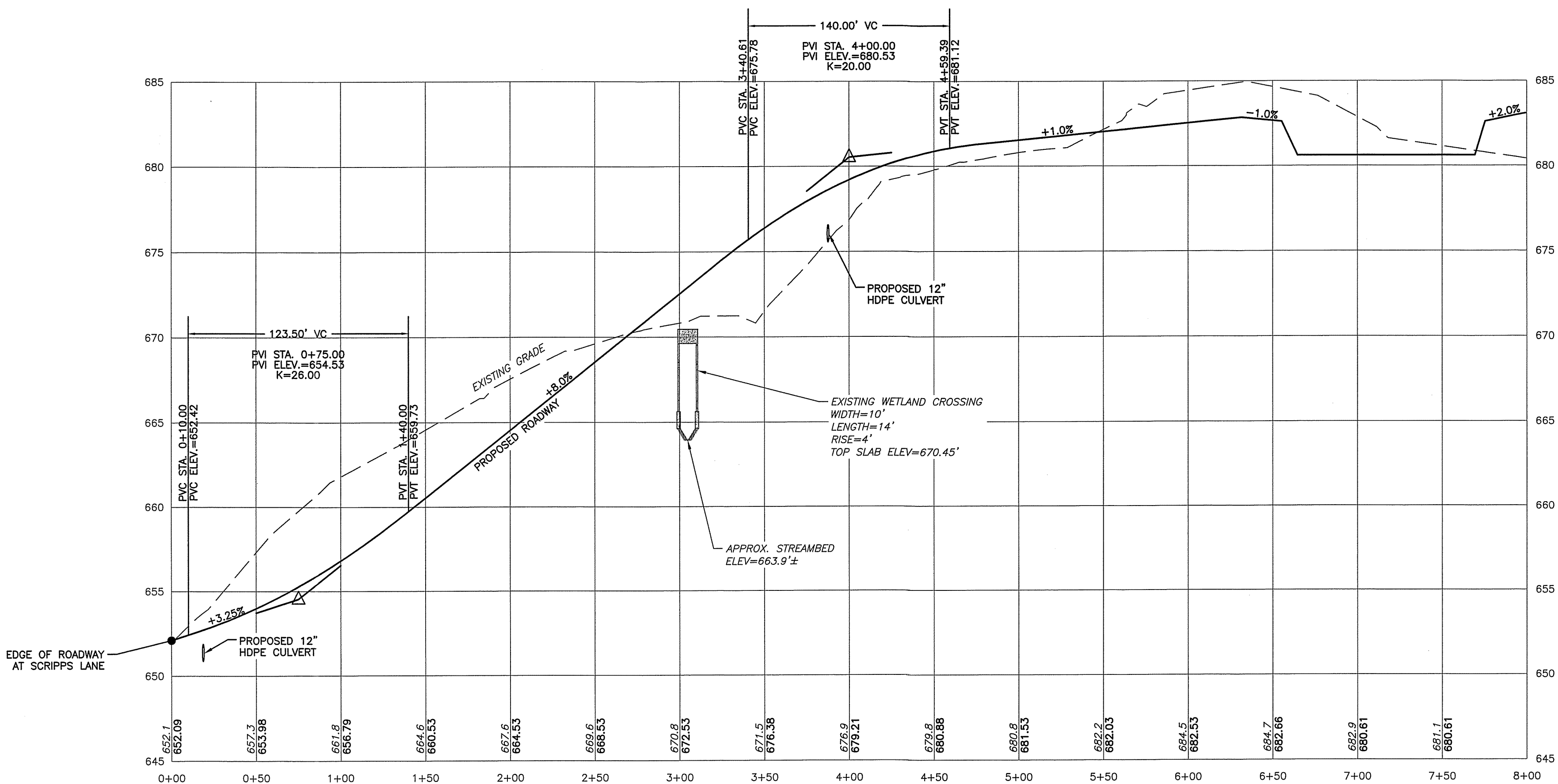
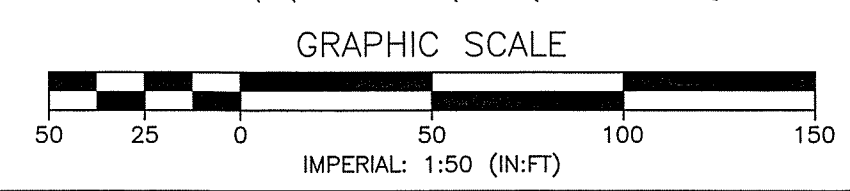
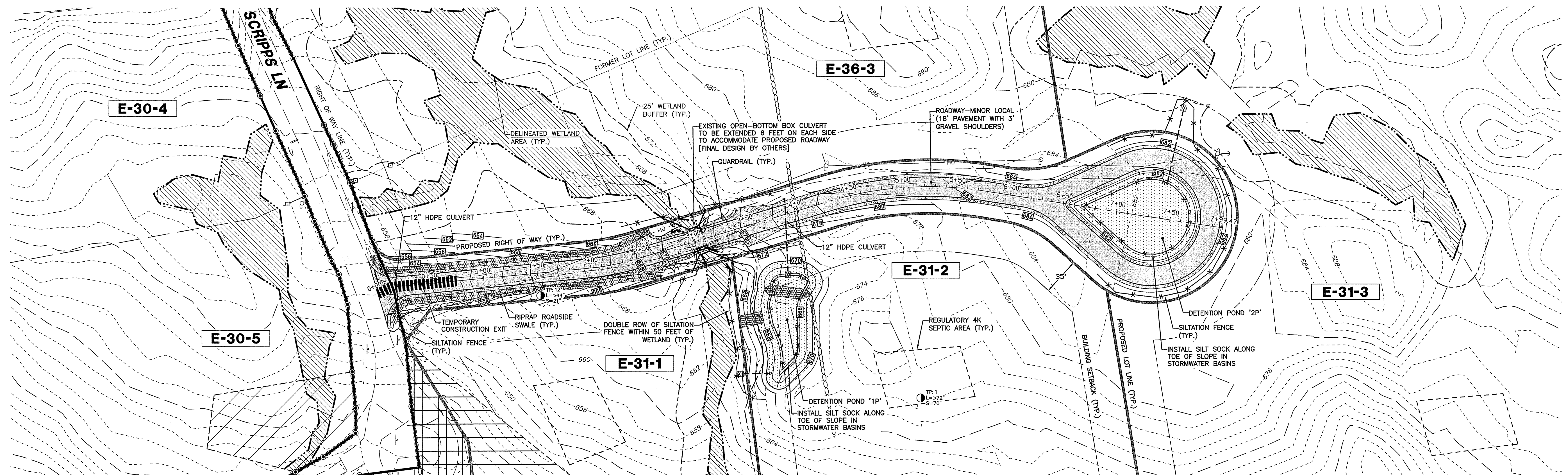
REV.	DATE	DESCRIPTION
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REV.	DATE	DESCRIPTION
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H		

PLAN AND PROFILE
 FEBRUARY 2, 2022

BLC HOLDINGS, LLC
 SCRIPPS LANE
 MAP E LOT 31 & 36-3
 MASON, NEW HAMPSHIRE

SCALE: 1" = 50' HORIZ / 5' VERT.
P-1
 SHEET
 FILE: 06956P08.dwg
 PROJECT: 06956.08
 SHEET NO. 3 OF 10

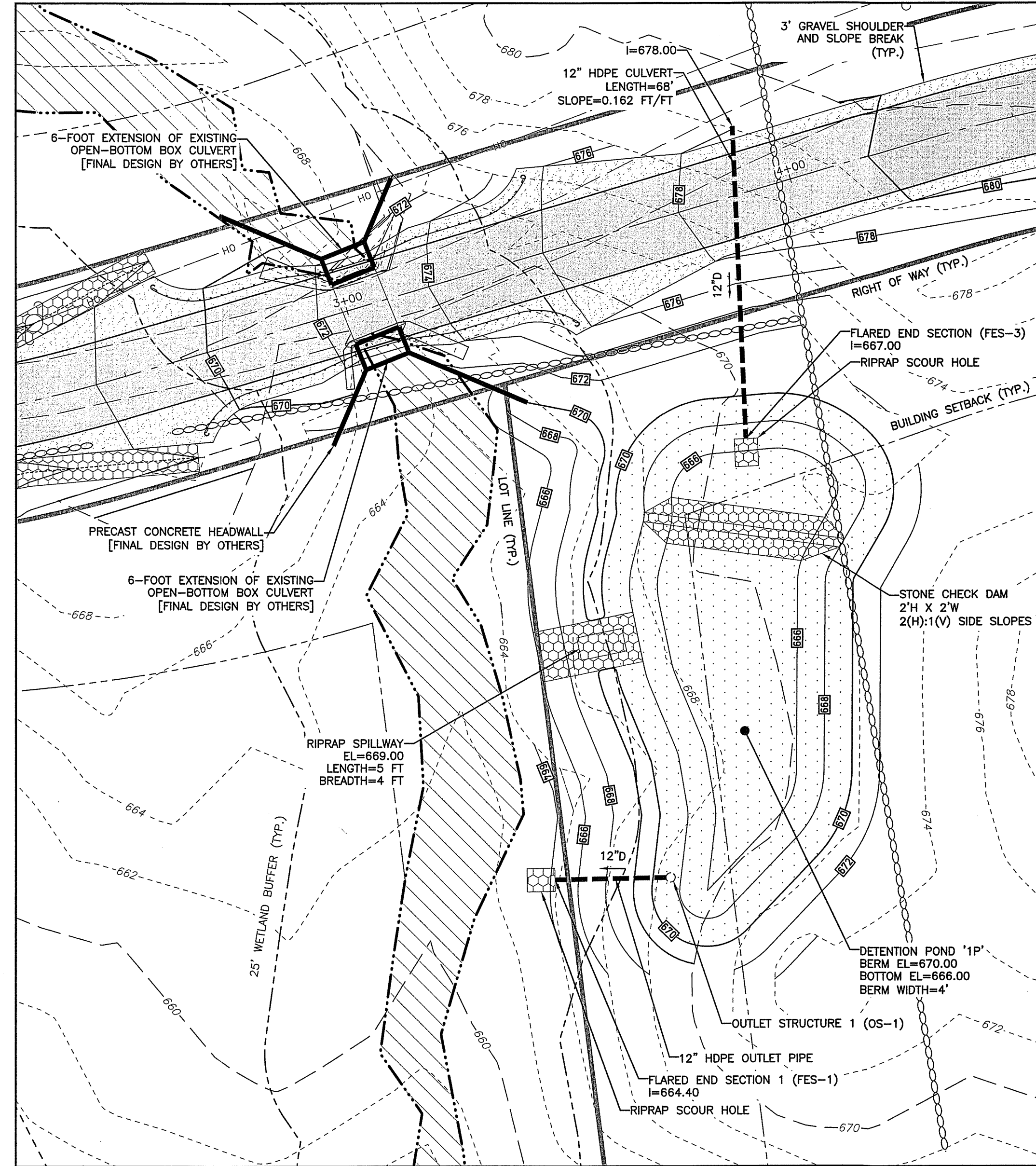


PROPOSED ROADWAY					
Station	Radius Length	Arc Length	Bearing	Distance	Direction
0+00.00			S 24°12'49" E	9.98'	
0+09.98		9.91'			Right
0+19.89	300.00'	58.87'			Left
1+88.94			S 05°17'32" E	169.06'	
2+47.81	300.00'	58.87'			Left
4+30.00			S 16°32'08" E	182.18'	
5+73.82	325.00'	143.82'			Right
7+99.47			S 08°49'11" W	225.65'	

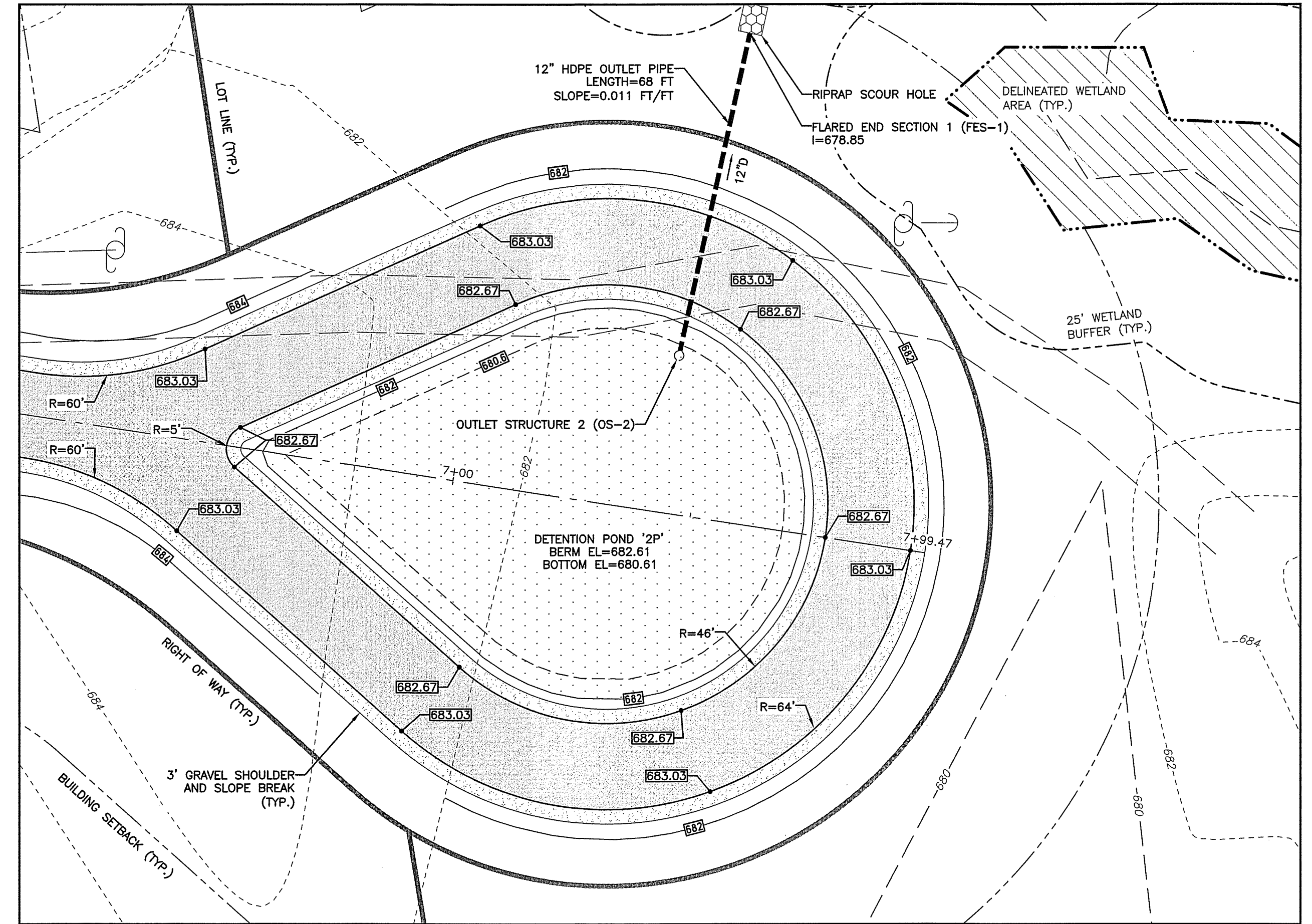
LEGEND:

	PROPOSED 2'/10" CONTOUR INTERVAL		PROPOSED PAVEMENT
	PROPOSED LOT/RIGHT-OF-WAY LINE		PROPOSED GRAVEL
	PROPOSED EASEMENT LINE		PROPOSED RIPRAP
	PROPOSED CENTERLINE		PROPOSED CONCRETE
	PROPOSED SWALE		PROPOSED FLARED END SECTION
	PROPOSED DRAINAGE PIPE		PROPOSED OUTLET STRUCTURE
	PROPOSED GUARDRAIL		PROPOSED SIGN
	PROPOSED BERM		
	PROPOSED SILTATION FENCE		

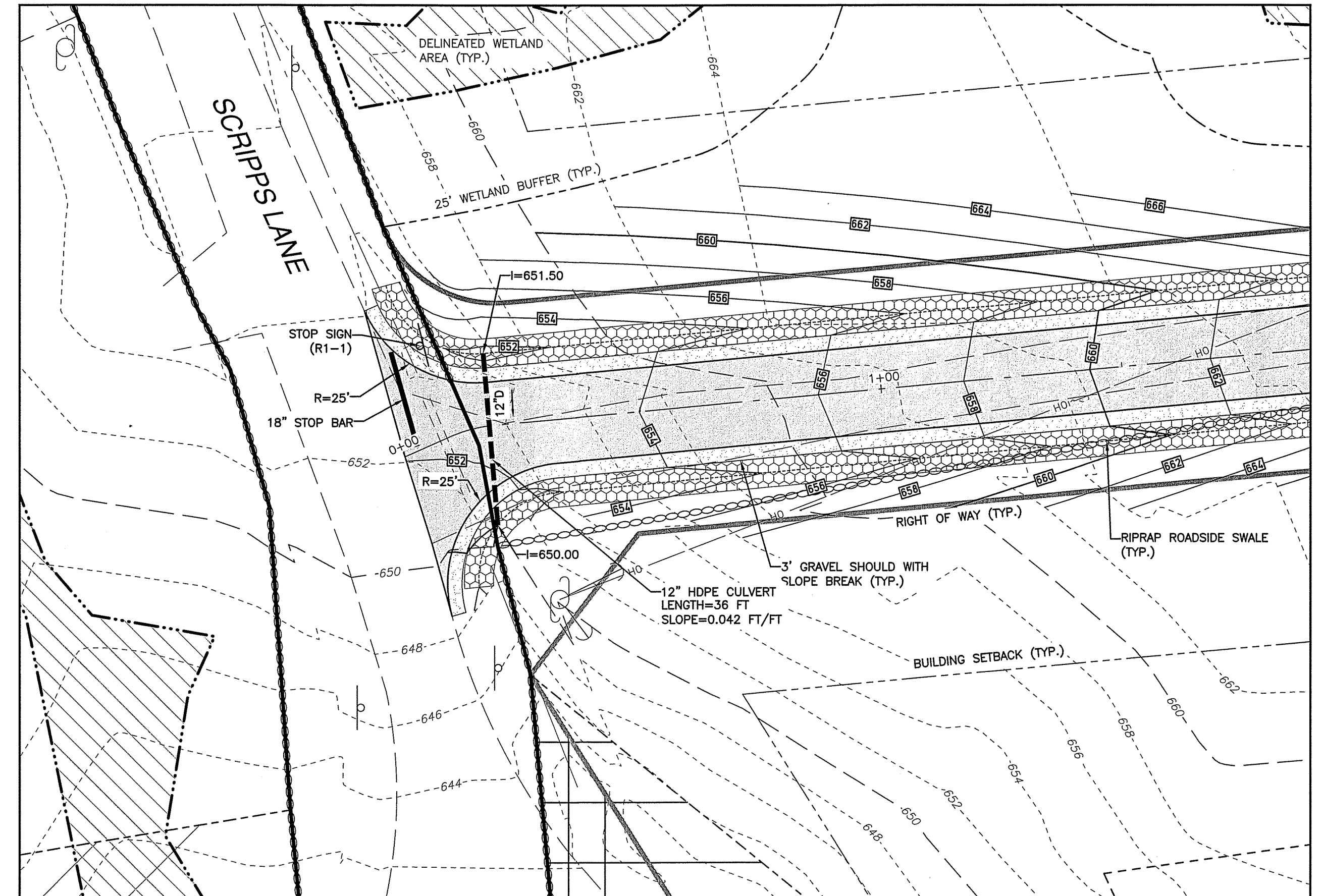
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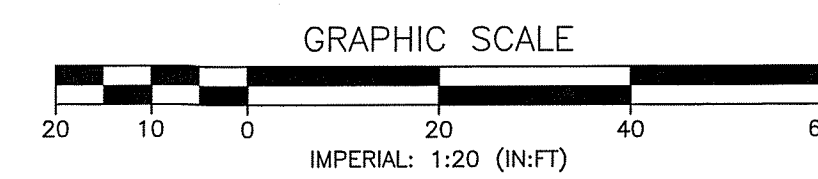
WETLAND CROSSING



CUL-DE-SAC

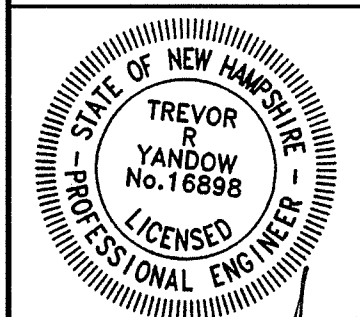
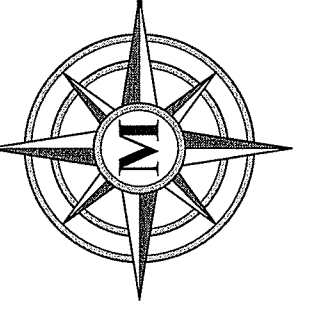


