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**TOWN OF TUFTONBORO  
TOWN ORDINANCE – DOG LEASH LAW**

**ADOPTED BY VOTE – TOWN MEETING OF MARCH 14, 1978**

TOWN VOTED TO ADOPT THE PROVISIONS OF RSA 466:30a, WHICH MAKES IT UNLAWFUL FOR AN OWNER OF ANY DOG LICENSED OR UNLICENSED TO PERMIT SUCH DOG TO RUN AT LARGE, EXCEPT WHEN ACCOMPANIED BY THE OWNER OR CUSTODIAN AND WHEN USED FOR HUNTING, HERDING, SUPERVISED COMPETITION AND EXHIBITION OR TRAINING FOR SUCH.

#### **466: 30-a DOG CONTROL LAW**

**1. NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS CHAPTER, IT SHALL BE UNLAWFUL FOR ANY DOG TO RUN AT LARGE, EXCEPT WHEN ACCOMPANIED BY THE OWNER OR CUSTODIAN, AND WHEN USED FOR HUNTING, HERDING, SUPERVISED COMPETITION AND EXHIBITION OR TRAINING FOR SUCH. FOR THE PURPOSE OF THIS SECTION, "ACCOMPANIED" MEANS THAT THE OWNER OR CUSTODIAN MUST BE ABLE TO SEE OR HEAR, OR BOTH, OR HAVE REASONABLE KNOWLEDGE OF WHERE THE DOG IS HUNTING, HERDING, OR WHERE TRAINING IS BEING CONDUCTED OR WHERE TRIALS ARE BEING HELD. NOTHING HEREIN PROVIDED SHALL MEAN THAT THE DOG MUST BE WITHIN SIGHT AT ALL TIMES.**

## **466: 30-b REFERENDUM**

I. (a) ANY CITY OR TOWN DESIRING TO ADOPT THE PROVISIONS OF RSA 466: 30-a MAY DO SO BY APPROVING AS DESCRIBED IN PARAGRAPH II OR III THE FOLLOWING QUESTION:  
"SHALL WE ADOPT THE PROVISIONS OF RSA 466: 30-a WHICH MAKE IT UNLAWFUL FOR ANY DOG TO RUN AT LARGE, EXCEPT WHEN ACCOMPANIED BY THE OWNER OR CUSTODIAN, AND WHEN USED FOR HUNTING, HERDING, SUPERVISED COMPETITION AND EXHIBITION OR TRAINING FOR SUCH?"

(b) THE BALLOT CONTAINING THE QUESTION SHALL INCLUDE 2 SQUARES NEXT TO THE QUESTION ALLOWING THE VOTER TO VOTE "YES" OR "NO". IF NO CROSS IS MADE IN EITHER OF THE SQUARES, THE BALLOT SHALL NOT BE COUNTED ON THE QUESTION.

(c) IF A MAJORITY OF THOSE VOTING ON THE QUESTION VOTES "YES", RSA 466-30a SHALL APPLY WITHIN THE CITY OR TOWN.

II. (a) IN A TOWN, THE QUESTION SHALL BE INCLUDED IN THE ANNUAL MEETING WARRANT UPON A VOTE OF THE SELECTMEN OR UPON APPLICATION OF VOTERS ACCORDING TO THE PROVISIONS OF RSA 39: 3 FOR ANNUAL MEETINGS.

(b) THE SELECTMEN SHALL HOLD A PUBLIC HEARING ON THE QUESTION AT LEAST 15 DAYS BUT NOT MORE THAN 30 DAYS BEFORE THE ANNUAL MEETING. NOTICE OF THE HEARING SHALL BE POSTED IN 2 PUBLIC PLACES IN THE TOWN AND PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION IN THE TOWN AT LEAST X DAYS IN ADVANCE.

(c) VOTING SHALL BE BY OFFICIAL BALLOT IF THAT SYSTEM HAS BEEN ADOPTED BY THE TOWN. IN OTHER TOWNS, VOTING SHALL BE BY A SPECIAL BALLOT PREPARED BY THE CLERK.

III. IN A CITY, THE QUESTION SHALL BE PLACED ON THE OFFICIAL BALLOT FOR ANY REGULAR MUNICIPAL ELECTION UPON A VOTE OF THE CITY COUNCIL OR UPON SUBMISSION TO THE CITY COUNCIL OF A PETITION SIGNED BY 5 PERCENT OF THE REGISTERED VOTERS.

