

**Town of Jaffrey
Department of Public Works**

Roadway Acceptance and As-Built Drawings

The following are requirements of the Jaffrey Department of Public Works which are necessary for the recommendation for town acceptance of any approved subdivision road or way (Street).

Upon the completion of a Street in a manner fulfilling the requirements of the Jaffrey Planning Board, the Developer/Petitioner may request the Department of Public Works to inspect said Street in order to make a recommendation to the Town who will consider the acceptance of the Street as a public way.

Street acceptances within an Approved Subdivision are the financial and legal responsibility of the Developer/Petitioner.

The Department requires the Developer/Petitioner to submit the following information before making a recommendation to the Town.

1. The Developer/Petitioner shall have the original plans and profiles of the Approved Subdivision, as approved by the Planning Board, corrected and certified by an Engineer or Surveyor, licensed in the State of New Hampshire, to show the actual as-built locations and grades of all utilities, roadway profiles, location of all main buildings and any changes authorized by the Planning Board and/or Department of Public Works. These changes shall be drawn in indelible ink and the plan shall be marked "AS-BUILT DRAWING" in the lower right hand corner and shall include the date of this revision.
2. Ties to all gate valves, tees, hydrants, service connection curb stop and corporation stops, sewer service wyes, bends, street bounds, and any other structures where ties will be necessary to locate.
3. A Street LAYOUT PLAN shall be drawn in ink on reproducible Mylar sheets, together with 4- 20 pound bond copies of 24"x36" standard size. The LAYOUT PLAN shall show Street widths, monument locations, distances, bearings, and complete curve data for all Street sidelines. As-Built centerline profile grades shall be shown in elevation on the lower portion of the sheet. Any curbing, sidewalks, bicycle paths, drainage facilities, invert and top of frame elevations for drainage structures, as-built contours for detention basins, retention basins and any appurtenant drainage facilities with contour intervals matching those depicted on the Approved Subdivision Plan, other appurtenances as may have been required to be constructed, and all permanent easements must be shown on this plan. The scale shall be one inch equals forty feet (1"=40') horizontal. The Surveyor shall place a certification on the plan stating, "The STREET or portions thereof have been set as shown". The Surveyor shall sign the plan and his stamp shall be affixed thereto. The Street LAYOUT PLAN shall conform to the Registry of Deeds rules and regulations.
4. The Developer/Petitioner will submit to the Town DPW a CD or diskette containing the final version of the "As-Built Drawings" in the standard digital format and four (4) prints thereof. The "As-Built Drawings" to be produced by computer aided design or drafting (CADD) software, in either AutoCAD DWG, or ASCII Drawing Exchange File DXF format. The CADD File must use standardized coordinate system utilized by the NH GRANIT system. The vertical Datum shall be appropriately noted and base on North

American 1988 (NAVD88). A minimum of two coordinate points shall be included on each sheet.

5. Two (2) copies of the proposed deed conveying the fee interest in the Street plus associated easements to the Town, and legal evidence that the fee interest in the Street has not been inadvertently conveyed to abutting lot owners.
6. Two (2) copies of a description prepared and signed by a Surveyor or Engineer, licensed in the state of New Hampshire, and an electronic copy of said description in a format compatible with Microsoft Word, of the location and length of the Street to be considered for acceptance.
7. Copy of recorded deeds and other instruments for any common land or public open space, park or other such parcels contained within the Approved Subdivision.
8. Written evidence from the Town Tax Collector that all property taxes and other fees owed to the Town by the Owner/Developer/Petitioner, or his/her successors in interest has been paid to the Town.
9. The DPW will confirm that the Street has been constructed to Town of Jaffrey Standards and that all utilities, etc conform in their entirety with the Jaffrey Department of Public Works.
10. Costs associated with recording of plans, deeds or other instruments are to be paid by the Developer/Petitioner, with any fees deducted from the developer's escrow with the Town.
11. It is the Developers/Petitioner's responsibility to ensure that all documents are submitted and approved by the Department of Public Works in a timely fashion. The DPW will not complete a rushed review of these requirements because of an untimely submittal.
12. These requirements are in addition to any that may/are required by the Jaffrey Planning Board in their regulations (Land Use Plan).
13. These requirements may be revised at any time. The Developer/Petitioner is responsible for obtaining the latest requirements.