SITE ENTRANCE



Plotted: 2/2/2022 12:28 PM By: TRY

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Trevor Yandow 2/2/22

REV.	DATE	DESCRIPTION
I		
H		
G		
F		
E		
D		
C		
B		
A		

DETAILED PLAN

BLC HOLDINGS, LLC
SCRIPPS LANE
MAP E LOT 31 & 36-3
MASON, NEW HAMPSHIRE

SP-1
SHEET

PROJECT: 06956PO8.dwg
SHEET NO. 4 OF 10

SCALE: 1" = 20'
FEBRUARY 2, 2022

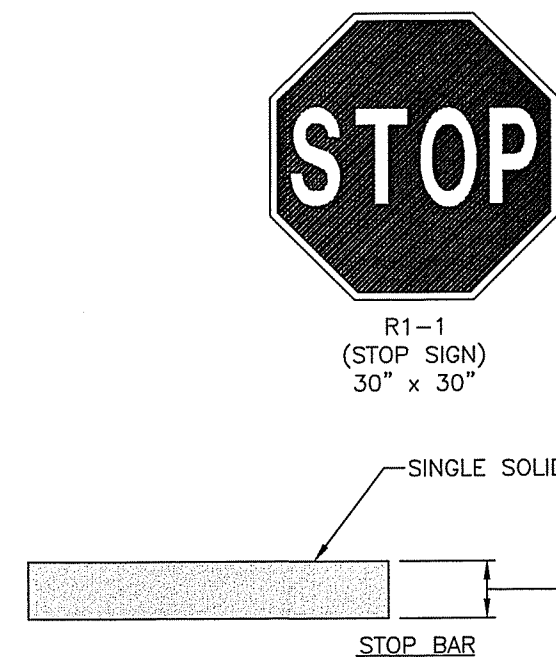
- INSTALL STABILIZED CONSTRUCTION ENTRANCE(S).
- CUT AND CLEAR TREES; DISPOSE OF DEBRIS.
- INSTALL PERIMETER EROSION AND SEDIMENTATION CONTROLS IN LOCATIONS SHOWN ON PLANS. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO ANY EARTH MOVING OPERATION.
- PULL STUMPS AND REMOVE FROM SITE OR MULCH TO USE ON-SITE FOR EROSION CONTROL. REMOVE TOPSOIL AND STOCKPILE AWAY FROM ANY WETLAND. STABILIZE STOCKPILE IMMEDIATELY BY SEEDING. PLACE SILT FENCE AROUND THE DOWN SLOPE SIDE OF EARTH STOCKPILES.
- CONSTRUCT PONDS, SWALES AND LEVEL SPREADERS DURING INITIAL PORTION OF CONSTRUCTION, PRIOR TO ROUGH GRADING THE SITE. STABILIZE IMMEDIATELY WITH LOAM AND SEED PER THE EROSION CONTROL NOTES. DO NOT DIRECT STORM WATER RUNOFF TO PONDS, SWALES OR LEVEL SPREADERS UNTIL A HEALTHY VEGETATIVE COVER IS ESTABLISHED.
- ROUGH GRADE THE SITE INCLUDING ROADS AND DITCHES. ALL CUT AND FILL SLOPES SHALL BE STABILIZED UPON COMPLETION OF ROUGH GRADING PER THE EROSION CONTROL NOTES.
- EXCAVATE FOR AND CONSTRUCT THE FOUNDATION OF THE PROPOSED BUILDING(S). CONSTRUCT BUILDING(S).
- INSTALL DRAINAGE PIPES AND STRUCTURES; PLACE SEDIMENT FILTERS IN CATCH BASINS UNTIL ALL NON-PAVED DISTURBED AREAS HAVE A HEALTHY VEGETATIVE COVER.
- INSTALL UNDERGROUND UTILITIES: WATER, SEWER, TELEPHONE, ELECTRICAL.
- INSPECT AND MAINTAIN EROSION CONTROL MEASURES ON A WEEKLY BASIS AND AFTER ANY RAINFALL OF 0.50" OR MORE.
- AS REQUIRED, CONSTRUCT TEMPORARY BASINS, BERMS, CULVERTS, DITCHES, SILT BARRIERS, SEDIMENT TRAPS, ETC. MULCH AND SEED AS REQUIRED.
- FINISH GRADING THE SITE. ALL CUT AND FILL SLOPES SHALL BE LOAMED AND SEEDING WITHIN 72 HOURS OF ACHIEVING FINISHED GRADE. ALL ROADWAYS AND PARKING LOTS SHALL BE STABILIZED WITHIN 72 HOURS OF ACHIEVING FINISHED GRADE.
- BASE PAVE ACCESS DRIVE AND PARKING AREAS. INSTALL CURBING AND FINISH PAVE DRIVE, PARKING, AND SIDEWALKS.
- APPLY LOAM. COMPLETE PERMANENT SEEDING AND LANDSCAPING.
- TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED WHEN ALL DISTURBED AREAS HAVE BEEN STABILIZED.
- LOT DISTURBANCE, OTHER THAN THAT SHOWN ON THE APPROVED PLANS, SHALL NOT COMMENCE UNTIL AFTER THE ROADWAY HAS THE BASE COURSE TO DESIGN ELEVATION AND THE ASSOCIATED DRAINAGE IS COMPLETE AND STABLE.

CONSTRUCTION SEQUENCE

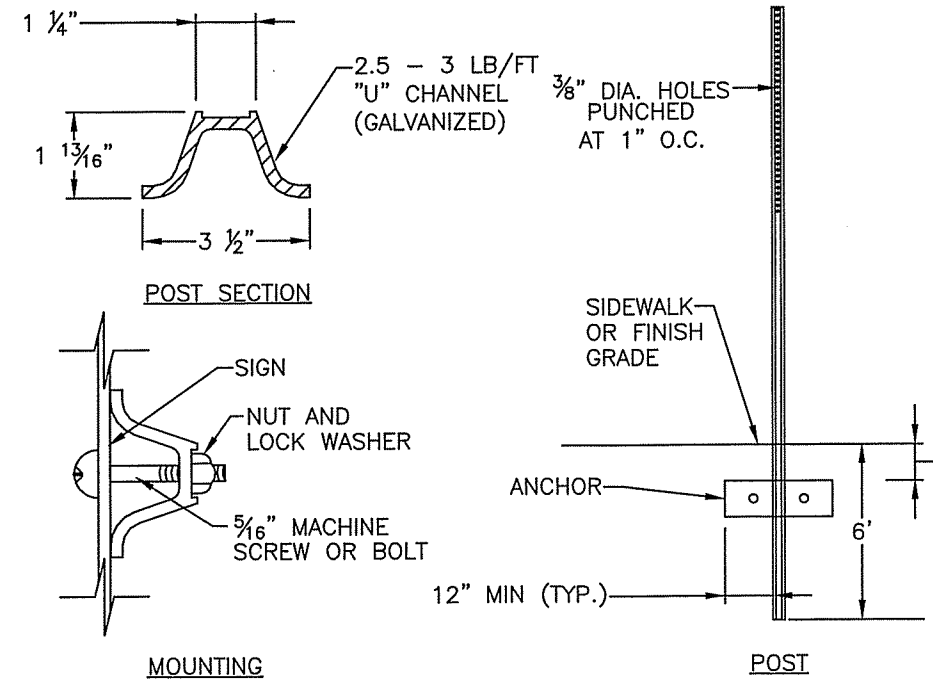
- ALL POST-DEVELOPMENT VEGETATED AREAS WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATED GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 3:1, AND SEEDING AND PLACING 3 TO 4 TONS OF MULCH PER ACRE, SECURED WITH ANCHORED NETTING, ELSEWHERE, THE PLACEMENT OF EROSION CONTROL BLANKETS OR MULCH AND NETTING SHALL NOT OCCUR OVER ACCUMULATED SNOW OR ON FROZEN GROUND AND SHALL BE COMPLETED IN ADVANCE OF THAW OR SPRING MELT EVENTS.
- ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATED GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED WITH STONE RIPRAP OR EROSION CONTROL BLANKETS APPROPRIATE FOR THE DESIGN FLOW CONDITION.
- AFTER OCTOBER 15TH, INCOMPLETE ROAD OR PARKING SURFACES SHALL BE PROTECTED WITH A MINIMUM OF 3 INCHES OF CRUSHED GRAVEL PER NHDOT ITEM 304.3, OR IF CONSTRUCTION IS TO CONTINUE THROUGH THE WINTER SEASON BE CLEARED OF ANY ACCUMULATED SNOW AFTER EACH STORM EVENT.

WINTER CONSTRUCTION

- ALL POST-DEVELOPMENT VEGETATED AREAS WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATED GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 3:1, AND SEEDING AND PLACING 3 TO 4 TONS OF MULCH PER ACRE, SECURED WITH ANCHORED NETTING, ELSEWHERE, THE PLACEMENT OF EROSION CONTROL BLANKETS OR MULCH AND NETTING SHALL NOT OCCUR OVER ACCUMULATED SNOW OR ON FROZEN GROUND AND SHALL BE COMPLETED IN ADVANCE OF THAW OR SPRING MELT EVENTS.



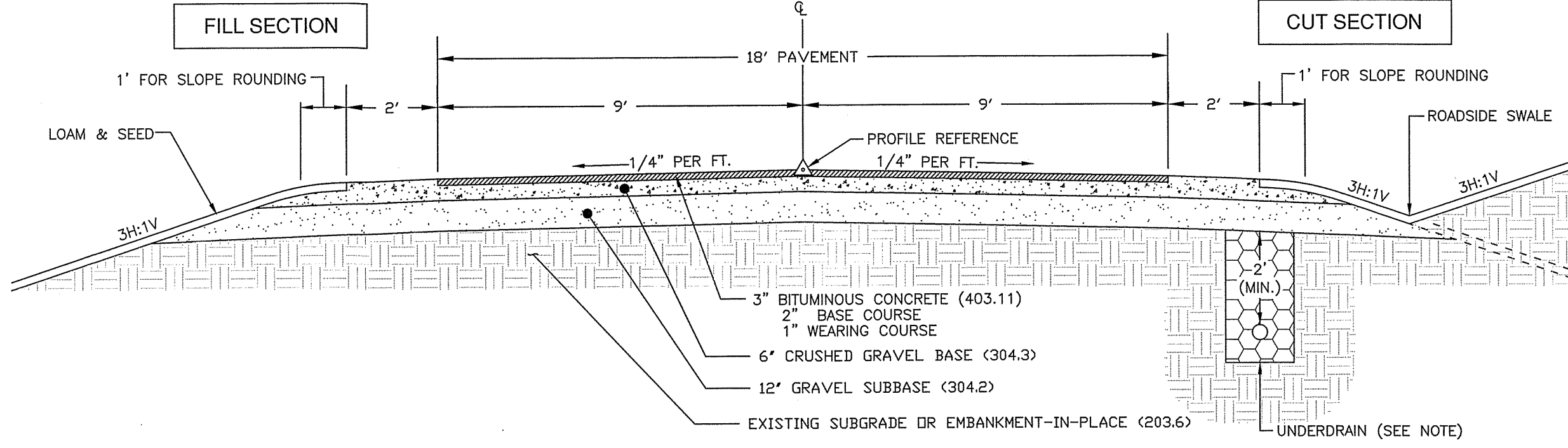
STOP BAR & TRAFFIC SIGNS



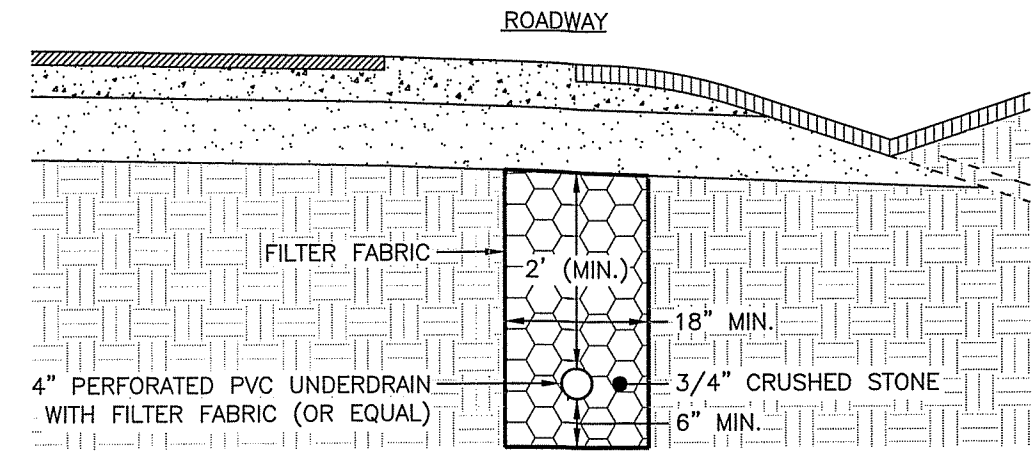
NOTES:

- ALL SIGNING AND PAVEMENT MARKINGS SHALL CONFORM TO "NHDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", SECTIONS 615 AND 632, AS AMENDED, AND THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES."
- THE CONTRACTOR IS RESPONSIBLE FOR THE LAYOUT OF ALL SIGNAGE AND PAVEMENT MARKINGS.
- WIDTH OF LINES SHALL VARY NO MORE THAN 0.25" FROM THAT SPECIFIED.
- THE WET FILM THICKNESS OF PAINTED LINE SHALL BE A MINIMUM OF 15 MILS THROUGHOUT THE ENTIRE WIDTH AND LENGTH OF THE LINE SPECIFIED. OVERSRAY SHALL BE KEPT AT AN ABSOLUTE MINIMUM.
- MOUNT BOTTOM OF SIGN AT 84" ABOVE FINISHED GRADE AT THE ADJACENT DRIVEABLE SURFACE.

FOR ALL TYPICAL SECTIONS, THE TOWN ROAD AGENT AND/OR THEIR REPRESENTATIVE SHALL DETERMINE NECESSARY LOCATIONS OF UNDERDRAINS. UNDERDRAINS SHALL BE PROVIDED WHERE THE DISTANCE BETWEEN THE BOTTOM OF SELECT FILLS (OR GRAVELS) AND ORIGINAL GROUND (IE. EXISTING GRADE) IS GREATER THAN OR EQUAL TO 2' (TWO FEET).



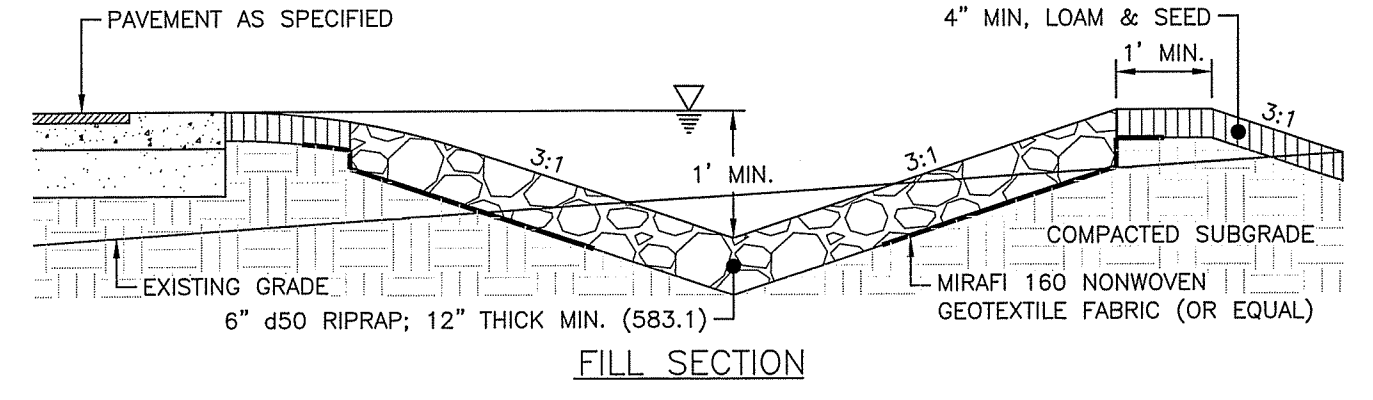
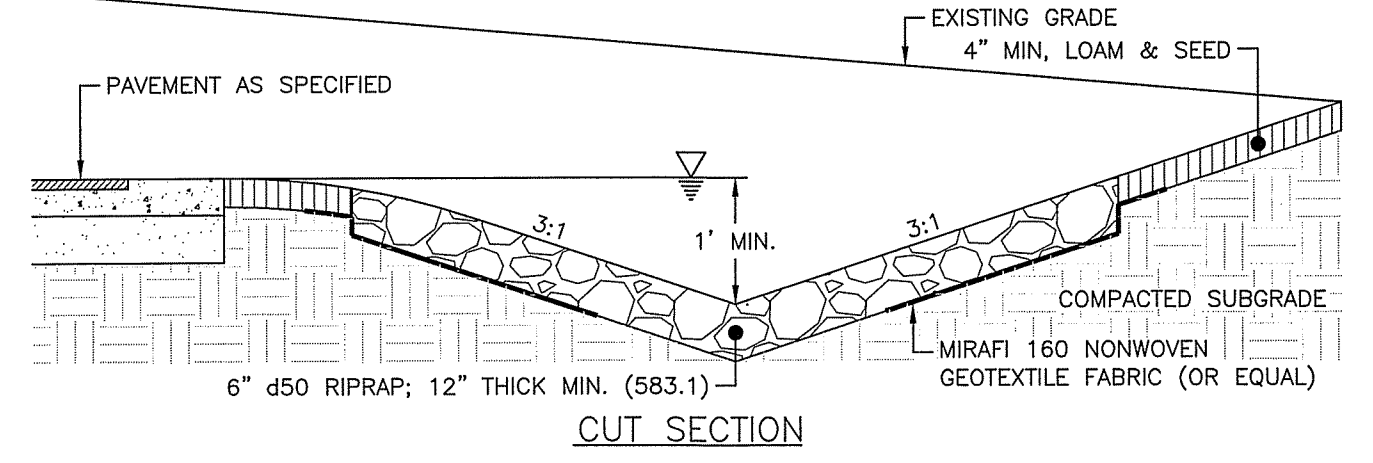
ROADWAY - MINOR LOCAL (STA. 0+00 TO 7+99.47)



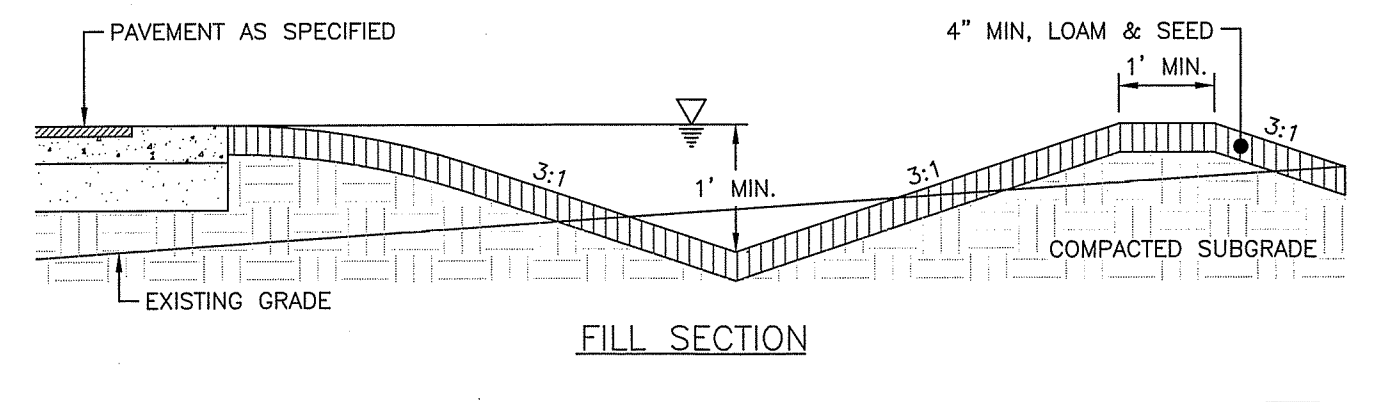
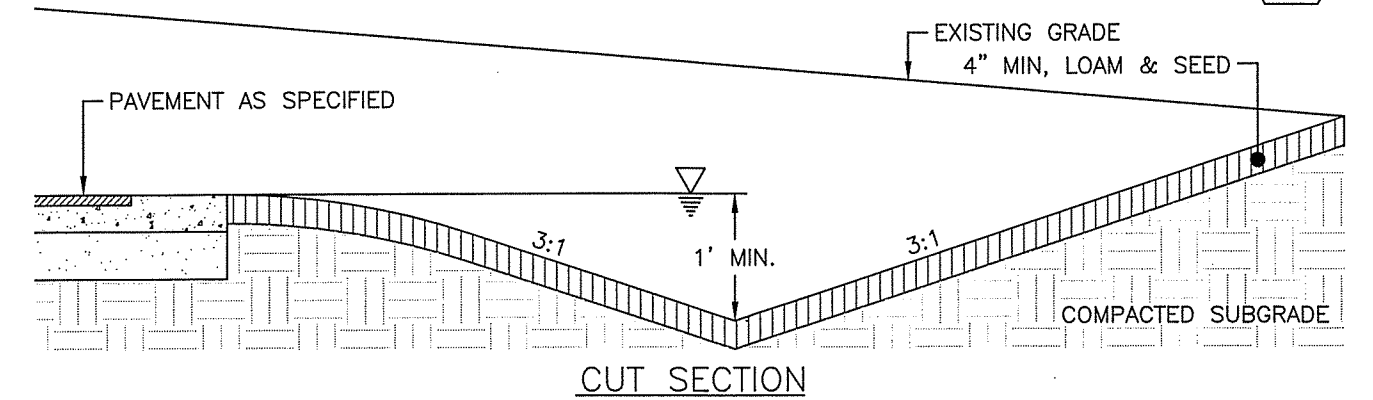
4" PERFORATED PVC UNDERDRAIN

NOTE: LOCATION STATIONING IS BASED ON THE CENTERLINE OF SWALE.