IV. ANY TOWN OR CITY WHICH HAS ADOPTED RSA 466: 30-a MAY RESCIND ITS ADOPTION BY MAJORITY VOTE OF THOSE VOTING ON THE QUESTION SUBMITTED TO THE VOTERS IN THE SAME MANNER AS PROVIDED FOR ADOPTION UNDER PARAGRAPH II OR III. THE QUESTION OR RECISSION SHALL READ:

"SHALL WE RESCIND OUR ADOPTION OF RSA 466: 30-a CONCERNING DOG CONTROL SO THAT IT WILL NO LONGER BE UNLAWFUL FOR A DOG TO RUN AT LARGE IN THIS TOWN (OR CITY)?"

**V. A TOWN OR CITY WHICH EITHER DOES NOT ADOPT, OR RESCINDS ITS ADOPTION OF RSA 466: 30-a, MAY ADOPT OTHER ORDINANCES PERTAINING TO DOGS RUNNING AT LARGE UNDER RSA 31:39 OR RSA 47:17, XI.**

## **ANIMALS**

### **466: 30-b**

II. IN THIS SECTION, "AT LARGE" MEANS OFF THE PREMISES OF THE OWNER OR KEEPER AND NOT UNDER THE CONTROL OF ANY PERSON BY MEANS OF PERSONAL PRESENCE AND ATTENTION AS WILL REASONABLY CONTROL THE CONDUCT OF SUCH DOG, UNLESS ACCOMPANIED BY THE OWNER OR CUSTODIAN.

III. ANY AUTHORIZED PERSON MAY SEIZE, IMPOUND OR RESTRAIN ANY DOG IN VIOLATION OF THIS SECTION AND DELIVER SAID DOG TO A PERSON OR SHELTER AUTHORIZED TO BOARD DOGS. SUCH DOGS SHALL BE HANDLED AS STRAYS OR ABANDONED DOGS PURSUANT TO APPLICABLE LAWS.

IV. IN ADDITION TO IMPOUNDING A DOG FOUND AT LARGE OR IN VIOLATION OF THIS SECTION, ANY LAW ENFORCEMENT OFFICER MAY ISSUE, IN THE NAME OF THE OWNER OR KEEPER OF SUCH DOG, A NOTICE OF VIOLATION. SUCH NOTICE SHALL IMPOSE UPON THE OWNER OR KEEPER OF SUCH A FORFEITURE OF \$10.00, WHICH MUST BE PAID TO THE CLERK OF THE TOWN OR CITY CLERK WHEREIN SUCH DOG IS OWNED AND KEPT WITHIN 96 HOURS OF THE DATE AND TIME NOTICE IS GIVEN, IN FULL SATISFACTION OF THE ASSESSED PENALTY. IN THE EVENT SUCH PENALTY IS NOT PAID TO THE TOWN OR CITY CLERK WITHIN THE TIME LIMITATION SPECIFIED, A SUMMONS SHALL BE ISSUED FOR APPEARANCE IN DISTRICT COURT OR MUNICIPAL COURT AND ANY PERSON FOUND GUILTY OF VIOLATING THE PROVISIONS OF THIS SECTION SHALL BE GUILTY OF A VIOLATION.

V. THE PROVISIONS OF THIS SECTION SHALL NOT BE EFFECTIVE IN ANY CITY OR TOWN UNLESS ADOPTED BY A CITY OR TOWN PURSUANT TO RSA 466:30-b

## **DOGS**

### **466:31 DOGS A MENACE, A NUISANCE OR VICIOUS**

I. ANY PERSON WHO CONSIDERS A DOG TO BE A NUISANCE, A MENACE OR VICIOUS TO PERSONS, TO PROPERTY OR TO OTHER ANIMALS MAY MAKE A COMPLAINT IN WRITING TO ANY LAW ENFORCEMENT OFFICER, CONSERVATION OFFICER, OR A SELECTMAN OF THE TOWN OR CITY IN WHICH SUCH DOG IS KEPT. SUCH OFFICER OR SELECTMEN SHALL, WITHIN THREE DAYS AFTER THE RECEIPT OF SUCH COMPLAINT, INVESTIGATE THE FACTS AND CIRCUMSTANCES OF THE CASE, AND IF THE COMPLAINT IS SUSTAINED SHALL FORTHWITH ORDER THE OWNER, KEEPER OR PERSON WHO HARBORS SUCH DOG TO ABATE THE NUISANCE OR MENACE. SERVICE OF SUCH ORDER SHALL BE MADE UPON THE OWNER, KEEPER OR PERSON WHO HARBORS SUCH DOG BY ANY LAW ENFORCEMENT OFFICER BY