LOCATIONS	
LEFT	RIGHT
STA. 0+10.00 TO 2+62.00	STA. 0+03.00 TO 2+60.00

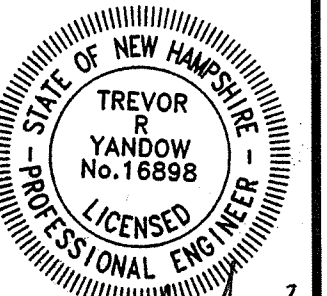
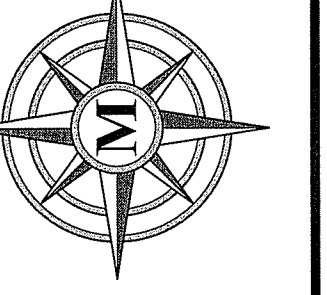


RIPRAP ROADSIDE SWALE



GRASSED ROADSIDE SWALE

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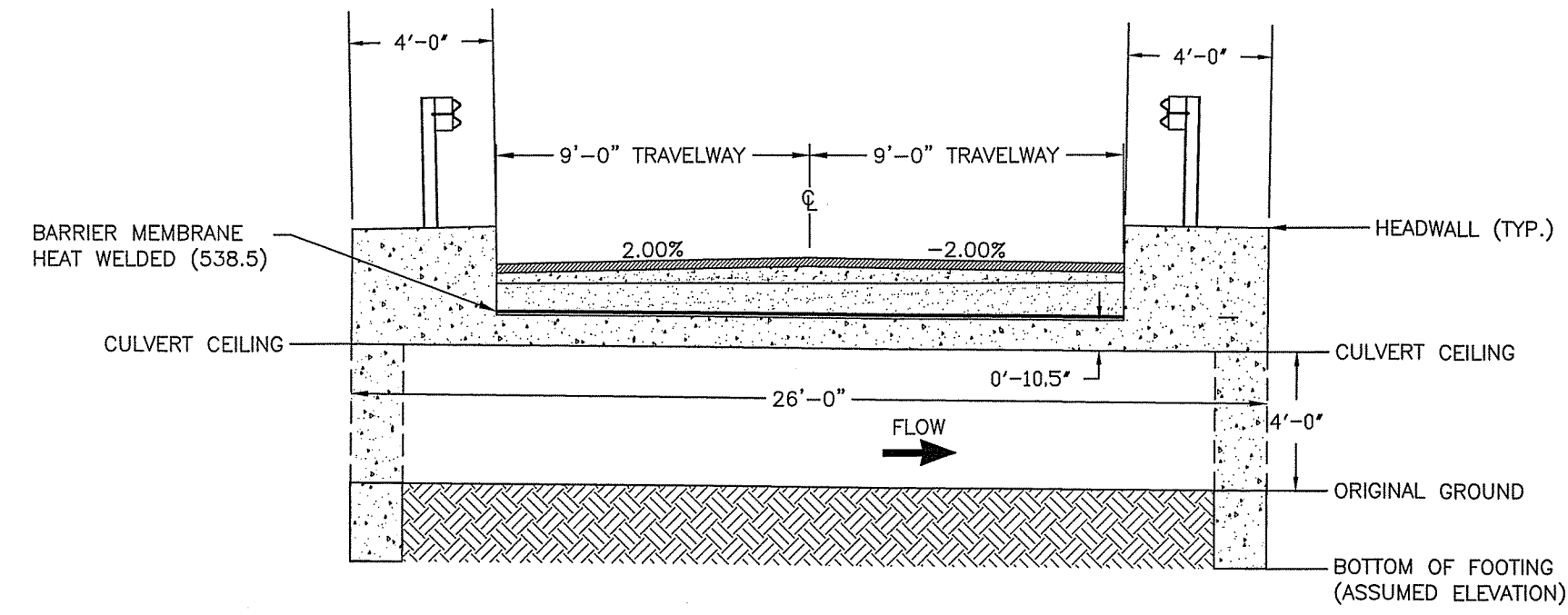
Trevor R. Yandow
2/2/2022

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CONSTRUCTION DETAILS

BLC HOLDINGS, LLC
SCRIPPS LANE
MAPLE LOT 31 & 36-3
MASON, NEW HAMPSHIRE

D-1
SHEET
FILE: 06956V08.dwg
PROJECT: 06956.08
SHEET NO. 5 OF 10



BOX CULVERT PROFILE

SCALE: NONE

1
D-2

NOTES:

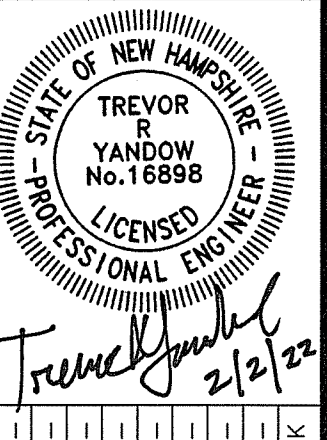
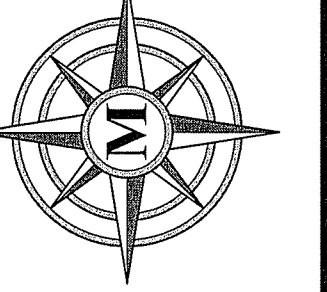
1. ALL CONSTRUCTION SHALL CONFORM TO THE LATEST EDITION OF THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDT) "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" (STANDARD SPECIFICATION), INCLUDING ALL REVISIONS AND ADDENDA.
2. ALL JOINTS AND VOIDS SHALL BE FILLED WITH NON-SHRINK GROUT. VERTICAL SURFACE VOIDS MAY BE FILLED WITH FOAM SEALANT.
3. SUBGRADE PREPARATION SHALL CONFORM TO NHDT SECTION 508. STRUCTURE SHALL BE PLACED ON A MINIMUM OF 1' OF CRUSHED STONE CONFORMING TO NHDT SECTION 508.2.1.1. ALL TOPSOIL, LOOSE FILL, AND DELETERIOUS MATERIAL SHALL BE REMOVED BEFORE PLACING BACKFILL.
4. BACKFILL SHALL CONFORM TO NHDT SECTION 209.2.1.3 GRANULAR BACKFILL (BRIDGE). PLACEMENT SHALL CONFORM TO NHDT SECTION 209.3.1.
5. ALL EXPOSED CONCRETE SURFACES SHALL BE TREATED WITH WATER REPELLANT (SILANE/SILOXANE) TO 1 FOOT BELOW GRADE PER SECTION NHDT SECTION 534.3.
6. THE BOX CULVERT SHALL BE DESIGNED IN ACCORDANCE WITH:
AASHTO "LRFD BRIDGE DESIGN SPECIFICATIONS", 7TH EDITION
ASTM "C1433, STANDARD SPECIFICATION FOR PRECAST REINFORCED CONCRETE BOX SECTIONS FOR CULVERTS, STORM DRAINS, AND SEWERS"
NHDT 2016 "SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION"
7. THE BOX CULVERT SHALL BE DESIGNED FOR AASHTO LRFD HL-93 LIVE LOADING.
8. PRIOR TO CONSTRUCTION SHOP DRAWINGS AND DESIGN CALCULATIONS SHALL BE SUBMITTED TO THE DESIGN ENGINEER AND TOWN OF MASON FOR REVIEW AND APPROVAL.

NOTES

SCALE: NONE

2
D-2

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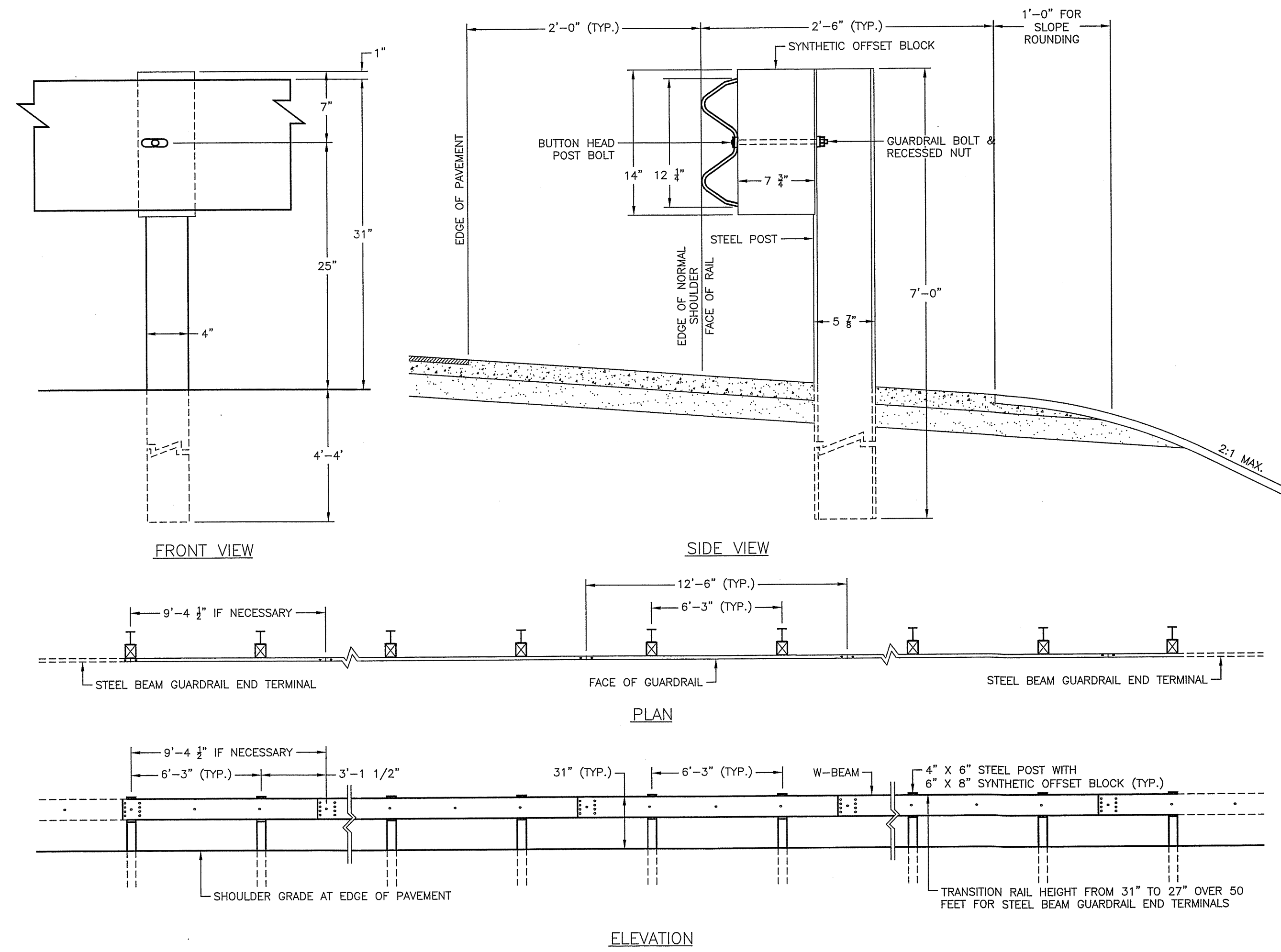
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CONSTRUCTION DETAILS
FEBRUARY 2, 2022

BLC HOLDINGS, LLC
SCRIPPS LANE
MAP E LOT 31 & 36-3
MASON, NEW HAMPSHIRE
SCALE: AS NOTED

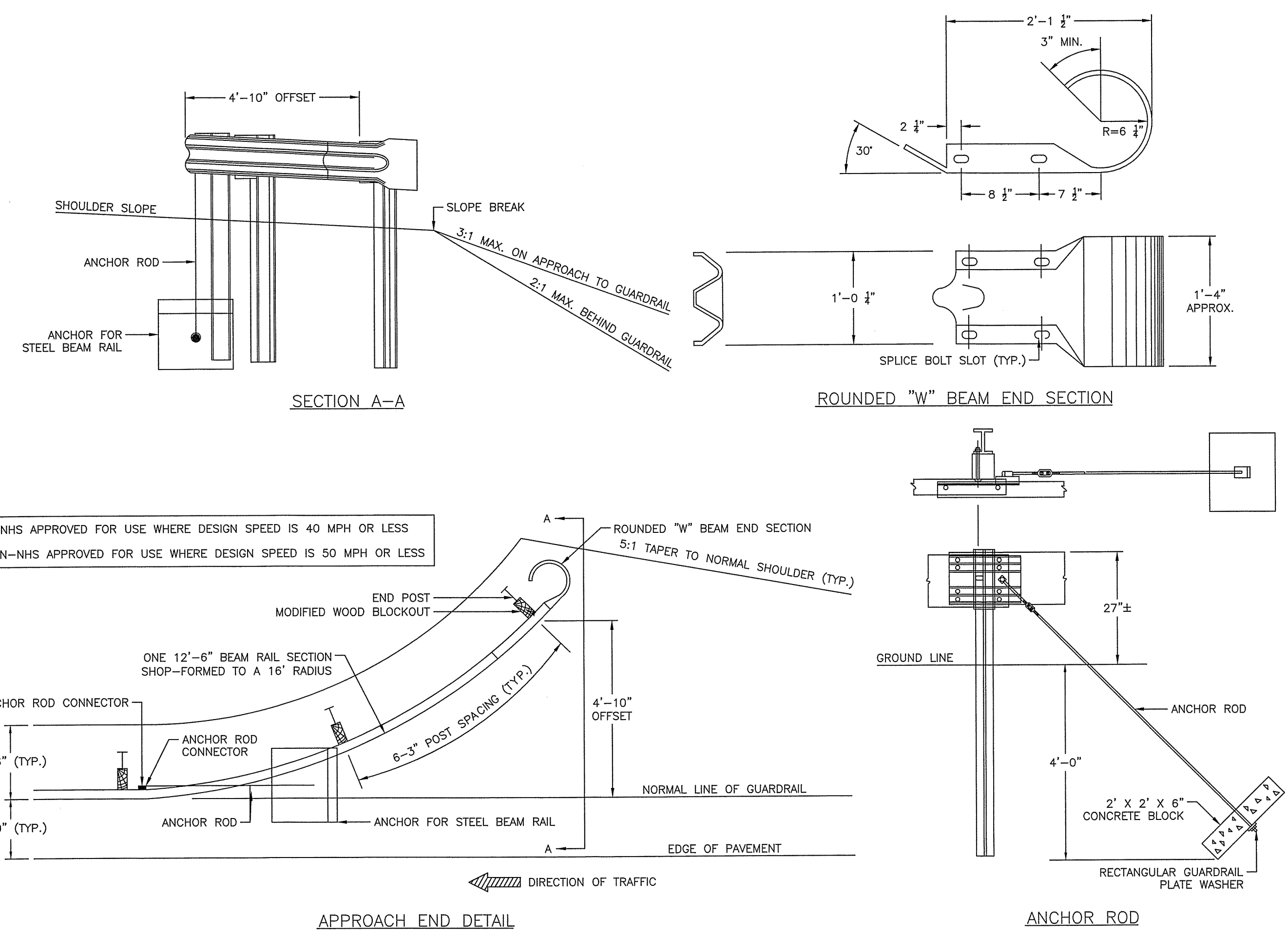
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FILE: 06956V08.dwg
PROJECT 06956.08
SHEET NO. 6 OF 10



- NOTES:**
1. ALL MATERIALS AND CONSTRUCTION REQUIREMENTS SHALL CONFORM TO "NHDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AS SET FORTH IN SECTION 606, 2016 EDITION.
 2. ALL RAIL MATERIALS SHALL BE GALVANIZED STEEL AND IS SUBJECT TO THE APPROVAL OF THE DEPARTMENT OF PUBLIC WORKS.
 3. SET THE HEIGHT OF RAIL FROM THE GRADE AT THE FACE OF THE RAIL.
 4. 9'-4 1/2" W-BEAM RAIL PANELS MAY BE USED TO TRANSITION TO STEEL BEAM GUARDRAIL END TERMINALS.
 5. 25'-0" RAIL PANELS MAY BE USED IN PLACE OF 12'-6" PANELS EXCEPT ON CURVES WITH A RAIL RADIUS OF LESS THAN 35 FEET.

31' MID-SPLICE BEAM GUARDRAIL & STEEL POST STANDARD SECTIONS SCALE: NONE **1 D-3**

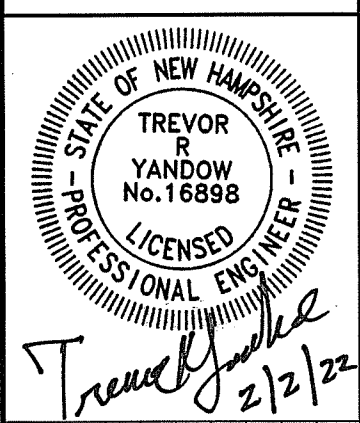
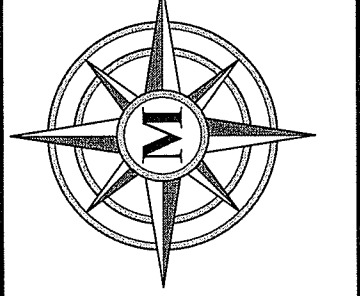


NHS APPROVED FOR USE WHERE DESIGN SPEED IS 40 MPH OR LESS
 NON-NHS APPROVED FOR USE WHERE DESIGN SPEED IS 50 MPH OR LESS

- NOTES:**
1. ALL MATERIALS AND CONSTRUCTION REQUIREMENTS SHALL CONFORM TO "NHDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AS SET FORTH IN SECTION 606, 2016 EDITION.
 2. ALL RAIL MATERIALS SHALL BE GALVANIZED STEEL AND IS SUBJECT TO THE APPROVAL OF THE DEPARTMENT OF PUBLIC WORKS.
- STEEL BEAM GUARDRAIL END TERMINAL & ANCHOR FOR STEEL BEAM GUARDRAIL** SCALE: NONE **2 D-3**

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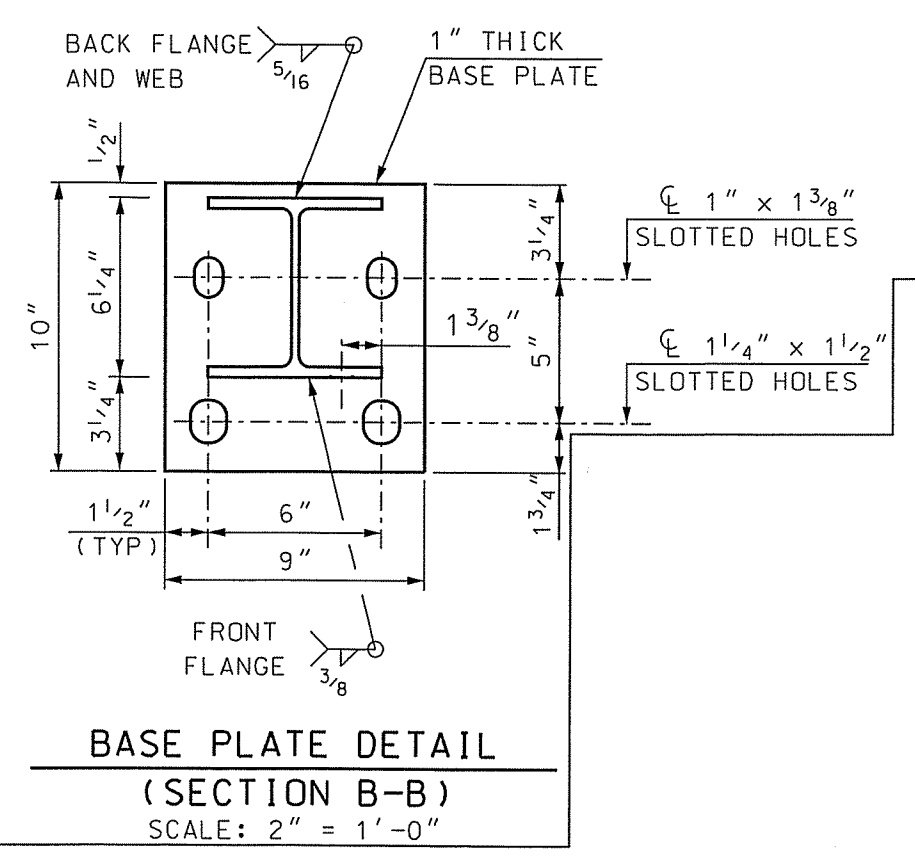
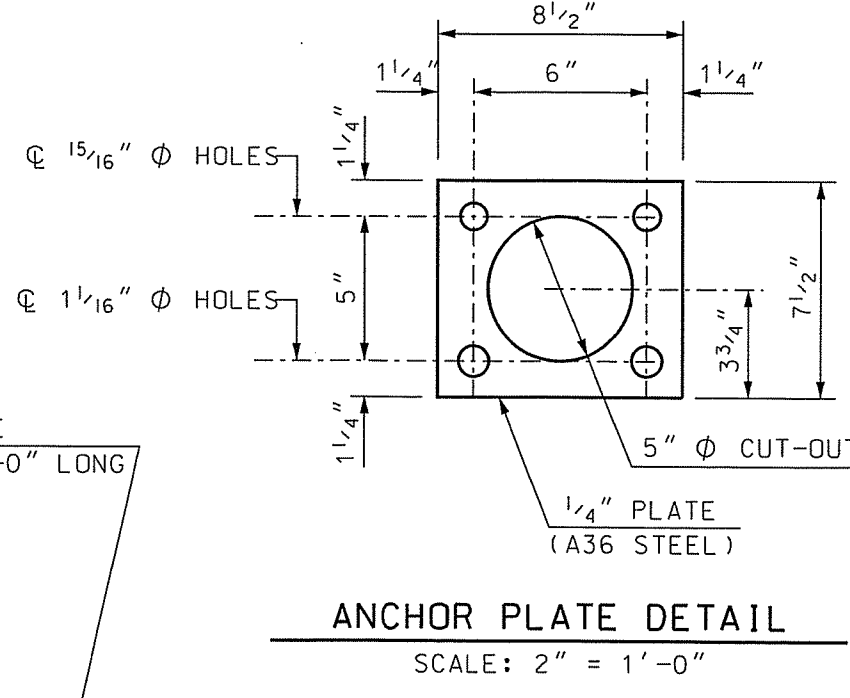
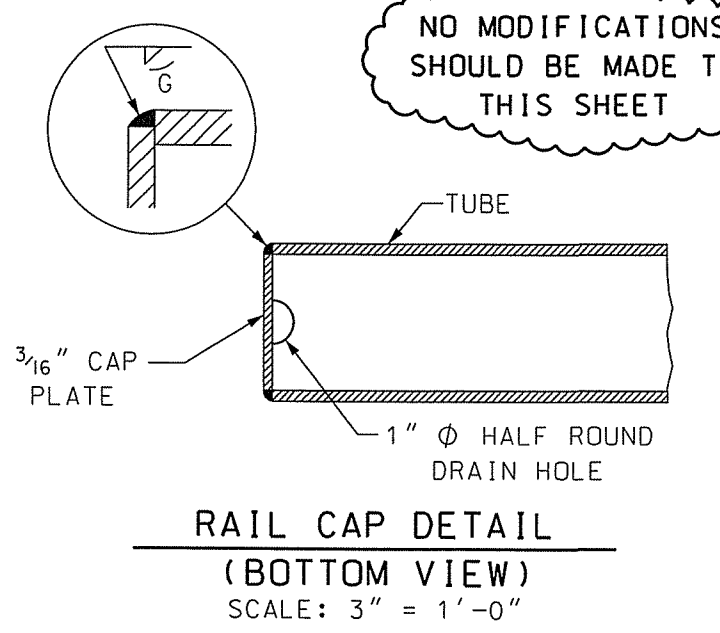
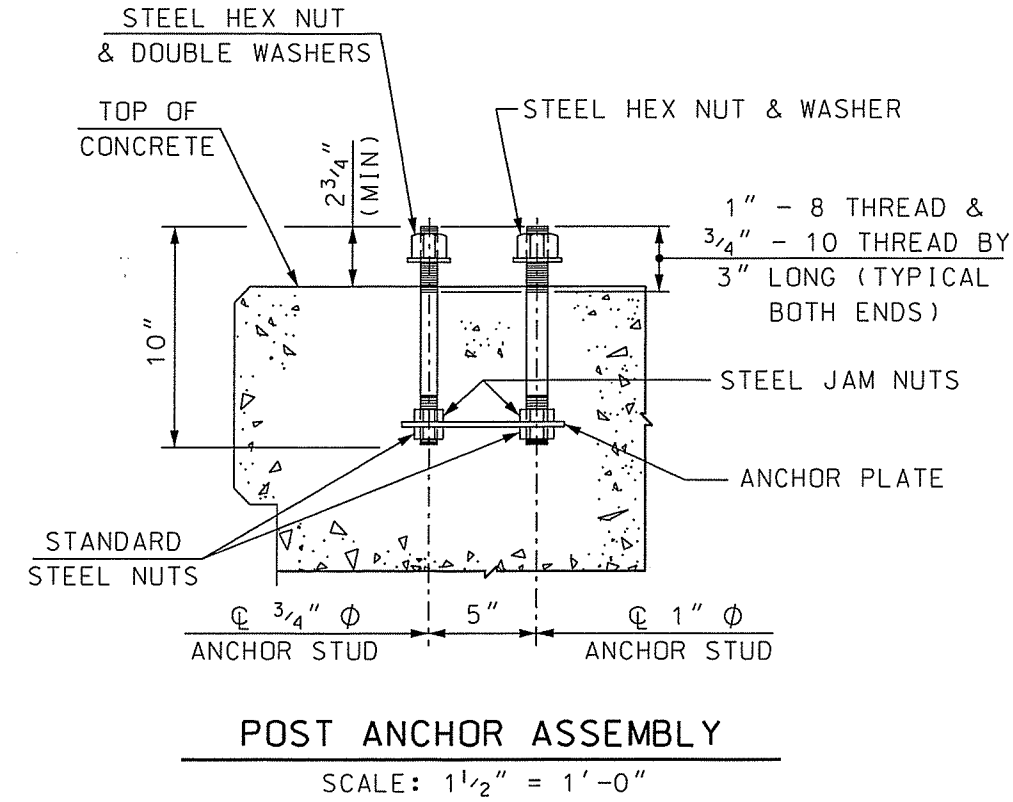
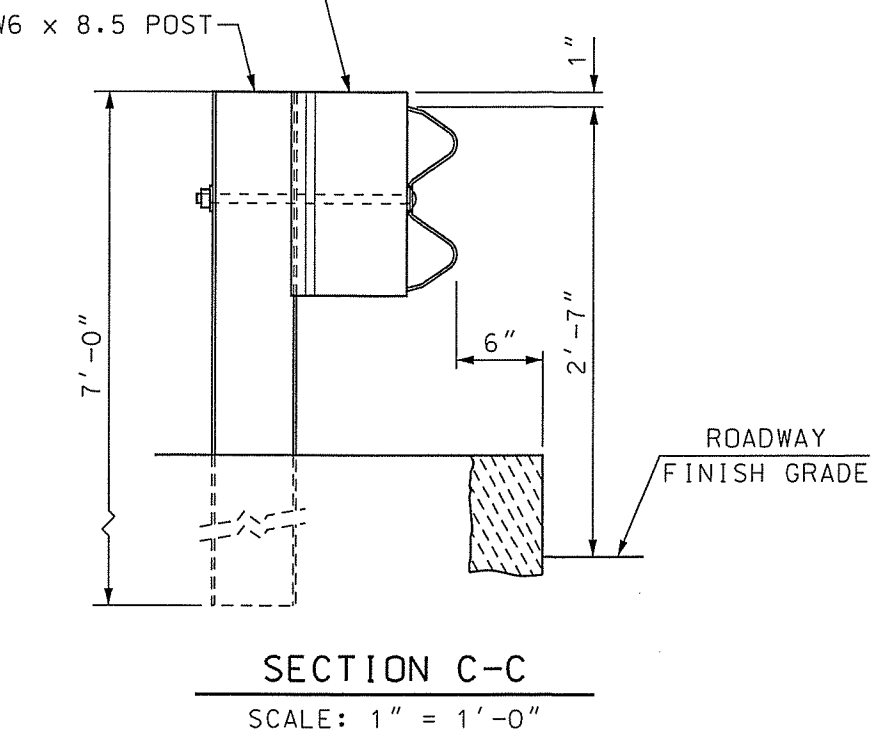
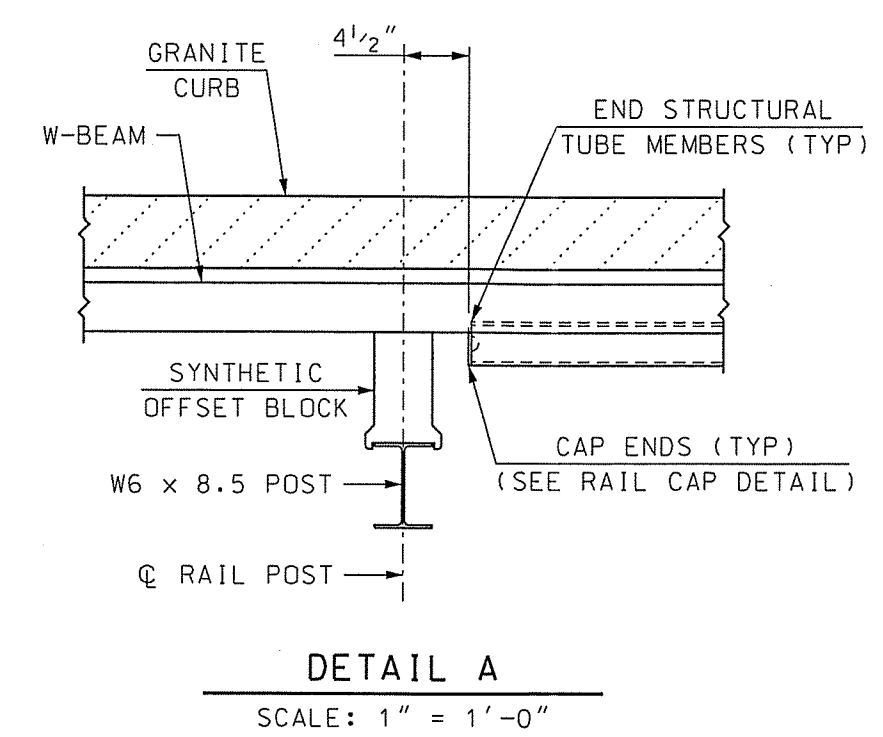
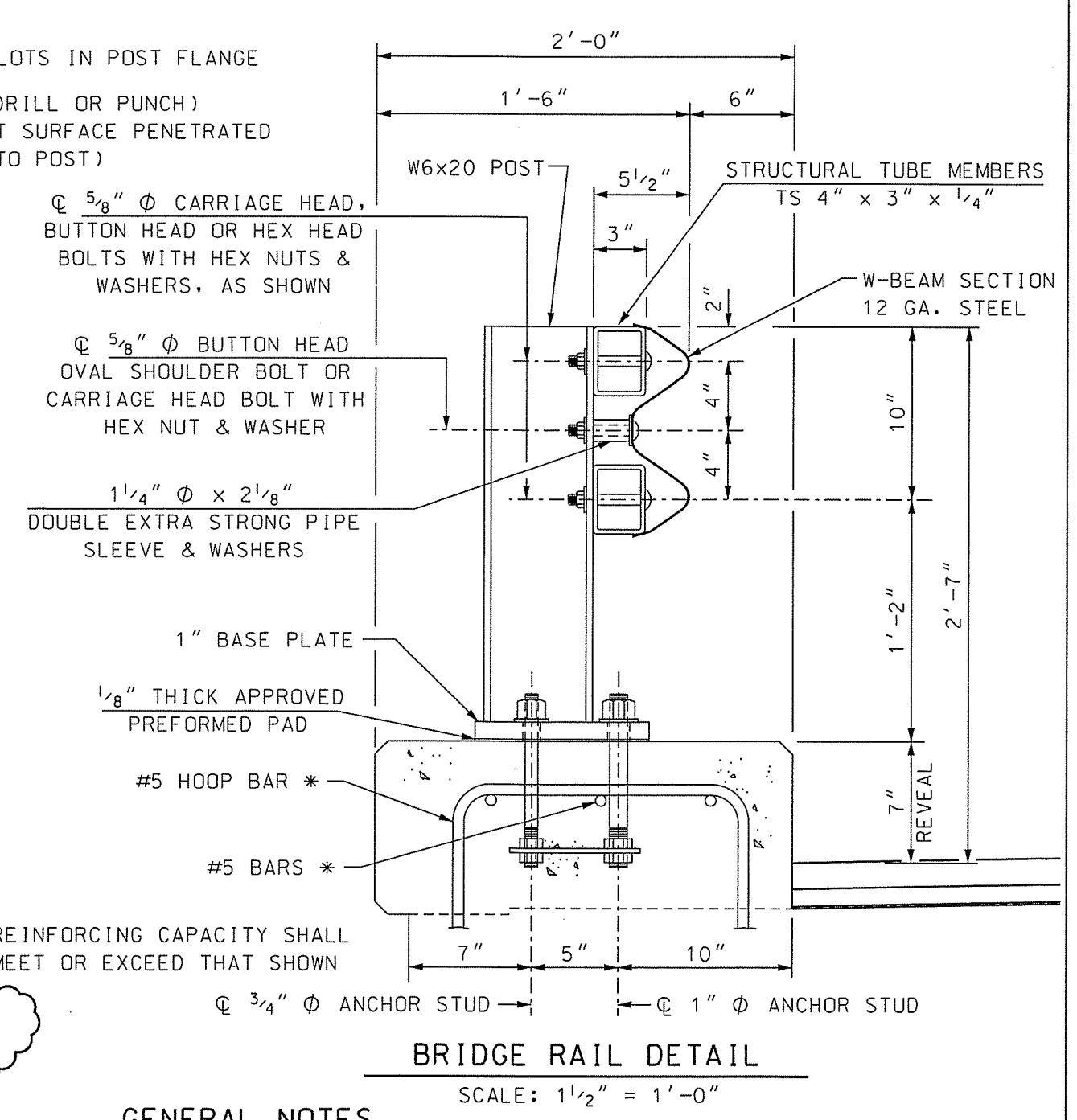
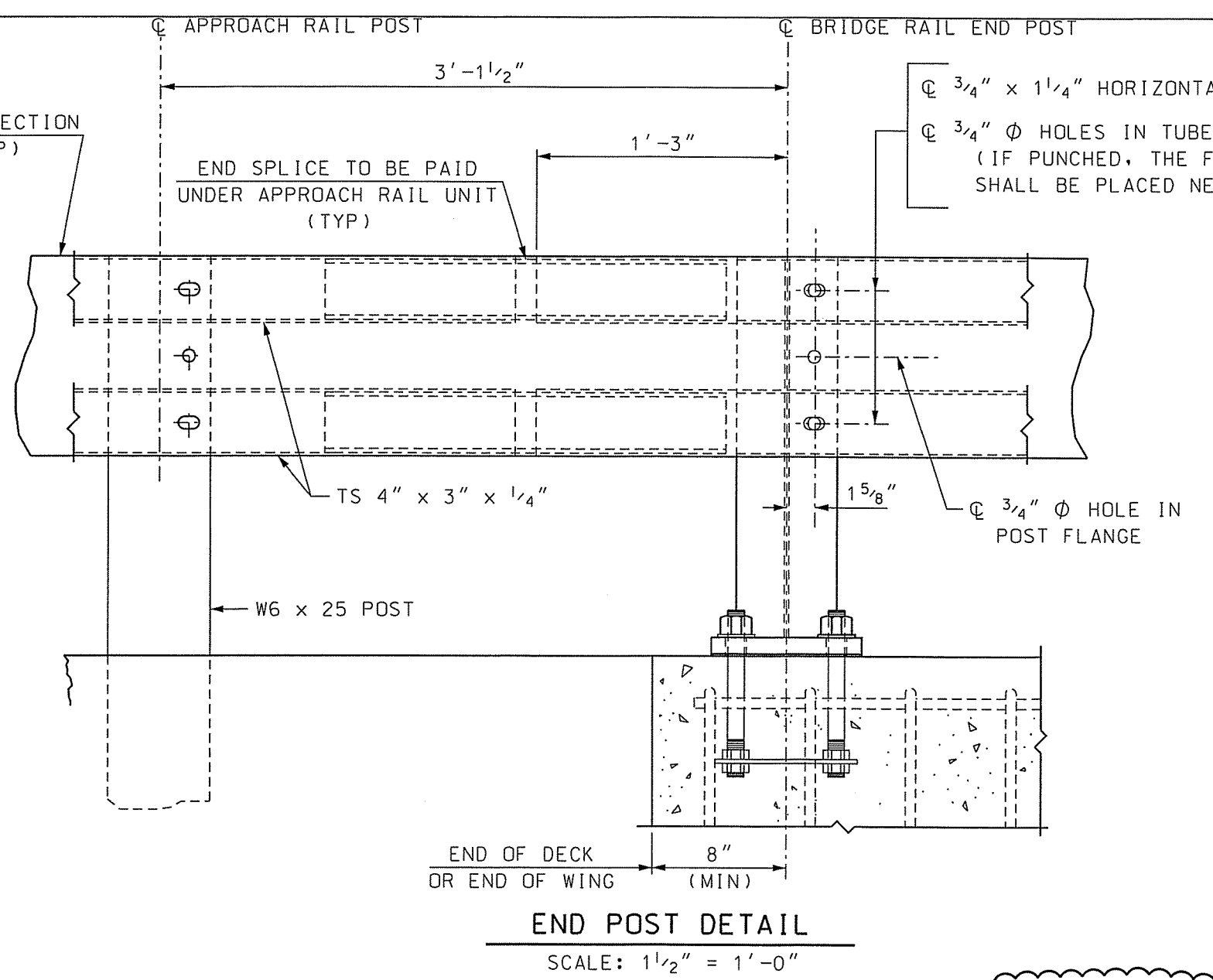
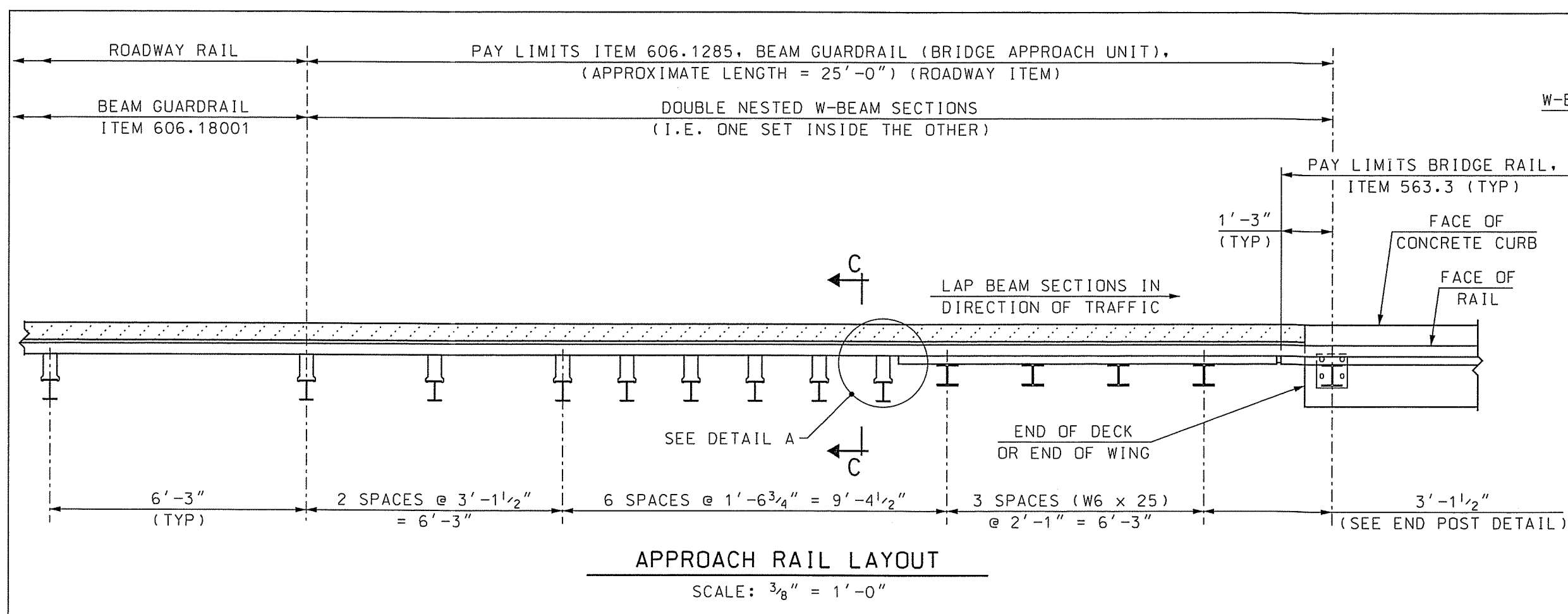
GUARDRAIL DETAILS