CAUSING A CERTIFIED COPY OF SUCH ORDER TO BE DELIVERED TO HIM OR BY REGISTERED MAIL TO HIS LAST KNOWN PLACE OF ABODE. ANY OWNER, KEEPER OR PERSON WHO HARBORS SUCH DOG UPON WHOM NOTICE OF SUCH ORDER HAS BEEN SERVED MAY WITHIN 10 DAYS, BRING A PETITION TO THE MUNICIPAL OR DISTRICT COURT FOR THE TOWN OR CITY, AS THE CASE MAY BE, PRAYING THAT THE ORDER BE REVIEWED BY THE COURT. AFTER NOTICE TO THE INVESTIGATING OFFICERS AND THE PERSON OR PERSONS MAKING THE COMPLAINT, AND UPON HEARING, THE COURT SHALL AFFIRM, MODIFY OR DISMISS SUCH ORDER AS JUSTICE MAY REQUIRE. DURING THE PENDENCY OF SUCH ACTION AND THE ORDER OF THE JUSTICE OF THE COURT, THE OWNER, KEEPER, OR PERSON WHO HARBORS SUCH

**466:31-II**

**II. UNDER THIS SECTION, A DOG IS CONSIDERED TO BE A NUISANCE, A MENACE, OR VICIOUS TO PERSONS OR TO PROPERTY UNDER ANY OR ALL BUT NOT LIMITED TO THE FOLLOWING CONDITIONS:**

- (a) IF IT BARKS FOR SUSTAINED PERIODS OF TIME, OR DURING THE NIGHT HOURS SO AS TO DISTURB THE PEACE AND QUIET OF A NEIGHBORHOOD OR AREA;**
- (b) IF IT DIGS, SCRATCHES, OR EXCRETES, OR CAUSES WASTE OR GARBAGE TO BE SCATTERED ON PROPERTY OTHER THAN ITS OWNER'S:**
- (c) IF ANY FEMALE DOG IN SEASON (HEAT) IS PERMITTED TO RUN AT LARGE OR BE OFF THE PREMISES OF THE OWNER OR KEEPER DURING THIS PERIOD EXCEPT WHEN BEING EXERCISED ON A LEASH BY A RESPONSIBLE ADULT. AT ALL OTHER TIMES SUCH DOG SHALL BE CONFINED WITHIN A BUILDING OR ENCLOSURE IN SUCH MANNER THAT SHE WILL NOT COME IN CONTACT (EXCEPT FOR INTENTIONAL BREEDING PURPOSES) WITH A MALE DOG. A FEMALE DOG IN HEAT SHALL NOT BE USED FOR HUNTING.**
- (d) IF IT GROWLS, SNAPS AT, RUNS AFTER OR CHASES ANY PERSON OR PERSONS;**
- (e) IF IT RUNS AFTER, OR CHASES BICYCLES, MOTOR CYCLES, MOTOR VEHICLES, OR OTHER VEHICLES BEING DRIVEN, PULLED OR PUSHED ON THE STREETS, HIGHWAYS, OR PUBLIC WAYS;**
- (f) IF, WHETHER ALONE OR IN A PACK WITH OTHER DOGS, IT BITES, ATTACKS, OR PREYS ON GAME ANIMALS, DOMESTIC ANIMALS, FOWL OR HUMAN BEINGS.**