BLC HOLDINGS, LLC
 SCRIPPS LANE
 MAP E LOT 31 & 36-3
 MASON, NEW HAMPSHIRE

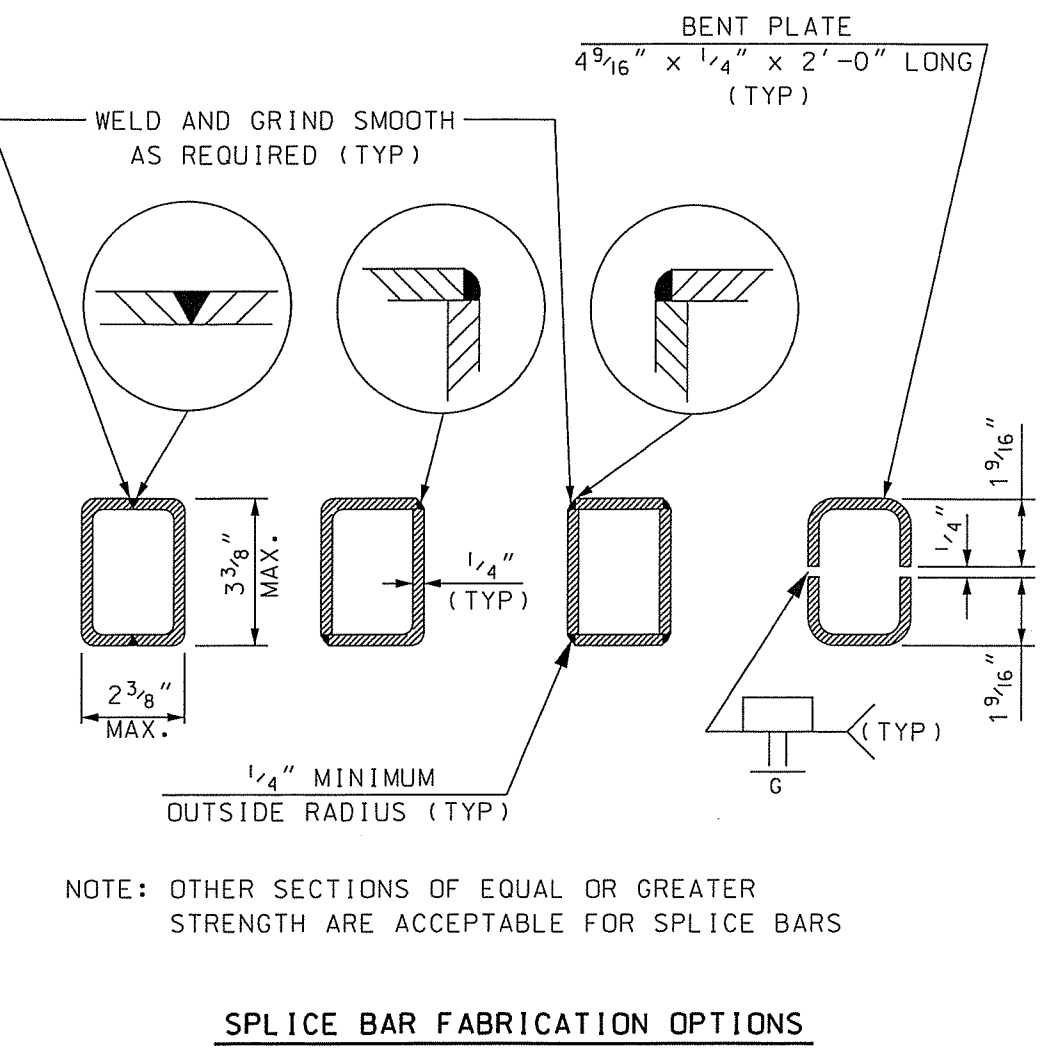
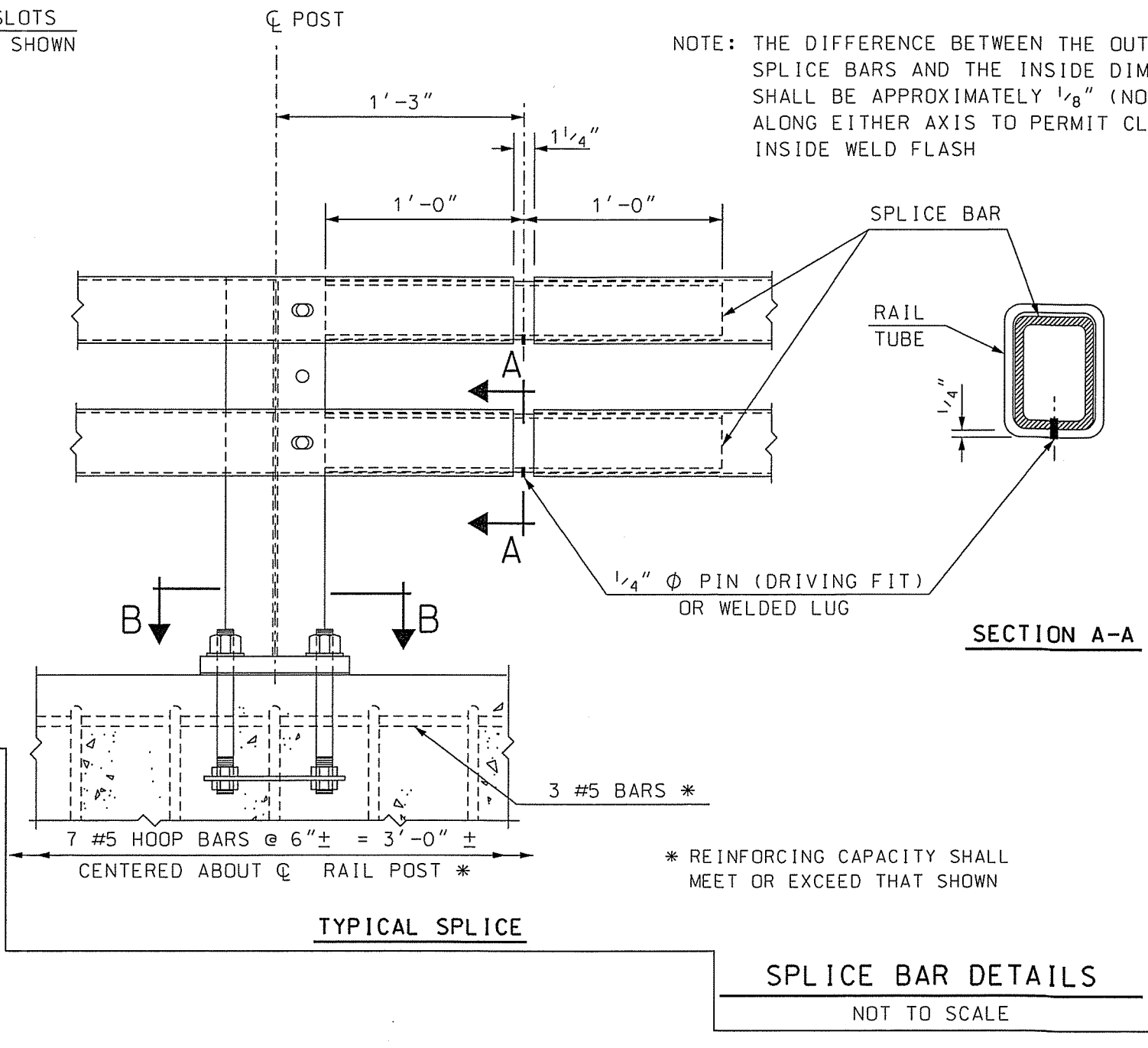
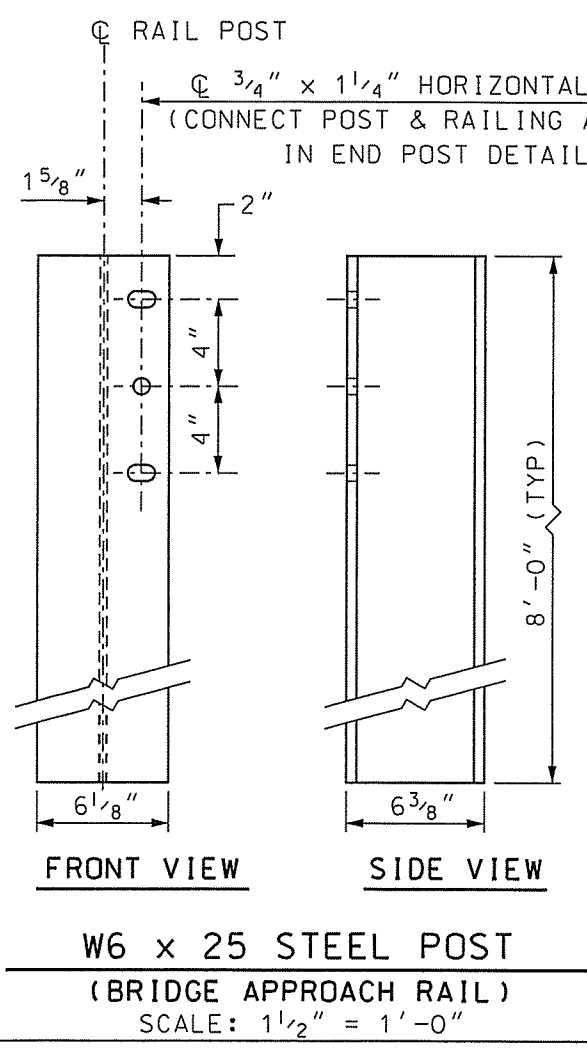
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 SHEET NO. 7 OF 10

FEBRUARY 2, 2022

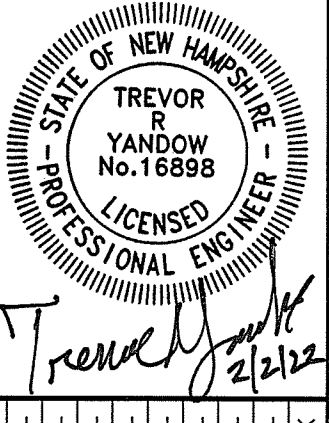
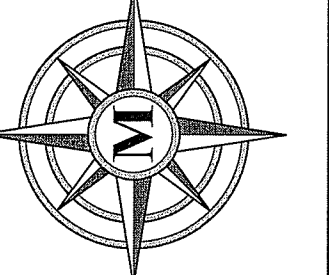
SCALE: AS NOTED



- GENERAL NOTES**
- BRIDGE RAIL T101 SHALL NOT BE USED ON NATIONAL HIGHWAY SYSTEMS.
 - BRIDGE RAIL T101 WAS SUCCESSFULLY CRASHED TESTED FOR NCHRP 350 (@ HEIGHT OF 2'-3"), TL-3 PER FHWA MAY 30, 1997 MEMORANDUM. USE OF THIS SYSTEM SHALL BE FOR POSTED SPEEDS ≤ 45 mph.
 - ITEM 563.3, BRIDGE RAIL T101, SHALL INCLUDE POSTS, BASE PLATES, ANCHOR PLATES, ANCHOR STUDS, PREFORMED PADS, RAIL ASSEMBLY BOLTS, NUTS, WASHERS, STRUCTURAL TUBING, SPLICE BARS, PIPE SLEEVES AND W-BEAM SECTIONS.
 - ASTM A572 GRADE 50 : POSTS AND BASE PLATES
 - ASTM A500 GRADE B : STRUCTURAL TUBING
 - ASTM A36 : PIPE SLEEVES, RAIL SPLICE BARS AND ANCHOR PLATES
 - ASTM A449 : ANCHOR STUDS WITH STANDARD NUTS AND HARDENED STEEL COMMERCIAL TYPE A PLAIN WIDE WASHERS
 - A307 : RAIL BOLTS, NUTS, AND WASHERS
 - AASHTO M180 TYPE II : W-BEAM SECTIONS
 - ALL STEEL COMPONENTS SHALL BE GALVANIZED AFTER FABRICATION IN CONFORMANCE WITH AASHTO M232 (ASTM A153) AND AASHTO M111 (ASTM A123). GALVANIZED SURFACES SHALL HAVE A UNIFORM APPEARANCE AND GALVANIZED MATERIAL SHALL BE PROPERLY STORED.
 - STRUCTURAL TUBING SHALL BE SUPPLIED AS ONE PIECE FOR BRIDGE RAIL 40 FEET OR LESS IN LENGTH. IN OTHER CASES, TUBING SHALL BE SPLICED WITH A SPLICE BAR (SEE SPLICE BAR DETAILS). NO TRANSVERSE BUTT WELDS ARE PERMITTED ON RAIL TUBING WITHIN A CONTINUOUS LENGTH.
 - EACH PIECE OF RAIL TUBING SHALL BE ATTACHED TO A MINIMUM OF THREE POSTS.
 - FOR BRIDGE RAIL POST SPACING, SEE BRIDGE RAIL LAYOUT. THE MAXIMUM BRIDGE RAIL POST SPACING SHALL BE 8'-4". POST SPACING OF 8'-4" OR 6'-3" IS RECOMMENDED WHENEVER POSSIBLE FOR USE WITH 25' SECTIONS OF STANDARD W-BEAM RAIL.
 - PREFORMED BEARING PADS SHALL CONFORM TO AASHTO M251.
 - NUTS FOR THREADED ANCHOR STUDS CONNECTING THE BASE PLATE TO THE CONCRETE SHALL BE TIGHTENED TO A SNUG FIT AND GIVEN AN ADDITIONAL 1/8 TURN.
 - OTHER TYPES OF OFFSET BLOCKS MAY BE SUBSTITUTED FOR THOSE SHOWN. SEE NOTES IN STANDARD PLAN GR-2 (BEAM GUARDRAIL STANDARD SECTION - STEEL POSTS & HARDWARE DETAILS) OF THE HIGHWAY DESIGN STANDARD PLANS FOR ROAD CONSTRUCTION.



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REV.	DATE	DESCRIPTION
1	FEBRUARY 2, 2022	T101 BRIDGE RAIL DETAILS

T101 BRIDGE RAIL DETAILS
SCALE: NONE

BLC HOLDINGS, LLC
SCRIPPS LANE
MAP E LOT 31 & 36-3
MASON, NEW HAMPSHIRE

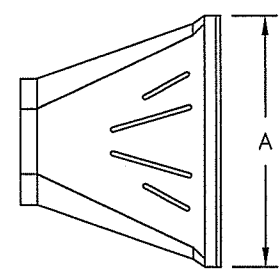
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T101 BRIDGE & APPROACH RAIL (STEEL POSTS, GALVANIZED) 7' CURB REVEAL

SCALE: NONE

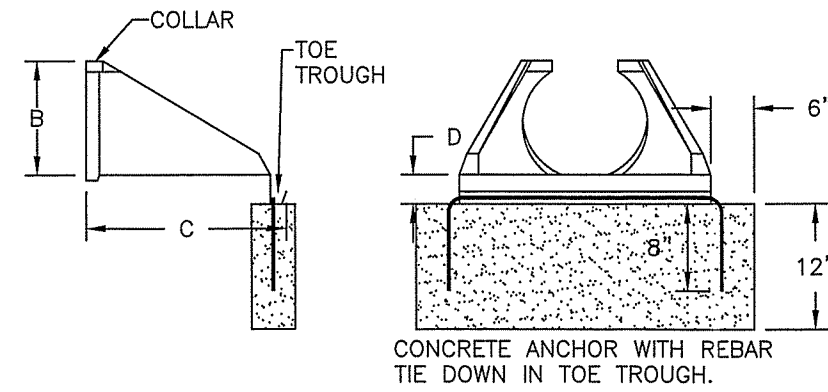
1



THE INVERT OF THE PIPE AND THE END SECTION SHALL BE AT THE SAME ELEVATION.

NOTE: FOR USE WITH HIGH DENSITY POLYETHYLENE (HDPE) STORMSEWER PIPING.

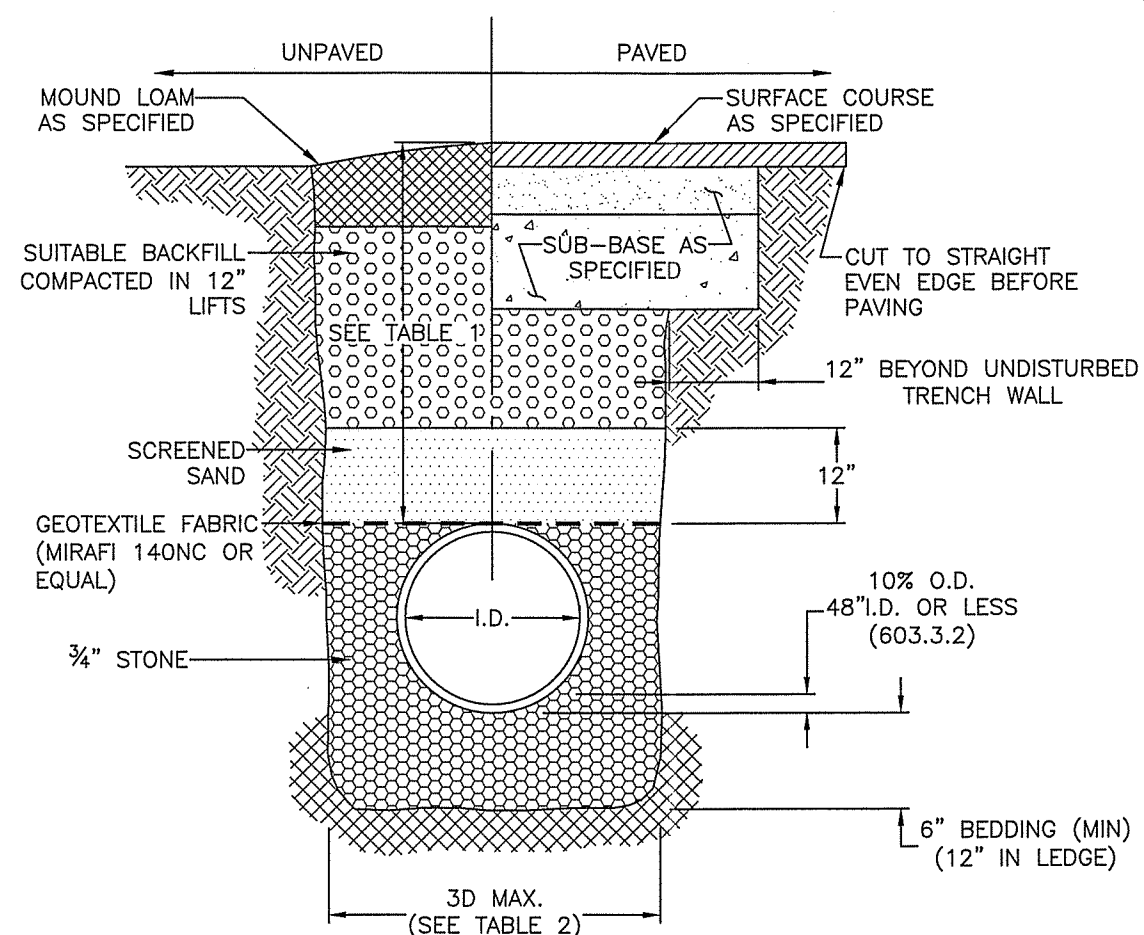
PIPE DIA. (IN)	DIMENSION
A	42
B	14.5
C	33
D	6



CONCRETE ANCHOR WITH REBAR TIE DOWN IN TOE TROUGH.

FLARED END SECTION (FES) - HIGH DENSITY POLYETHYLENE

SCALE: NONE **D-5**

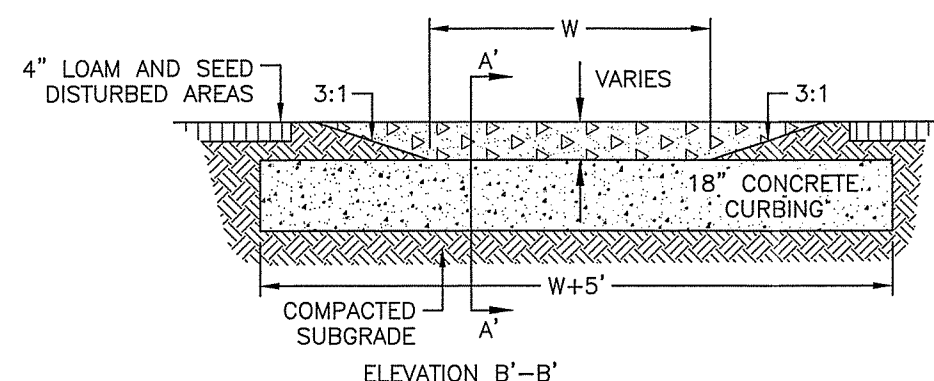
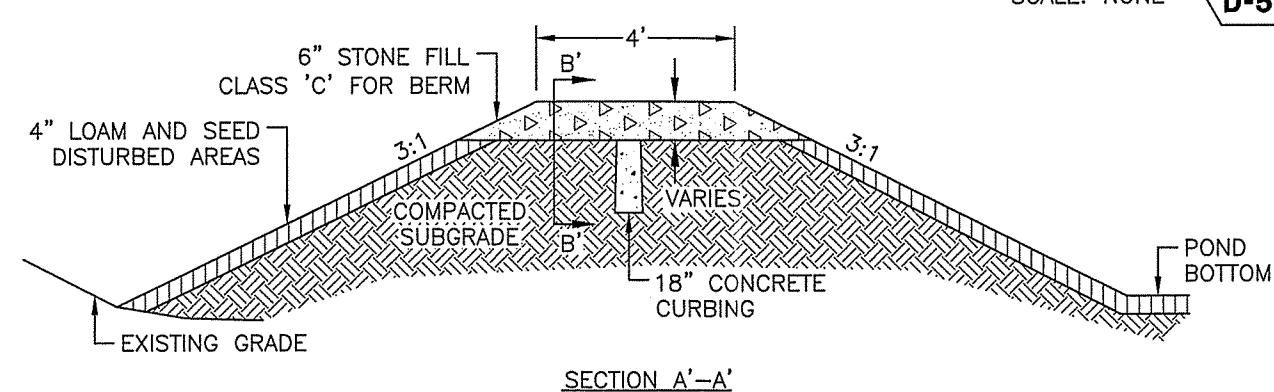


LOCATION	PIPE MATERIAL	MINIMUM COVER
PAVED ROADS	ALL	3 FT.
UNPAVED ROADS	ALL	3 FT.
DRIVEWAYS	ALL	1 FT.
UNPAVED AREAS	ALL	2 FT.

INSIDE DIAMETER	TOTAL WIDTH
UP TO 12"	36"
12" TO 24"	I.D. + 24"
OVER 24"	2 x I.D.

TYPICAL DRAINAGE TRENCH - HDPE

SCALE: NONE **D-5**



SIEVE/DESIGNATION	% PASSING/BY WEIGHT
12 IN.	100
6 IN.	84-100
3 IN.	68-83
1 IN.	42-55
#4	8-12

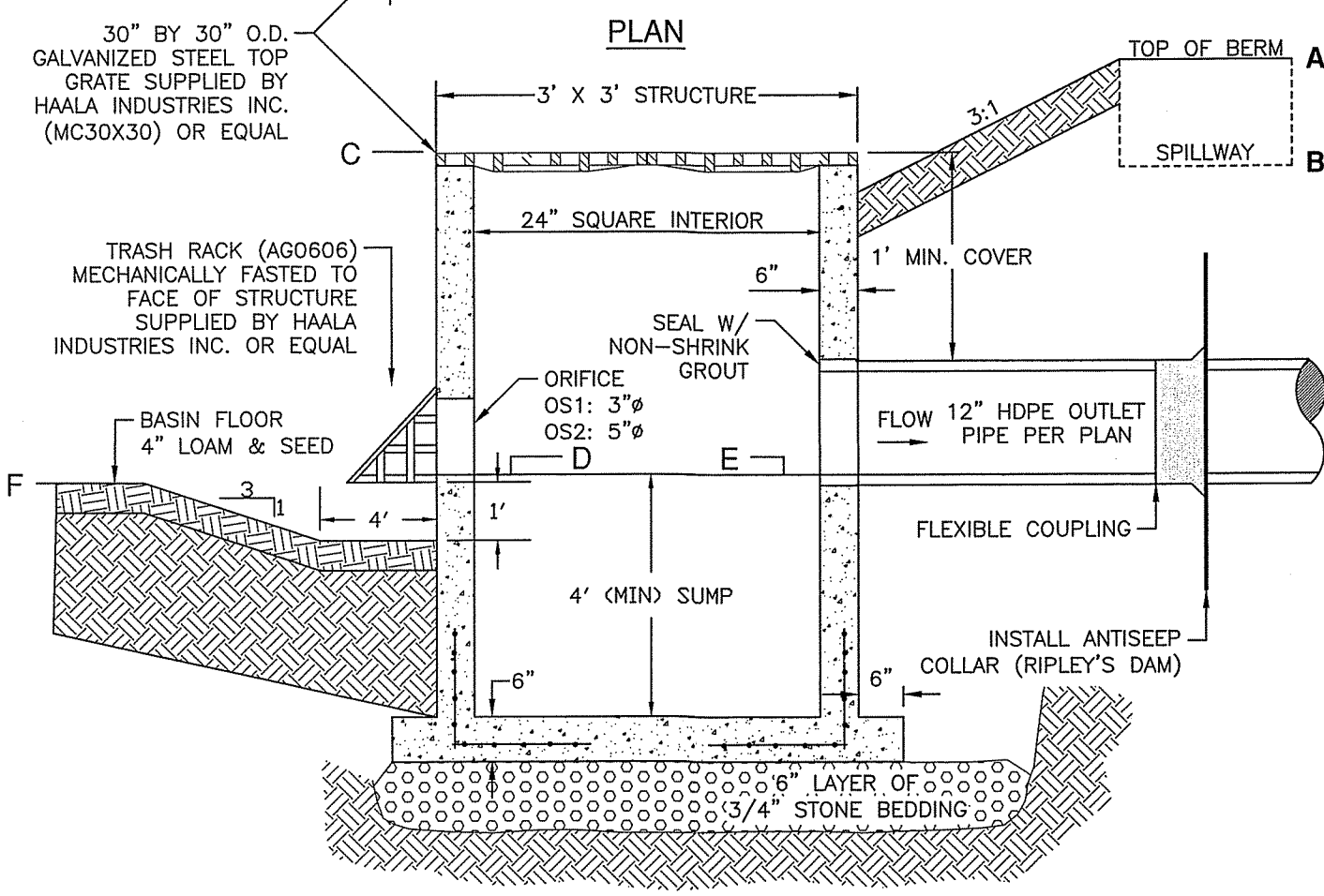
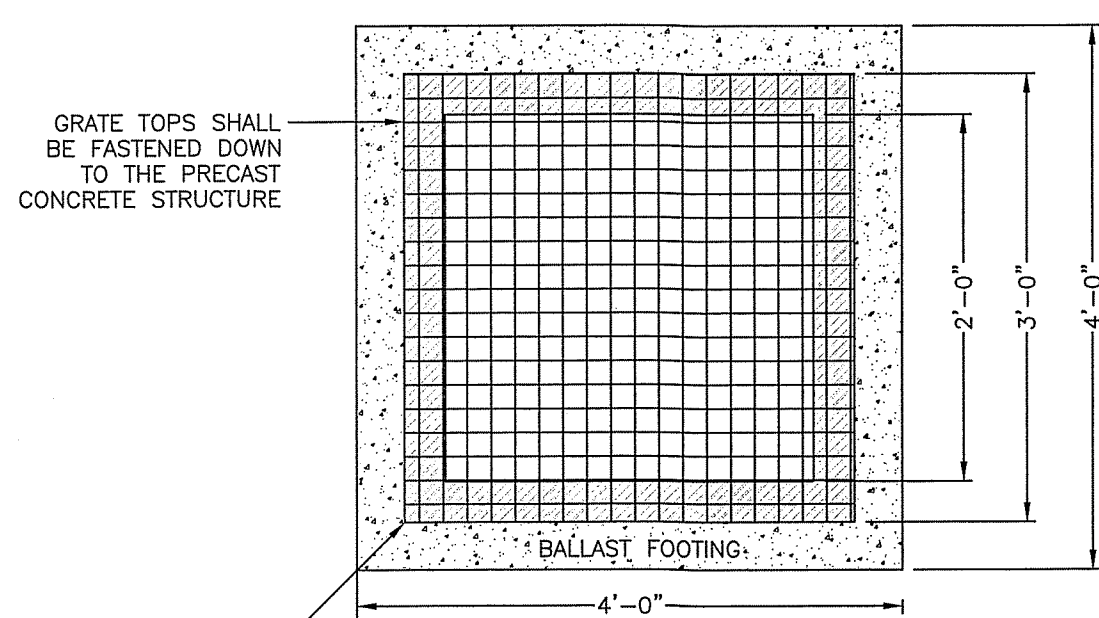
NHDOT ITEM 585.3

EMERGENCY OVERFLOW SPILLWAY

SCALE: NONE **D-5**

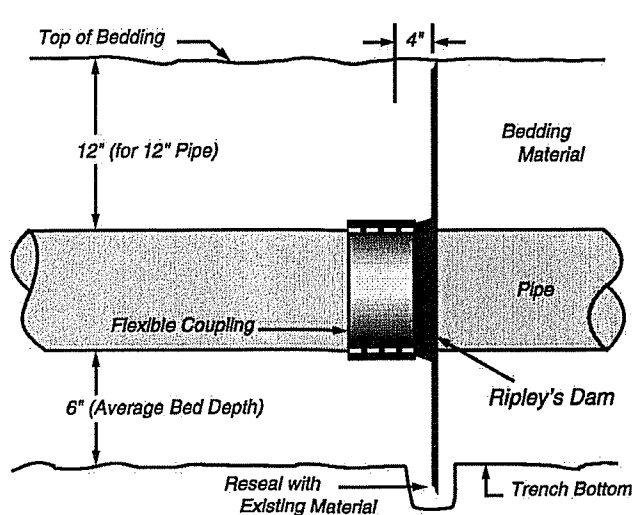
LOCATION	A	B	C	D	E	F
OS1	670.00	669.00	669.00	667.75	667.75	666.00
OS2	682.61	N/A	682.11	681.10	681.10	680.61

NOTE: ALL CONNECTION HARDWARE FOR THE TRASH RACK AND TOP GRATE SHALL BE GALVANIZED.



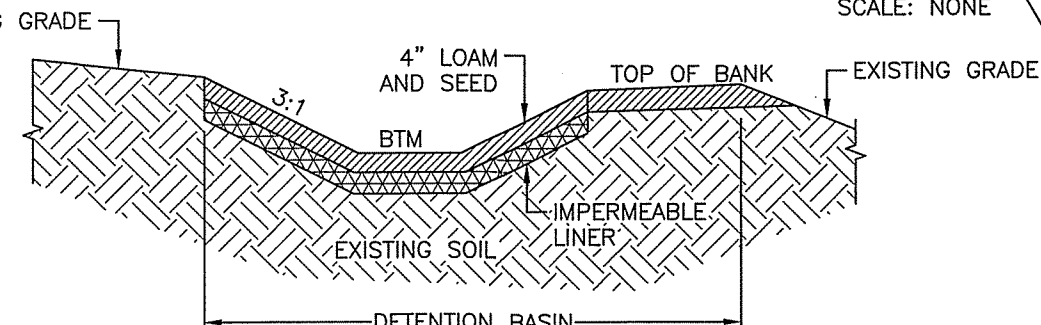
OUTLET STRUCTURE (OS)

SCALE: NONE **D-5**



RIPLEY'S DAM

SCALE: NONE **D-5**

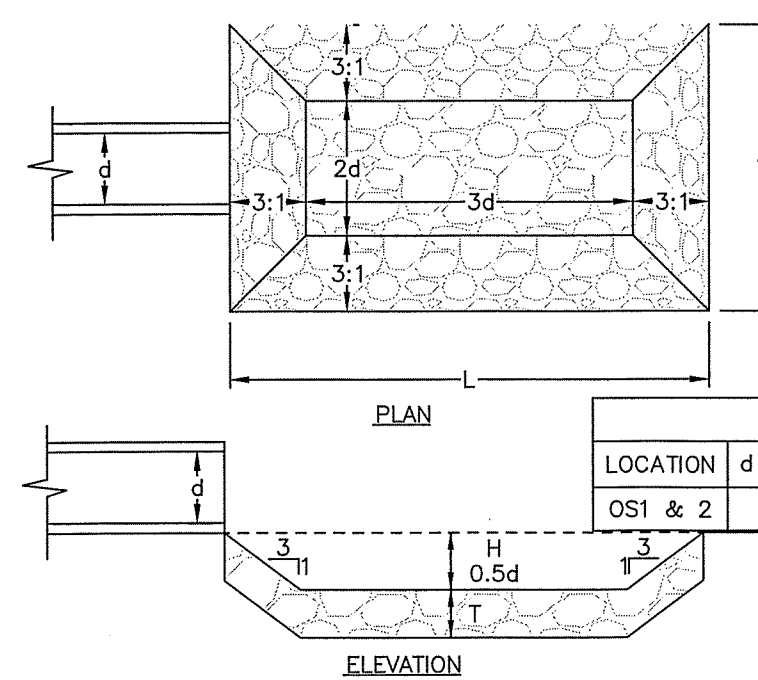


- CONSTRUCTION NOTES:
- THE BOTTOM OF THE EXCAVATION SHALL BE DEEPLY TILLED FOLLOWED BY A PASS WITH A LEVELING DRAG.
 - THE BOTTOM AND SIDES OF THE DETENTION BASIN(S) SHALL HAVE 4" OF LOAM AND SEED ON TOP OF AN IMPERMEABLE LINER.

- NOTES:
- DO NOT PLACE DETENTION BASIN(S) INTO SERVICE UNTIL THE CONTRIBUTING AREA HAS BEEN COMPLETELY STABILIZED.
- MAINTENANCE REQUIREMENTS:
- PERIODIC MOWING OF EMBANKMENTS.
 - REMOVAL OF WOODY VEGETATION FROM FILL EMBANKMENTS.
 - REMOVAL OF DEBRIS FROM OUTLET STRUCTURES.
 - REMOVAL OF ACCUMULATED SEDIMENT FOR THE FOREBAY AND DETENTION BASIN(S).
 - INSPECTION AND REPAIR OF EMBANKMENTS, INLET AND OUTLET STRUCTURES AND APPURTENANCES.

DETENTION BASIN - TYPICAL CROSS-SECTIONS

SCALE: NONE **D-5**

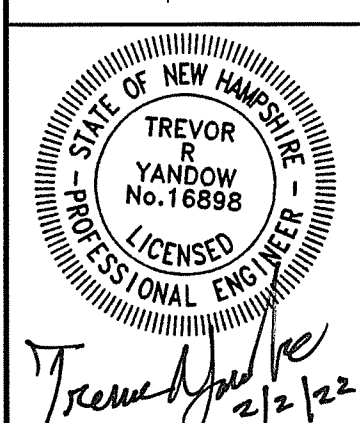
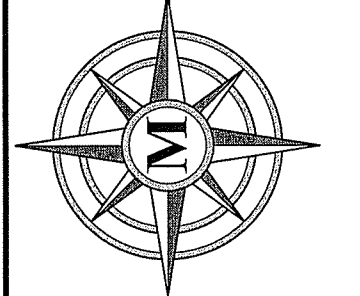


LOCATION	d (IN)	L (FT)	W (FT)	H (FT)	d50 (IN)	T (IN)
OS1 & 2	12	6	5	0.5	4	8

OUTLET PROTECTION - RIPRAP SCOUR HOLE

SCALE: NONE **D-5**

MERIDIAN
LAND SERVICES, INC.
ENGINEERING SURVEYING | PERMITTING
SOIL & WETLAND MAPPING | SEPTIC DESIGN
31 OLD NASHUA ROAD, AMHERST, NH 03811 TEL: 603-673-1441
MERIDIANLANDSERVICES.COM FAX: 603-673-1584



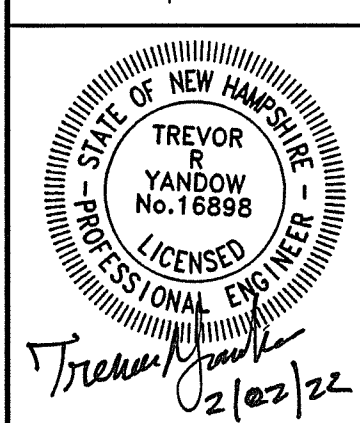
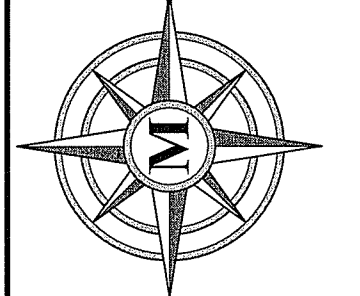
REV.	DATE	DESCRIPTION
I		
H		
G		
F		
E		
D		
C		
B		
A		

DRAINAGE DETAILS

BLC HOLDINGS, LLC
SCRIPPS LANE
MAP E LOT 31 & 36-3
MASON, NEW HAMPSHIRE

D-5
SHEET

FILE:	06956V08.dwg
PROJECT:	06956.08
SHEET NO.:	9 OF 10

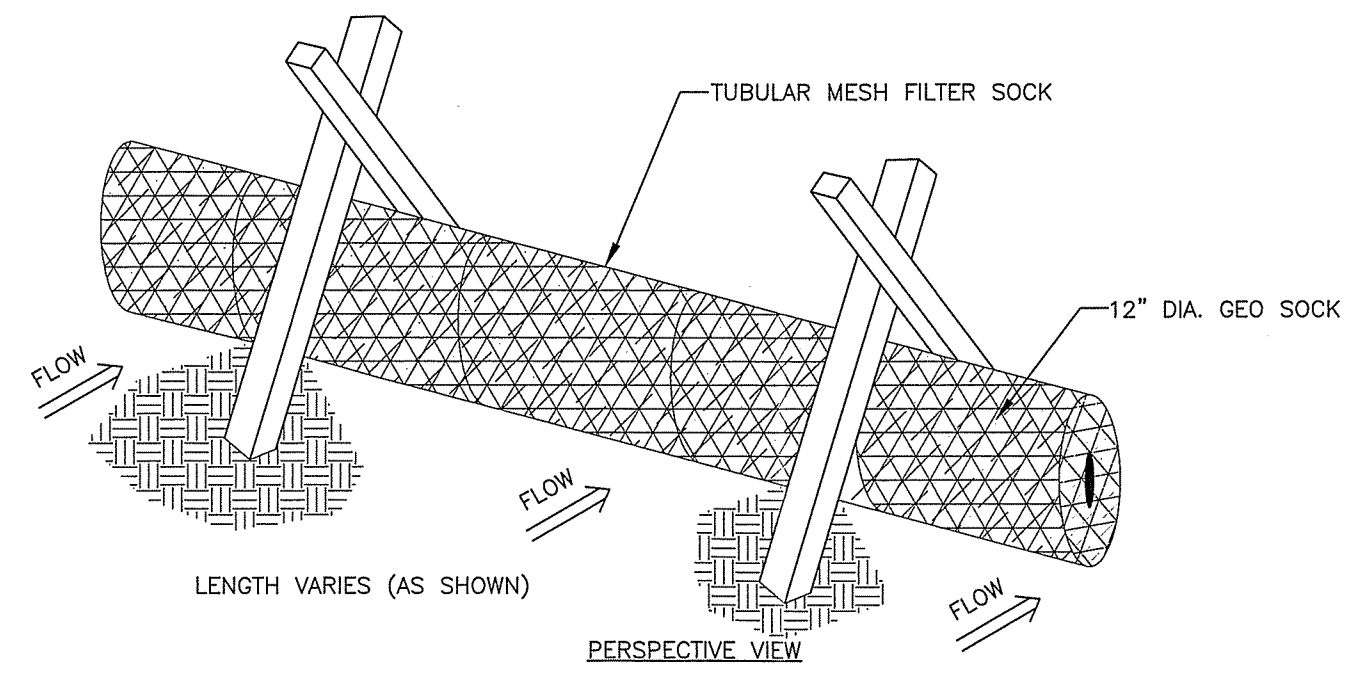


REV.	DATE	DESCRIPTION
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EROSION CONTROL DETAILS

BLC HOLDINGS, LLC
 SCRIPPS LANE
 MAP E LOT 31 & 36-3
 MASON, NEW HAMPSHIRE

D-6
 SHEET
 FILE: 06956V08.dwg
 PROJECT 06956.08
 SHEET NO. 10 OF 10



1. THE FILTER SOCK SHALL BE A MESH TUBE FILLED WITH COMPOSTED MATERIAL.
2. MINIMAL CLEARING MAY BE REQUIRED TO INSTALL FILTER SOCKS.
3. INSTALL FILTER SOCKS PRIOR TO ANY CLEARING OR GRUBBING.

SILT SOCK SCALE: NONE **1** D-6

DURING CONSTRUCTION AND THEREAFTER, EROSION CONTROL MEASURES ARE TO BE IMPLEMENTED AS NOTED.

1. INSTALLATION OF SILT SOCKS AND SILTATION FENCE WHERE INDICATED SHALL BE COMPLETED PRIOR TO THE START OF SITE WORK IN ANY GIVEN AREA.
2. SILT SOCKS AND SILTATION FENCES SHALL BE KEPT CLEAN DURING CONSTRUCTION AND REMOVED WHEN ALL DISTURBED AREAS HAVE A HEALTHY STAND OF VEGETATIVE COVER. EROSION CONTROL MEASURES SHALL BE INSPECTED AT LEAST ONCE A WEEK AND AFTER EVERY 0.5" OR GREATER RAINFALL.
3. EXISTING VEGETATION IS TO REMAIN UNDISTURBED WHEREVER POSSIBLE.
4. PER THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES, THE SMALLEST PRACTICAL AREA SHALL BE DISTURBED DURING CONSTRUCTION. THE TOTAL AREA OF ACTIVE DISTURBANCE, INCLUDING LOT DISTURBANCES, SHALL NOT EXCEED 5 ACRES.
5. THE DURATION OF TIME THAT AN AREA IS DISTURBED SHALL BE MINIMIZED. ALL NON-ACTIVE DISTURBED AREAS (BUT CLEARED FOR CONSTRUCTION BUT NOT PRESENTLY UNDERGOING CONSTRUCTION) SHALL BE STABILIZED WITHIN 28 DAYS OF DISTURBANCE. ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 72 HOURS AFTER FINAL GRADING.
6. ALL DITCHES, SWALES AND DETENTION BASINS SHALL BE CONSTRUCTED DURING THE INITIAL PHASE OF CONSTRUCTION AND SHALL BE STABILIZED PRIOR TO DIRECTING STORM WATER FLOW TO THEM.
7. AN AREA MAY BE CONSIDERED STABILIZED WHEN ONE OF THE FOLLOWING HAS OCCURRED:
 - A. BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED;
 - B. A MINIMUM OF 85% VEGETATED GROWTH HAS BEEN ESTABLISHED;
 - C. A MINIMUM OF 3" OF NON-EROSIVE MATERIAL SUCH AS STONE OR RIPRAP HAS BEEN INSTALLED; OR
 - D. EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.