**III. ANY PERSON WHO FAILS, BY APPROPRIATE ACTION INCLUDING BUT NOT LIMITED TO RESTRAINING AN ANIMAL FROM RUNNING AT LARGE, OR OTHERWISE EFFECTIVELY BATING A NUISANCE FOUND SUCH UNDER THE PROVISIONS OF THIS SECTION, OR WHO FAILS TO COMPLY WITH ANY OTHER PROVISIONS OF THIS SECTION AFTER BEING SO ORDERED, SHALL HAVE HIS DOG TAKEN INTO CUSTODY BY THE POLICE OF THE CITY OR CONSTABLE OF THE TOWN AND SUCH DISPOSITION MADE OF THE DOG AS THE COURT MAY ORDER. DOG SHALL RESTRAIN SUCH DOG FROM RUNNING AT LARGE AT ALL TIMES.**

## **466:31a Penalties**

**I. ANY PERSON WHO VIOLATES ANY PROVISIONS OF RSA 466:31 SHALL BE GUILTY OF A VIOLATION; PROVIDED THAT IF SUCH PERSON CHOOSES TO PAY THE CIVIL FORFEITURE SPECIFIED IN PARAGRAPH II, HE SHALL BE DEEMED TO HAVE WAIVED HIS RIGHT TO HAVE THE CASE HEARD IN DISTRICT OR MUNICIPAL COURT AND HE SHALL NOT BE PROSECUTED OR FOUND GUILTY OF A VIOLATION OF RSA 466:31. ANY PERSON WHO DOES NOT PAY THE CIVIL FORFEITURE SPECIFIED IN PARAGRAPH II SHALL HAVE THE CASE DISPOSED OF IN DISTRICT OR MUNICIPAL COURT.**

**II. ANY PERSON WHO VIOLATES ANY OF THE PROVISIONS OF RSA 466:31 SHALL BE LIABLE FOR A CIVIL FORFEITURE, WHICH SHALL BE PAID TO THE CLERK OF THE TOWN OR CITY WHEREIN SUCH DOG IS OWNED OR KEPT WITHIN 96 HOURS OF THE DATE AND TIME NOTICE IS GIVEN BY ANY LAW ENFORCEMENT OFFICER TO THE OWNER OR KEEPER OF A DOG IN VIOLATION OF RSA 466:31. IF THE FORFEITURE IS PAID, SAID PAYMENT SHALL BE IN THE AMOUNT AS SPECIFIED FOR THE FOLLOWING VIOLATIONS:**

**(a) \$10 FOR NUISANCE OFFENSES UNDER RSA466:31, II (a), (b) or (c).**

**(b) \$15 FOR MENACE OFFENSES UNDER RSA 466:31, II (d) or (e).**

**(c) \$25 FOR VICIOUS OFFENSES UNDER RSA 466:31, II (f).**

**III. ANY PERSON WHO PAYS A CIVIL FORFEITURE SPECIFIED IN PARAGRAPH II 3 TIMES IN ANY YEAR, ACCORDING TO THE RECORDS OF THE TOWN OR CITY CLERK, MAY NOT PAY A CIVIL FORFEITURE FOR SUBSEQUENT VIOLATIONS OF RSA 466:31 IN THAT YEAR, BUT SHALL HAVE THOSE CASES DISPOSED OF IN DISTRICT OR MUNICIPAL COURT.**

**ORDINANCE – ADOPTED MARCH 9, 1982**

**1:1 PROHIBIT DOGS FROM TOWN OWNED BEACH, PIERS AND DOCKS**

IN THAT THE TOWN ADOPTED ART. 4 AT THE ANNUAL TOWN MEETING ON MARCH 14, 1978 WHICH "PROHIBITS DOGS FROM TOWN OWNED BEACH, PIERS, AND DOCKS DURING THE PERIOD FROM JUNE 1 TO OCTOBER 1 EACH YEAR. THE PENALTY FOR THIS OFFENSE WILL BE THE SAME AS PROVIDED FOR IN RSA 466:31a. SPECIFICALLY, THE OFFENSE SHALL CONSIDER THE DOG TO BE A "MENACE" THEREBY PROVIDING FOR A CIVIL FOFEITURE OF FIFTEEN DOLLARS (\$15.00) OR OTHERWISE DISPOSED OF AS A VIOLATION IN WOLFEBORO DISTRICT COURT.

**ORDINANCE – ADOPTED MARCH 9, 1982**

**1:2 UNLICENSED DOGS**

IN ADDITION TO THE PROVISIONS OF RSA 466: 4 ANY POLICE OFFICER, CONSTABLE OR DOG WARDEN MAY ENFORCE RSA 466: 1 BY ISSUING SUCH OWNER OR KEEPER OF AN UNLICENSED DOG ON OR AFTER JUNE 1 OR ANY YEAR A SUMMONS, WHEREBY SAID OWNER OR KEEPER SHALL WITHIN 96 HOURS CAUSE SUCH DOG TO BE LICENSED, PAY ALL ACCUMULATED LATE CHARGES INCLUDING A CIVIL FORFEITURE OF FIFTEEN DOLLARS (\$15.00) AS PROVIDED IN RSA 466: 13. OTHERWISE, FAILURE TO COMPLY WITH THIS PROVISION SHALL CAUSE THE MATTER TO BE DISPOSED OF AS A VIOLATION IN WOLFEBORO DISTRICT COURT.

ORDINANCE – ADOPTED MARCH 9, 1082  
REVISED JULY 12, 2010

3:1 CAMPING ON PUBLIC PROPERTY

1. IT SHALL BE UNLAWFUL TO USE ANY MOTOR VEHICLE OR TRAILER, INCLUDING TRAVEL TRAILERS, CAMPER PICKUPS AND THE LIKE FOR THE PURPOSE OF CAMPING, INCLUDING SLEEPING OVERNIGHT AND/OR THE PREPARATION OF COOKED MEALS, WHILE SUCH MOTOR VEHICLE OR TRAILER IS PARKED ON THE HIGHWAYS OR OTHER PUBLIC PROPERTY OF THE TOWN OF TUFTONBORO. THIS DOES NOT PROHIBIT PICNIC-TYPE COOKOUTS.
2. IT SHALL BE UNLAWFUL TO TENT, CAMP, SET-UP OR INHABIT ANY CAMP SITE INCLUDING KINDLING OF ANY TYPE FIRE UPON ANY TOWN OWNED PROPERTY EXCEPT ON THOSE SPECIFICALLY DESIGNATED BY THE SELECTMEN. **ANY AND ALL FIRE PERMITS ARE REQUIRED FOR CAMPING ON ANY PROPERTY SO DESIGNATED. THE TOWN OWNED PROPERTIES THAT ARE CURRENTLY DESIGNATED FOR CAMPING ARE: COW ISLAND AND TUFTONBORO CENTRAL PARK (THE FORMER GOULD PROPERTY) ON MIDDLE ROAD.**

As the Selectmen of the Town of Tuftonboro have direct control of all town owned property they may at their discretion grant or withhold permission to tent, camp, set-up or inhabit any campsite whenever circumstances dictate. The above amended ordinance is intended to allow such discretion until rescinded by town meeting.

**ORDINANCE – ADOPTED MARCH 9, 1982**

**3:2 ALCOHOLIC BEVERAGES**

THE CONSUMPTION ALCOHOLIC BEVERAGES IS PROHIBITED ON ALL PROPERTY OVER WHICH THE TOWN OF TUFTONBORO HAS SUPERVISION AND CONTROL.

**PENALTY:** EACH OFFENSE IN ARTICLE 3:1 AND 3:2 SHALL CONSTITUTE A VIOLATION AND BE PUNISHABLE BY A FINE NOT TO EXCEED ONE HUNDRED DOLLARS (\$100.00).

**TOWN OF TUFTONBORO**

**TOWN ORDINANCE – ELECTIONEERING**

**ADOPTED BY VOTE – TOWN MEETING OF MARCH 13, 1985**

NO PERSON SHALL ON PROPERTY OF THE TOWN OF TUFTONBORO DISTRIBUTE ANY CAMPAIGN MATERIALS, ELECTIONEER OR ENGAGE IN ANY OTHER ACTIVITY WHICH AFFECTS THE SAFETY, WELFARE AND RIGHTS OF THE VOTERS OF THE TOWN OF TUFTONBORO; EXCEPT WITHIN THAT AREA OR AREAS SO DESIGNATED BY THE BOARD OF SELECTMEN. IT IS THE INTENTION OF THIS ORDINANCE TO LIMIT INTERFERENCE WITH THE VOTER'S ENTERING AND LEAVING THE TOWN HOUSE.

A FINE NOT TO EXCEED \$100.00 FOR A VIOLATION OF THIS ORDINANCE WILL INURE TO THE GENERAL FUND OF THE TOWN OF TUFTONBORO.