8. ALL DISTURBED AREAS SHALL BE COVERED WITH A MINIMUM OF 6" OF LOAM. LOAM SHALL BE COVERED WITH THE APPROPRIATE SEED MIXTURE AS INDICATED BELOW. THE SEED MIXTURE SHALL BE APPLIED AT A RATE OF 2.5 POUNDS PER 1,000 SQ. FT. AND SHALL BE MIXED AS FOLLOWS:

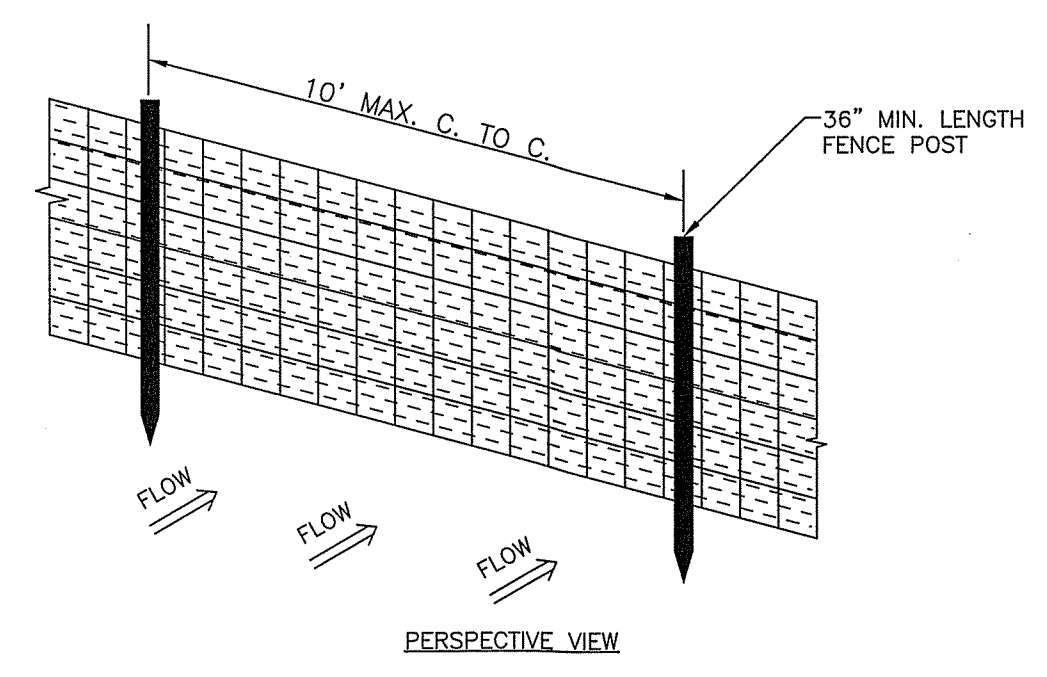
TYPICAL LAWN SEED		SLOPE SEED	
CREeping RED FESCUE	0.87 LBS.	CREeping RED FESCUE	1.01 LBS.
KENTUCKY BLUEGRASS	0.71 LBS.	RYE GRASS	0.75 LBS.
RYE GRASS	0.58 LBS.	RED TOP	0.18 LBS.
RED TOP	0.14 LBS.	ALSIKE CLOVER	0.18 LBS.
		BIRDSFOOT TREFLOIL	0.18 LBS.

9. APPLY LIMESTONE AND FERTILIZER ACCORDING TO SOIL TEST RECOMMENDATIONS. IF SOIL TESTING IS NOT FEASIBLE ON SMALL OR VARIABLE SITES, OR WHERE TIMING IS CRITICAL, FERTILIZER MAY BE APPLIED AT THE RATE OF 600 POUNDS PER ACRE OR 13.8 POUNDS PER 1,000 SQUARE FEET OF LOW PHOSPHATE FERTILIZER (N-P205-K2O) OR EQUIVALENT (LOW PHOSPHORUS FERTILIZER IS DEFINED BY THE COMPREHENSIVE SHORELAND PROTECTION ACT AS LESS THAN 2% PHOSPHORUS). APPLY LIMESTONE (EQUIVALENT TO 50 PERCENT CALCIUM PLUS MAGNESIUM OXIDE) AT A RATE OF 3 TONS PER ACRE (138 LB. PER 1,000 SQUARE FEET).

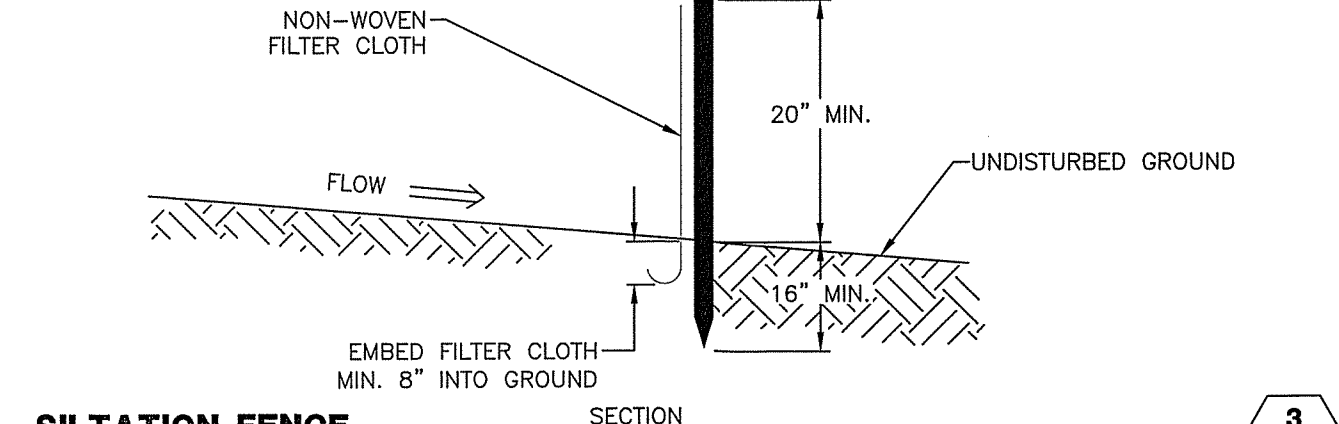
FERTILIZER SHOULD BE RESTRICTED TO A LOW PHOSPHATE, SLOW RELEASE NITROGEN FERTILIZER WHEN APPLIED TO AREAS BETWEEN 25 FEET AND 250 FEET FROM A SURFACE WATER BODY AS SPECIFIED BY THE COMPREHENSIVE SHORELAND PROTECTION ACT (SLOW RELEASE FERTILIZERS MUST BE AT LEAST 50% SLOW RELEASE NITROGEN COMPONENT). NO FERTILIZER EXCEPT LIMESTONE SHOULD BE APPLIED WITHIN 25 FEET OF THE SURFACE WATER. THESE LIMITATIONS ARE REQUIREMENTS.

10. PERMANENT OR TEMPORARY COVER MUST BE IN PLACE BEFORE THE GROWING SEASON ENDS. WHEN SEEDED AREAS ARE MULCHED, PLANTINGS MAY BE MADE FROM EARLY SPRING TO EARLY OCTOBER WHEN SEEDED AREAS ARE NOT MULCHED. PLANTINGS SHOULD BE MADE FROM EARLY SPRING TO MAY 20 OR FROM AUGUST 10 TO SEPTEMBER 15. NO DISTURBED AREA SHALL BE LEFT EXPOSED DURING THE WINTER MONTHS.
11. THE SITE CONTRACTOR SHALL MAINTAIN A VIGOROUS DUST CONTROL PROGRAM THROUGHOUT THE CONSTRUCTION PROCESS. EXPOSED EARTH SHALL BE KEPT MOIST OR MULCHED AT ALL TIMES TO PREVENT DUST FORMATION. SPECIAL ATTENTION SHALL BE PAID TO HIGH TRAFFIC AREAS.

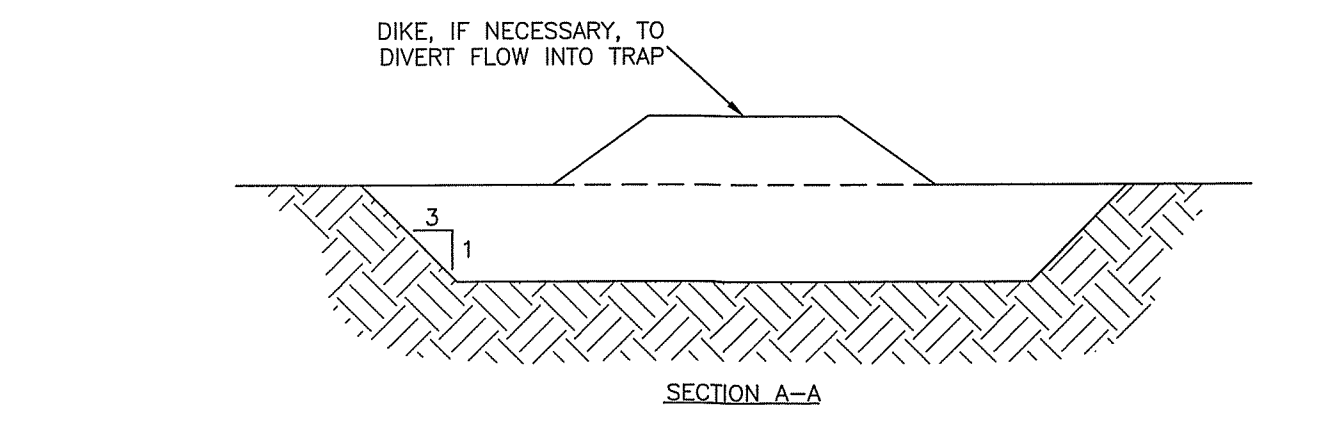
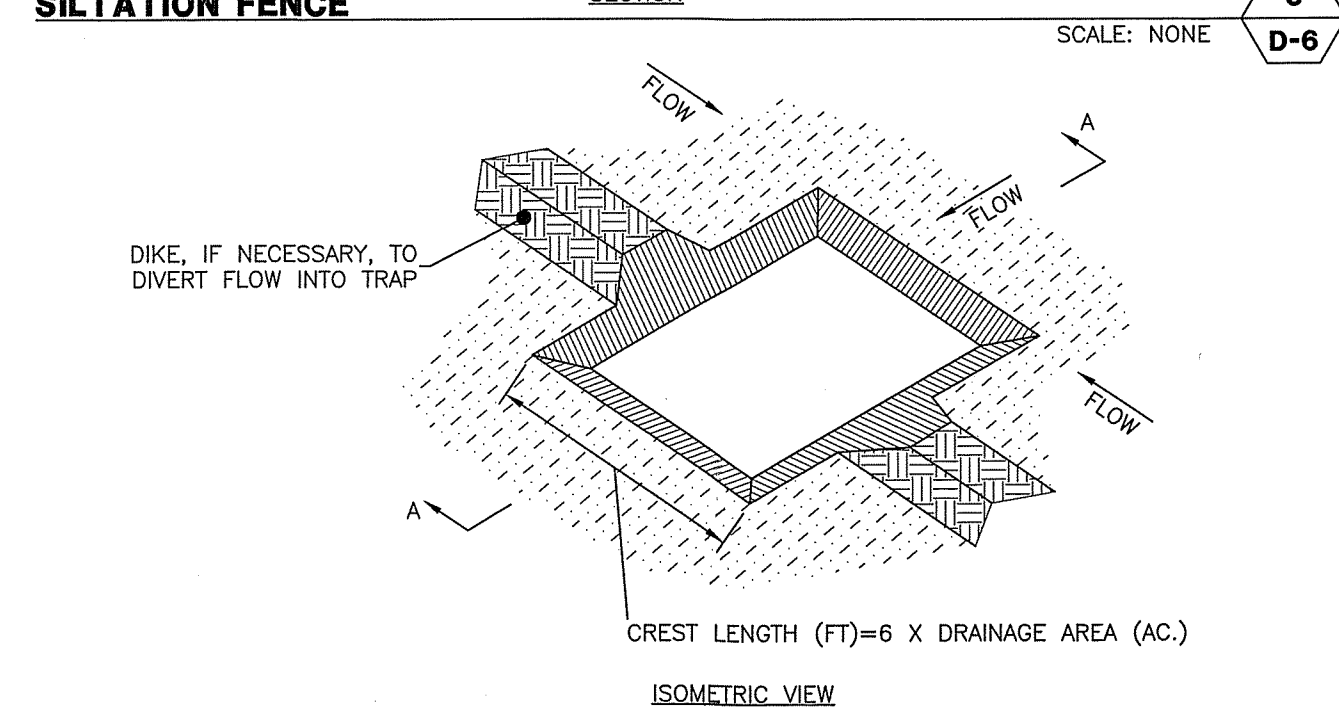
EROSION CONTROL SCALE: NONE **2** D-6



SILTATION FENCE SCALE: NONE **3** D-6



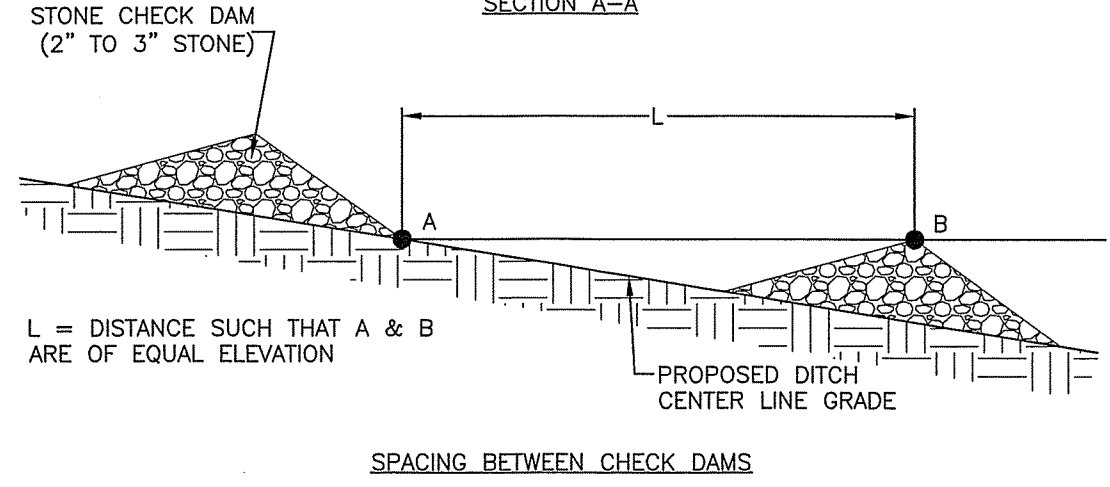
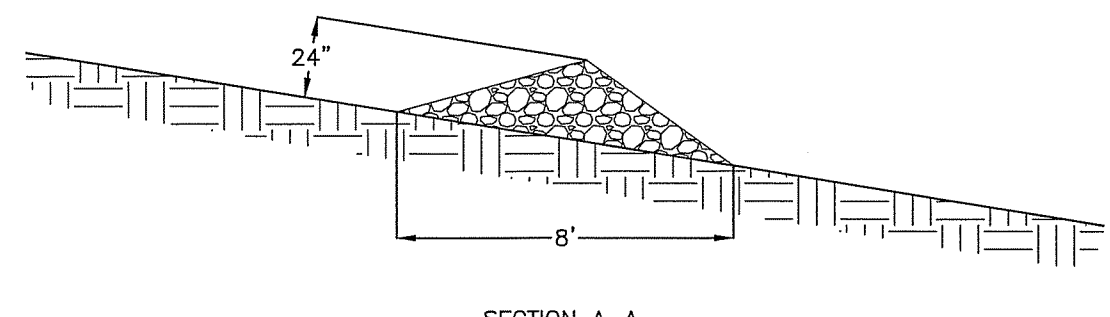
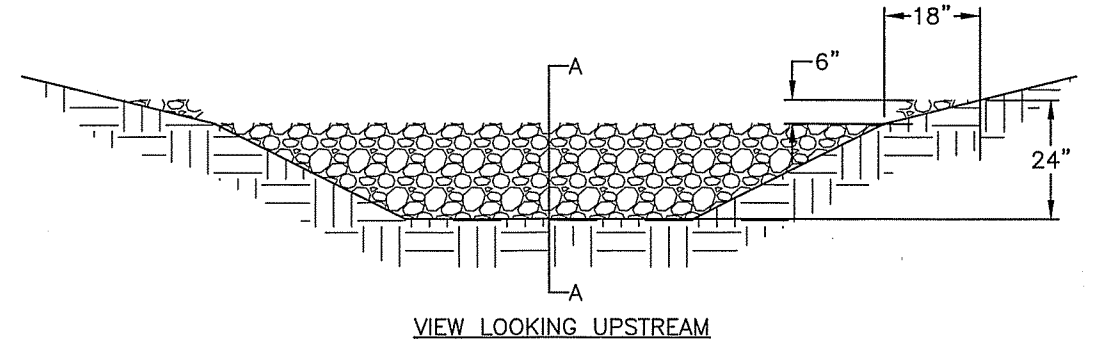
STONE CHECK DAM SCALE: NONE **5** D-6



CONSTRUCTION REQUIREMENTS AND SLOPE APPLICATIONS:

1. MATS SHALL BE STRAW/COCONUT FIBER EROSION CONTROL TURF REINFORCEMENT MAT SUCH AS NORTH AMERICAN GREEN SC150BN OR EQUAL.
2. THE USE OF ANY EROSION CONTROL MAT WHICH CONTAINS ANY WELDED PLASTIC OR BIODEGRADABLE PLASTIC THREAD OR NETTING IS STRICTLY PROHIBITED.
3. THE EROSION CONTROL MATERIAL(S) SHALL BE ANCHORED WITH "U" SHAPED 11 GAUGE WIRE STAPLES OR WOODEN STAKES WITH A MINIMUM TOP WIDTH OF 1" AND A LENGTH OF 6".
4. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER AND SEED.
5. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN A 6" DEEP BY 6" WIDE TRENCH WITH APPROXIMATELY 12" OF BLANKET EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROLL OF STAPLES OR STAKES APPROXIMATELY 12" APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET WITH A ROW OF STAPLES/STAKES PLACED APPROXIMATELY 12" APART ACROSS THE WIDTH OF THE BLANKET.
6. ROLL THE BLANKETS DOWN THE SLOPE. BLANKETS WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES OR STAKES IN APPROPRIATE LOCATIONS. REFER TO MANUFACTURERS STAPLE GUIDE FOR CORRECT STAPLE PATTERN.
7. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2"-5" OF OVERLAP DEPENDING ON THE BLANKET TYPE.
8. CONSECUTIVE BLANKETS SPLICED DOWN THE SLOPE MUST BE PLACED END OVER END (SHINGLE STYLE) WITH AN APPROXIMATE 3" OVERLAP. STAPLE OVERLAPPED AREA APPROXIMATELY 12" APART ACROSS ENTIRE BLANKET WIDTH.
9. IN LOOSE SOIL CONDITIONS, THE USE OF STAPLE OR STAKE LENGTHS GREATER THAN 6" MAY BE NECESSARY TO PROPERLY SECURE BLANKETS.
10. THE CONTRACTOR SHALL MAINTAIN THE BLANKET UNTIL ALL WORK ON THE CONTRACT HAS BEEN COMPLETED AND ACCEPTED. MAINTENANCE SHALL CONSIST OF THE REPAIR OF AREAS WHERE DAMAGED BY ANY CAUSE. ALL DAMAGED AREAS SHALL BE REPAIRED TO REESTABLISH THE CONDITIONS AND GRADE OF THE SOIL PRIOR TO APPLICATION OF THE COVERING AND SHALL BE REFERTILIZED, RESEEDED AND REMULCHED AS DIRECTED.