**ARTICLE 3 -- ADOPTED MARCH 10, 1987**

**3. TO SEE IF THE TOWN WILL VOTE TO ADOPT BY REFERENCE AS AN ORDINANCE, AS ENABLED BY RSA 674:52.**

**A. THE BOAC BASIC NATIONAL BUILDING CODE/1981, AS AMENDED AND AS ESTABLISHED BY THE BUILDING OFFICIALS AND CODE ADMINISTRATORS INTERNATIONAL, INC.,**

**B. THE NATIONAL ELECTRIC CODE, 1984 EDITION,**

**C. THE BOAC BASIC PLUMBING CODE, 1984 EDITION,**

**D. AND TO FURTHER ADOPT ANY UPDATED EDITION OF THE ABOVE MENTIONED CODES,**

**E. AND TO FURTHER ESTABLISH THE POSITION OF A CODES ENFORCEMENT OFFICER WHO SHALL EXAMINE AND APPROVE PLANS FOR CONSTRUCTION AND SHALL ISSUE BUILDING AND OCCUPANCY PERMITS,**

**F. AND TO ESTABLISH A FIVE (5) FIVE MEMBER BUILDING CODE BOARD OF APPEALS PURSUANT TO RSA 673:1, V,**

**G. AND TO SEE IF THE TOWN WILL VOTE TO AMEND THE ZONING ORDINANCE, ARTICLE III, I, BY CHANGING "BOARD OF SELECTMEN", SO THAT THE AMENDED ORDINANCE WOULD READ:**

**H. "A PERMIT SHALL BE OBTAINED FROM THE CODES ENFORCEMENT OFFICER PRIOR TO THE PLACING OF OR ERECTION OR CONSTRUCTION OF A BUILDING, STRUCTURE OR MANUFACTURED HOUSING. EXCEPTION IS MADE FOR THE PLACING OF TRANSIENT RECREATION VEHICLES IN RECREATION CAMPING PARKS OR TRAILER PARKS."**

**Adoption of this article recommended by the Planning Board.**

**ARTICLE 7 -- ADOPTED MARCH 10. 1987**

**7. TO SEE IF THE TOWN WILL VOTE TO AFFIRM, ALTER OR ANNUL THE FOLLOWING ORDINANCE ENACTED BY THE SELECTMEN ON JULY 21, 1986.**

**ORDINANCE**

**ARTICLE I. THERE SHALL BE NO OVERNIGHT DOCKING OF ANY BOAT, BARGE, OR VESSEL AT ANY TOWN-OWNED DOCK/WHARF.**

**ARTICLE II. BOATS, BARGES, OR ANY OTHER VESSEL MAY BE DOCKED AT ANY TOWN-OWNED DOCK/WHARF FOR A PERIOD OF TIME NOT TO EXCEED FOUR (4) HOURS BETWEEN 6:00 A.M. AND 11:00 P.M.**

**ANY PERSON VIOLATING THIS ORDINANCE SHALL BE:**

- 1. ISSUED A WARNING FOR THE FIRST VIOLATION.**
- 2. FINED NOT MORE THAN TWENTY FIVE DOLLARS (\$25.00) FOR THE SECOND VIOLATION.**
- 3. FINED NOT MORE THAN ONE HUNDRED DOLLARS (\$100.00) FOR SUBSEQUENT VIOLATIONS.**

**ARTICLE 8 -- ADOPTED MARCH 9, 1988/9**

**8. TO SEE IF THE TOWN WILL VOTE TO ADOPT AS AN ORDINANCE:**

- 1. THERE SHALL BE NO OVERNIGHT PARKING AT UNION WHARF.**
- 2. THERE SHALL BE NO PARKING ON EITHER SIDE OF UNION WHARF ROAD**

**ANY PERSON VIOLATING THIS ORDINANCE SHALL BE:**

- 1. ISSUED A WARNING FOR FIRST VIOLATION.**
- 2. FINED NOT MORE THAN \$25.00 FOR THE SECOND VIOLATION.**
- 3. FINED NOT MORE THAN \$100.00 FOR SUBSEQUENT VIOLATIONS.**

**ARTICLE 9 -- ADOPTED MARCH 9, 1988**

**9. TO SEE IF THE TOWN WILL VOTE TO ADOPT AN ORDINANCE RESTRICTING DOCKING OF COMMERCIAL BARGES TO ONE TOWN WHARF, UNION WHARF AND DURING DAYLIGHT HOURS ONLY, AS FOLLOWS:**

**"THERE SHALL BE NO DOCKING OF COMMERCIAL BARGES AT TOWN WHARFS IN THE TOWN OF TUFTONBORO, OTHER THAN AT UNION WHARF DURING DAYLIGHT HOURS ONLY, AS FOLLOWS:**

**"THERE SHALL BE NO DOCKING OF COMMERCIAL BARGES AT TOWN WHARFS IN THE TOWN OF TUFTONBORO, OTHER THAN AT UNION WHARF DURING DAYLIGHT HOURS. OVERNIGHT DOCKING OF COMMERCIAL BARGES AT TOWN WHARF IS PROHIBITED."**

# TUFTONBORO POLICE DEPARTMENT

## Rules and Regulations

### Emergency Alarm Systems To Solicit A Police Response

#### Permits, Installation, Regulation and Use

##### SECTION I - DEFINITIONS

- A Emergency Alarm System: The term "Emergency Alarm System" shall mean an assembly of equipment and devices, or a single device, arranged to signal a hazard or intrusion requiring urgent attention and to which police are expected to respond. The term "Emergency Alarm System" shall include terms, "Digital Alarm", "Direct Alarm" and "Local Alarm", as those terms are hereinafter defined.

Fire alarm systems and alarm systems which monitor temperature, humidity, and any other condition not directly related to the detection of an unauthorized intrusion into a premise or robbery or attempted robbery at a premise, are specifically excluded from the provisions of regulations.

- B Alarm Installation: The term "Alarm Installation" shall refer to the design, installation, repair, alterations, and maintenance of systems causing an alarm to be sounded in the even of a burglary or robbery.
- C Person: The term "Person" shall refer to any natural person, corporation, unincorporated association, or other legal entity.
- D Alarm User: The term "Alarm User" shall refer to any person on whose premises an alarm system is maintained within the Town of Tuftonboro except for alarm systems on motor vehicles or proprietary alarm systems.
- E Proprietary System: The term "Proprietary System" shall mean all alarm systems sounding and/or recording alarm and supervisory signals at a control center located within the protected premises; the control center being under the supervision of the proprietor of the premises or his/her employees or agents. If a proprietary alarm system includes a signal line connected directly, or by means of a dialing device, to the Tuftonboro Police Communications Center, a central station or answering service, it thereby becomes an emergency alarm system as defined in these regulations.
- F Police Alarm Monitoring Facility: The term "Police Alarm Monitoring Facility" shall mean a telephone answering service which provides the service of receiving emergency signals from alarm systems, and thereafter immediately relaying the message by live voice to the Tuftonboro Police Department.
- G Answering Service: The term "Answering Service" shall mean a telephone answering service which provides the service of receiving emergency signals from alarm systems, and thereafter immediately relaying the message by live voice to the Tuftonboro Police Department.
- H Central Alarm Station: The term "Central Alarm Station" shall mean any facility which is privately owned, that owns or leases alarm systems, whose facility is staffed with employees who receive, record or validate alarm signals, and relay the information of such signals to the Tuftonboro Police Department by any means.
- I Digital Alarm: The term "Digital Alarm" shall mean an alarm system which automatically selects a telephone line connected to the Tuftonboro Police Department and produces a coded signal indicating the existence of an emergency situation that the alarm system is designed to detect.
- J Direct Alarm: The term "Direct Alarm" shall mean any alarm system which is directly connected to the alarm processing unit within the police monitoring facility.

- K Local Alarm: The term “Local Alarm” shall mean any alarm system not connected to the police monitoring facility or to a central station or answering service which, when activated, causes an audible and/or visual signaling device at the premises within which the alarm system is installed.
- L Manual Alarm: The term “Manual Alarm” shall mean any alarm in which the activation of the alarm is initiated by the direct action of the alarm user, his/her agents, or employees, and is installed to elicit a police response to a burglary, attempted burglary, robbery or attempted robbery.
- M False Alarm: The term “False Alarm” shall mean any activation of an alarm system, to which the police respond which is not the result of a robbery, burglary, attempted robbery or attempted burglary. Such terminology shall not apply to those alarms caused by electrical storms, telephone line repair, floods or other violent events of nature.
- N Town: The term “Town” shall mean the Town of Tuftonboro, New Hampshire.