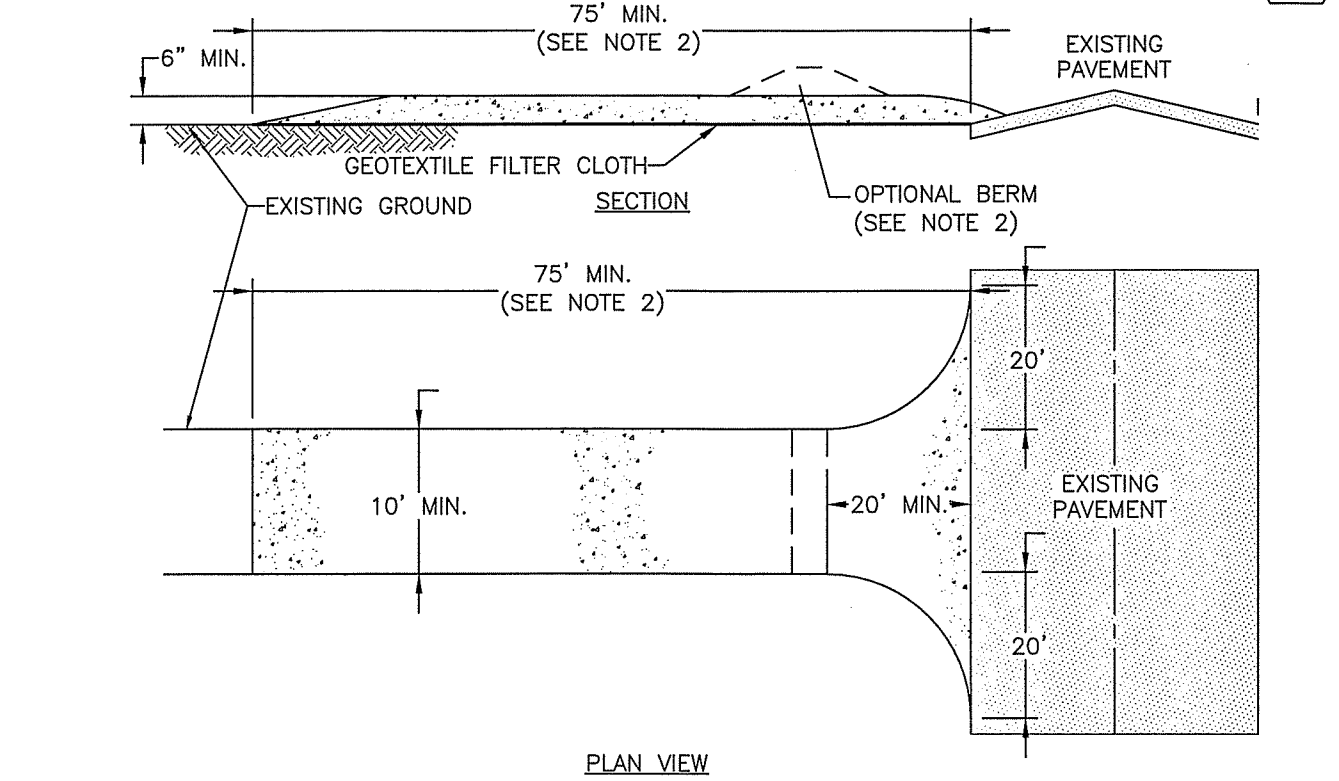
SLOPE STABILIZATION TURF REINFORCEMENT MAT SCALE: NONE **6** D-6



1. TEMPORARY PROTECTION OF DISTURBED AREAS SHALL BE IMPLEMENTED WHERE A TEMPORARY STAND OF GRASS OR SMALL GRAINS WILL NORMALLY PRODUCE SUFFICIENT COVER TO RETARD EROSION AND REDUCE SEDIMENT.
2. USE OF TEMPORARY SEEDING SHALL BE IMPLEMENTED WHEN A DISTURBED AREA OR MATERIAL STOCKPILE WILL BE INACTIVE FOR A PROLONGED PERIOD OF TIME.
3. ALL ESSENTIAL GRADING SUCH AS DIVERSIONS, DAMS, DITCHES, AND DRAINS NEEDED TO PREVENT GULLYING AND REDUCE SILTATION SHALL BE COMPLETED PRIOR TO SEEDING.
4. PREPARE SEEDBED BY REMOVING ALL STONES, TRASH AND STUMPING DEBRIS THAT WILL INTERFERE WITH SEEDING AREA. WHERE FEASIBLE, TILL THE SOIL TO A DEPTH OF ABOUT 3 INCHES TO PREPARE SEEDBED AND MIX FERTILIZER INTO THE SOIL. THE SEEDBED SHOULD BE LEFT IN A FIRM AND SMOOTH CONDITION. THE LAST TILLAGE OPERATIONS SHOULD BE PERFORMED ACROSS THE SLOPE.
5. A MINIMUM OF 300 POUNDS PER ACRE (7 LBS. PER 1,000 SQ.FT.) OF 10-10-10 FERTILIZER, OR ITS EQUIVALENT, SHALL BE UNIFORMLY SPREAD OVER THE AREA PRIOR TO BEING INCORPORATED INTO THE SOIL.
6. THE SEED SHALL BE SPREAD UNIFORMLY OVER THE AREA. AFTER SEEDING, THE SOIL SHOULD BE FIRMED BY ROLLING OR PACKING. WHERE ROLLING OR PACKING IS NOT FEASIBLE, THE SEED SHALL BE COVERED LIGHTLY BY RAKING, DISKING, OR DRAGGING.
7. HAY OR STRAW MULCH MAY BE NECESSARY TO PROMOTE SEED GERMINATION IN DRY AND/OR INFERTILE CONDITIONS.
8. PLANT SELECTION AND APPLICATION RATES:

SPECIES	RATE 1 (LBS./AC.)	RATE 2 (LBS./1,000 S.F.)	REMARKS
WINTER RYE	112	2.5	FALL, 8/15 TO 9/15 PLANT 1.0 INCH DEEP
OATS	80	2.0	SPRING PRIOR TO 5/15 PLANT 1.0 INCH DEEP
ANNUAL RYEGRASS	40	1.0	QUICK, SHORT DURATION GOOD APPEARANCE EARLY SPRING & FALL PLANT 0.25 INCH DEEP
PERENNIAL RYEGRASS	30	0.7	LASTS LONGER THAN ANNUAL LATE SPRING & FALL MULCHING WILL ALLOW USE ALL SEASON PLANT 0.5 INCH DEEP

SEEDING FOR TEMPORARY PROTECTION OF DISTURBED AREAS SCALE: NONE **7** D-6



- NOTES:**
1. STONE FOR TEMPORARY CONSTRUCTION EXIT SHALL BE 3 INCH CRUSHED STONE, RECLAIMED STONE, OR RECYCLED CONCRETE EQUIVALENT.
 2. THE MINIMUM LENGTH OF THE PAD SHOULD BE 75 FEET, EXCEPT THAT THE MINIMUM LENGTH MAY BE REDUCED TO 50 FEET IF A 3-INCH TO 6-INCH HIGH BERM IS INSTALLED AT THE EXIT OF THE PROJECT SITE.
 3. THE THICKNESS OF THE STONE SHALL NOT BE LESS THAN 6 INCHES.
 4. THE WIDTH OF THE EXIT SHALL NOT BE LESS THAN THE FULL WIDTH OF THE EXISTING POINT OF INGRESS/EGRESS OR 10 FEET, WHICH EVER IS GREATER.
 5. GEOTEXTILE FILTER CLOTH SHALL BE PLACED OVER THE ENTIRE AREA PRIOR TO PLACING THE STONE.
 6. ALL SURFACE WATER THAT IS FLOWING TO OR DIVERTED TOWARDS THE TEMPORARY CONSTRUCTION EXIT SHALL BE PIPED BENEATH THE EXIT. IF PIPING IS IMPRACTICAL, A BERM WITH 5:1 SLOPES THAT CAN BE CROSSED BY VEHICLES MAY BE SUBSTITUTED FOR THE PIPE.
 7. THE EXIT SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND AND REPAIR AND/OR CLEAN OUT OF ANY MEASURES USED TO TRAP SEDIMENT. ALL SEDIMENT SPILLED, WASHED, OR TRACKED ONTO PUBLIC RIGHT-OF-WAY MUST BE REMOVED PROMPTLY.
 8. WHEELS SHALL BE CLEANED TO REMOVE MUD PRIOR TO EXIT ONTO PUBLIC RIGHT-OF-WAYS. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE.

TEMPORARY CONSTRUCTION EXIT SCALE: NONE **8** D-6

DRAFT REVISION FOR 2022

TOWN OF MASON PLANNING BOARD RULES OF PROCEDURE

Adopted December 3, 2008

Revised May 27, 2009; December 1, 2010; August 26, 2015, November 28, 2018,
October 30, 2019

AUTHORITY

These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated (RSA) 676:1.

MEMBERS

1. **Membership:** The Planning Board shall consist of 5 members. The Selectmen shall designate one selectman as an ex-officio member with power to vote and appoint 4 other regular members who are residents of the Town.
2. **Terms:** Selection, qualification, term, removal of members, and filling of vacancies shall conform to RSA 673.
3. **Alternate members:** Alternate members may serve on the Planning Board as authorized by RSA 673:6. Alternate members of the Board shall join the regular members in all presentations, public hearings, and discussions except that such alternates may not vote on any proposal or motion before the Board unless so directed by the Chair.
4. **Oath of Office:** Each newly elected or appointed (including re-appointed) member shall be sworn in and take an oath of office as required by RSA 42:1.
5. **Certification:** The Selectmen will sign appointment papers for all new members. The Selectmen's Assistant will then forward the signed appointment papers to the Town Clerk. The Town Clerk then can swear in the new Planning Board Member. Three copies of the signed appointment papers shall be kept: one copy for the Selectmen's records, one copy for the Town Clerk's records, and one copy for the new member to keep.
6. **Participation:** Members must reside in the community and are expected to attend each meeting of the board to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the chairman as soon as possible. Members shall participate in the decision-making process and vote to approve or disapprove all motions under consideration.

DRAFT REVISION FOR 2022

OFFICERS AND OTHER BOARD DUTIES

1. **Chairman:** The Chairman shall preside over all meetings and hearings, prepare an annual budget, develop an annual report and perform other duties customary to the office.

The Chairman shall be elected annually at the first meeting following the Town Meeting by a majority vote of the Board. If requested by a majority of those present, voting shall be by written ballot. Pursuant to RSA 673:9 (II) this position shall not be held by an ex-officio member.

2. **Vice-Chairman:** The Vice Chairman shall act for the Chairman in his/her absence and have the authority to perform the duties prescribed for that office. This position shall not be held by an ex-officio member. If the Chair or Vice Chair are not present and if a quorum is achieved, then a chair pro tem will be selected amongst the full members present, not including the ex-officio.
3. **Secretary pro tem:** The Board shall appoint a secretary pro tem from the members present at each meeting to keep a full and accurate record of the proceedings of the meeting. The record shall contain the names of the members present; names of others present, and a summary of items discussed and actions taken by the Board.
4. **Designated Representative:** The Chairman shall appoint a Designated Representative and may appoint other members of the board to fulfill such duties as the Chairman may specify.

MEETINGS

1. **Regular meetings** shall be held at least monthly at the Mann House at 16 Darling Hill Road, Mason, NH, **at 7:00 pm** on the last Wednesday of each month. No new public hearing or business shall commence after 9:30 pm. A hearing in progress may proceed or be continued to another meeting at the board's discretion. The Board may, at its sole discretion, waive this provision by majority vote.
2. **Special meetings** may be called by the Chairman or at the request of three members of the Board. Notice shall be posted in two public places and notice shall be given to each member at least 48 hours in advance of the time of such meeting. The notice shall specify the purpose of the meeting.
3. **Nonpublic Sessions** shall be held only in accordance with RSA 91-A:3.

DRAFT REVISION FOR 2022

4. **Quorum:** A majority of the membership of the Board (3 members) shall constitute a quorum, including alternates sitting in place of regular members. If any regular Board member is absent from a meeting or hearing or disqualifies her/himself from sitting on a particular application, the Chairman shall designate one of the alternate members to sit in place of the absent or disqualified member. Such alternate shall have all the powers and duties of a regular member regarding any matter under consideration on which the regular member is unable to act.
5. **Disqualification:** If any member finds it necessary to be disqualified from sitting on a particular case, as provided in RSA 673:14, s/he shall notify the Chairman as soon as possible so that an alternate may be requested to fill the place. The disqualification shall be announced by either the Chairman or the member before the discussion or the public hearing on the application begins. The member disqualified shall leave the Board table during all deliberations and the public hearing on the matter.

If uncertainty arises as to whether a Board member should disqualify her/himself, on the request of that member or the request of another member of the Board, the Board shall vote on the question of whether that member should be disqualified. Such request and vote shall be made prior to or at the commencement of any required public hearing. A vote on a question of disqualification shall be advisory and non-binding and may not be requested by persons other than board members.

6. **Order of Business** shall be as follows:
 - a. Call to order by Chairman
 - b. Roll Call
 - c. Minutes of previous meeting
 - d. Reading of communications directed to the Board
 - e. Public Hearings
 - f. Old Business
 - g. New Business
 - h. Hearings on subdivision/site plans
 - i. Other business
 - j. Adjournment
7. **Motions:** A motion, duly seconded, shall be carried by an affirmative vote of a majority of the members present.

APPLICATIONS FOR SUBDIVISION AND SITE PLAN REVIEW

DRAFT REVISION FOR 2022

1. **Applications** for hearings before the Board shall be made on forms provided by the Board. No application shall be placed upon any agenda for acceptance at a regular meeting of the Board unless the application is received by the Planning Board's Designated Representative or Chairman no less than 21 days prior to the meeting date at which it is to be accepted and/or discussed. No application will be received except in proper form as set forth in the Subdivision or Site Plan Regulations.

The applicant shall send one paper and one electronic copy of the application, ~~fees~~, and plan to the Town's designated representative. The applicant shall submit the original application, fees and one **digital** copy of the plan to the Selectmen at the Mason Town Office. The applicant shall bring 3 additional copies of the plans to the hearing.

Each application shall be given a case number that corresponds to the year and consecutive application number (example the first case number of the year 2008 would be 08-01) and identified using the tax parcel numbers of the lots affected by the application.

The Town's Designated Representative will send an electronic copy of the application and plan(s) to the Fire Chief, Road Agent, and Police Chief for department review. The representative will compile the application, plan(s), department reviews, and a staff review. The package of information will be provided to the Planning Board, electronically by the representative, prior to the meeting date at which it is to be accepted and/or discussed. To ensure compliance with the letter and spirit of the Right-to-Know Law, RSA 91-A, the Board shall not exchange communication regarding the information package.

All Planning Board files shall be maintained at the Town Offices and/or **data storage folders**.

2. **Notice** shall be given as required in RSA 676:4,1(d) 10 days before a completed application is submitted to the Board.
3. **Completed applications** shall be accepted by majority vote of the Board and shall be scheduled for consideration within 30 days of acceptance.
4. **Incomplete applications** the board shall reject all applications not properly completed.

FORMS

All forms prescribed herein, and revisions thereof shall be adopted by resolution of the Board and shall become part of these rules of procedure. **Certain forms**,

DRAFT REVISION FOR 2022

when available, may be downloaded from the Town website and submitted electronically.

NOTICE

1. **Public notice** of the submission of and public hearings on each application shall be given in the Monadnock Ledger Transcript or by posting at both the Town Offices and the Mann House not less than ten (10) calendar days prior to the date fixed for submission and consideration of the application.
2. **Personal notice** shall be made by certified mail to the applicant, all abutters and any professional whose seal appears on any plat not less than ten (10) calendar days prior to the date fixed for submission of the application to the Board.

SITE WALKS

If the Board conducts a site walk as part of an application review, notice of the site walk shall be posted and minutes of the meeting shall be taken when a quorum of the Board is present. The Board will make no decisions on the site walk.

PUBLIC HEARINGS

The conduct of public hearings shall be governed by the following rules:

1. The Chairman, or in his/her absence, the Vice-Chairman shall call the hearing in session, identify the applicant or agent, briefly state the manner in which the hearing shall be conducted, and ask for the Planning Consultant's report as well as other reports as needed from the Town Engineer and other consultants.
2. **Call upon the applicant or agent to present the proposal. Following the proposal, the Chairman shall review the application with the Board for compliance with the Planning Ordinance and applicable subdivision regulation(s). The compliance review shall include information from the staff report submitting by the Town's designated representative.**
3. **Members of the Board may ask questions during the presentation. Board members may also ask questions and/or comment on application checklist items during the compliance review. The Board will determine if the application has regional impact. Following the application review and prior to seeking public comment, the Chair**

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will conduct a roll call vote to approve or disapprove any waiver(s) submitted by the applicant. The Board shall then vote to accept the application or reject it (citing all compliance deficiencies).

4. The Chair will then solicit comment and questions from the public attending the hearing. Any party to the matter who desires to ask a question of another party must go through the Chairman.
5. Any applicant, any abutter 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 at each hearing.
6. Each person who speaks shall be required to state her/his name and address and indicate whether s/he is a party to the matter or an agent or counsel to a party to the matter.
7. Those appearing in favor of the proposal shall be allowed to speak.
8. Those in opposition to the proposal shall be allowed to speak.
9. Those neither in favor nor in opposition may speak.
10. Other parties such as representatives of town departments and other town boards and commissions who have an interest in the proposal shall be allowed to present their comments in person or in writing.
11. The Chairman shall indicate whether the hearing is closed or adjourned pending the submission of additional material or information or the correction of noted deficiencies. In the case of an adjournment, additional notice is not required if the date, time and place of the continuation is made known at the adjournment.

DECISIONS

1. The Board shall render a written decision within 65 days of the date of acceptance of a completed application, subject to extension or waiver as provided in RSA 676:4.
2. The Board shall act to approve, conditionally approve, or disapprove the application.
3. Notice of decision (NOD) will be made available for public inspection at the **Mason Town Office and/or Town Website** within 5 business days after the decision is made, as required in RSA 676:3. If the application is disapproved, the Board shall provide the applicant with written reason for this disapproval.

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RECORDS

1. The records of the Board shall be made available for public inspection at the Mann House/Town Office and/or Town digital storage files as required by RSA 676:3,11.
2. Minutes of the meetings including the names of Board members, persons appearing before the Board and a brief description of the subject matter shall be open to public inspection within 5 business days of the public meeting as required in RSA 91-A:2, II.

JOINT MEETINGS AND HEARINGS

1. The Planning Board may hold joint meetings and hearings with other “land use boards” including the Zoning Board of adjustment and the Building Inspector. Each entity shall have discretion whether to hold such joint meeting or hearing (RSA 676:2).
2. Joint business meetings with another local land use board may be held at any time when called jointly by the chairmen of the two boards.
3. A joint public hearing must be a formal public hearing when the subject matter of the hearing is within the responsibilities of the boards convened.
4. The Planning Board chair shall chair all joint meetings and public hearings when the subject matter involves the Planning Board.
5. The rules of procedure for joint meetings and hearings, the subject matter of which involves the Planning Board, shall be the same as these rules of procedure except that the order of business shall be as follows:
 - a. Call to order by Chairman
 - b. Introduction of members of both boards by Chairman
 - c. Explanation of reason for joint meeting/hearing by Chairman
 - d. In the case of a public hearing relative to a requested permit or an application for a plat approval, or both, the applicant shall be called to present his proposal.
 - e. Adjournment
6. Each board involved in a joint public hearing makes its own decision, based on its criteria for the particular matter.

E-MAIL AND OTHER COMMUNICATIONS BETWEEN MEETINGS

1. PURPOSE

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- A. To ensure compliance with the letter and spirit of the Right-to-Know Law, RSA 91-A, and with the Due Process rights of parties before the Board;
- B. To clarify Board members' ability, between meetings, to research issues and prepare motions or other potential Board actions, thus promoting efficient use of meeting time, but only to the extent allowed by law; and,
- C. To clarify the role of electronic media such as E-mail in achieving these goals.

2. DEFINITIONS

- A. **Communication** means a transfer of information, objective or subjective, from one person to another. It includes face-to-face or phone conversations, letters, memos, E-mails, web sites, or any other medium, regardless of the location or ownership of any device or equipment used.
- B. **Distribution** is a one-way communication between meetings involving more than one Board member where no between-meeting response (except acknowledgment of receipt) occurs or is expected.
- C. **Exchange** is a communication between meetings, or series of communications, involving more than one Board member which includes a between-meeting response, or expectation of a response.
- D. **Ex Parte Communication** is communication, other than at a legally-noticed meeting, between a Board member and a person with an interest in, or affected by, a pending or future case.

3. ACTIVITIES BETWEEN MEETINGS OF INDIVIDUAL MEMBERS.

Individual Board members may, between meetings, prepare drafts of motions or other potential Board actions. They may also research or investigate general or specific factual issues. However, if the research pertains to a case, the member shall, at the public hearing, report all findings to the Board, and parties to the case shall be given a meaningful opportunity to respond.

- 4. **DISTRIBUTIONS.** A Distribution may be made to any number of Board members, so long as it does not become an Exchange. Whenever a

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- member makes a Distribution concerning a pending or future case and it involves a quorum of the Board (counting all senders and recipients):
- A. A copy shall be forwarded to the Board of Selectmen's Administrative Assistant who shall place a hard copy of such communication in the Planning Board electronic communications file.
 - B. The member making the Distribution shall report on it, and its contents, at the next public hearing on the case unless the information is exempt from disclosure under RSA 91-A; and,
 - C. Parties to the case shall be given a meaningful opportunity to respond to the information in the Distribution.
5. **EXCHANGES.** Exchanges involving a quorum or more of the Board or of any Planning Board Committee are prohibited. Such Exchanges shall be considered deliberations and shall occur only at meetings noticed in accordance with RSA 91-A. An Exchange pertaining to any activity allowed under Subsection 7.3 is permitted if the number of Board or Committee members involved is less than a quorum; however:
- A. Each member involved shall be responsible for preventing the number of members involved from reaching a quorum;
 - B. Information discussed in, or generated by, an Exchange between members shall not be subject to further Distribution; and
 - C. No Exchange shall include any vote or straw vote, or any Ex Parte Communication.
6. **EX PARTE COMMUNICATIONS.** Board members shall not initiate Ex Parte Communications. If an Ex Parte Communication is initiated by another person, the Board member contacted shall:
- A. Refrain from discussing the substance or merits of a case;
 - B. Inform the person, if necessary, that such a discussion could lead to disqualification;
 - C. Refer the person to the Designated Representative (Planning Consultant) or to a Board meeting, as appropriate; and
 - D. Report on the conversation to the Board at a public meeting.

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7. **SCHEDULING AND AGENDA.** Nothing in this policy prevents any Distributions, Exchanges or Ex Parte Communications which pertain solely to:
 - A. Scheduling of meetings or hearings;
 - B. The determination or ordering of agenda items or topics to be taken up at meetings or hearings; or
 - C. General procedural requirements pertaining to such scheduling and agenda matters.

AMENDMENTS

1. These rules of procedure may be amended by a majority vote of the members of the Board provided that such amendment is read at two successive meetings immediately preceding the meeting at which the vote is to be taken. The amended procedures shall be filed with the Town Clerk and Selectmen's Office

Superseding all previously adopted Rules of Procedure, these Rules of Procedure were adopted by majority vote at a regular meeting of the Planning Board held on:

Attest: _____
Planning Board Chairman **date**