## SECTION II

### PERMIT REQUIRED:

The Chief of Police is hereby authorized to issue a permit to any owner of property located within the Town of Tuftonboro, the lessee thereof, to maintain, install and modify an alarm system upon application to him/her, and subject to the following provisions:

- A No alarm user shall allow the installation, modification, and servicing of any alarm system under his/her control by any person who has not met the requirements relative to the licensing of alarm installers.
- B The alarm user, applying for the permit, shall state on the application, his/her name, address and telephone number and, in the case of a corporation or legal entity, the name(s), address(es) and telephone number(s) of the person(s) responsible for the upkeep, maintenance and operation of the alarm system, and any other information that the Chief of Police may deem necessary.
- C The Chief of Police, upon application to him for a permit, shall, in his sound judgement, determine whether the application conforms to the requirements of these regulations that the facts stated therein are true and accurate; and he may cause such system to be inspected, and whether such system is reasonably operational.

## SECTION III

### PERMIT:

A “Residential Permit” shall include all private dwellings, individual apartments or condominium units occupied primarily by the applicant, for which the applicant will pay to the Town of Tuftonboro a one-time permit fee of \$15.00. All permits issued prior to the 29<sup>th</sup> day of October 1990 shall be exempt from this fee.

A “Commercial Permit” shall include all businesses, corporation or unincorporated associations for which the applicant will pay to the Town of Tuftonboro a one time permit fee of \$25.00. All permits issued prior to the 29<sup>th</sup> day of October 1990 shall be exempt from this fee.

A separate Commercial Permit shall be required for each and every alarm system owned or leased by a business, corporation, unincorporated association, or other legal entities, which exists at a separate location.

## **SECTION IV**

### **MAINTAINING AN ALARM SYSTEM WITHOUT A PERMIT:**

No person or alarm user shall maintain or operate an alarm system, as defined by the terms of these regulations, without first obtaining a permit as provided.

## **SECTION V**

### **DENIAL, SUSPENSION OR REVOCATION OF ALARM USER'S PERMIT:**

Failure to comply with any of the provisions of these regulations may constitute grounds for the Chief of Police to deny the issuance of a permit.

After the police department has received three (3) false alarms within a calendar year from any alarm user, the Chief of Police shall notify the user in writing of such fact and require that the user submit a report, within ten (10) days of such notice, describing efforts to discover and eliminate the cause or causes of the false alarms. If the user fails to submit such a report within ten (10) days, the Chief of Police may suspend the alarm user's permit, and cause the user's alarm to be disconnected from the police monitoring system, pending notice and hearing.

If the alarm user submits a report, as required by the above paragraph, but the Chief of Police determines that the report is unsatisfactory or that the alarm user has failed to show, by his/her report, that he/she has taken, or will take reasonable steps to eliminate or reduce false alarms, then the Chief of Police may issue a written notice of his intent to revoke or suspend the alarm user's permit.

Upon receipt of a notice of intent to revoke or suspend an alarm user's permit, pursuant to this ordinance, the alarm user may, within five (5) days of such receipt, submit a written request for a hearing before the Tufonboro Selectmen, setting forth the reasons why his/her permit should not be revoked or suspended.

At the hearing before the Tufonboro Selectmen, the holder of the permit shall have the right to present evidence, cross-examine witnesses, and to be represented by counsel. Such a hearing shall be informal and shall not be subject to the rules of evidence or formal courtroom procedure. After the hearing, the Selectmen may either issue an order of revocation, withdraw the notice of revocation or suspend the permit until such time that they are satisfied that the cause (or causes) of the false alarms has (or have) been eliminated.

An alarm user whose permit has been revoked is not precluded, under this ordinance, from applying for a new permit. The Chief of Police, however, shall not be required to issue a new permit unless he is satisfied that the user's system has been properly serviced and its deficiencies corrected. The Chief of Police may also impose reasonable restrictions and conditions upon the user before issuing a new permit. (These restrictions and/or conditions shall appear on the permit and shall provide for automatic revocation on the occurrence of three (3) false alarms in the remaining permit year.)

## **SECTION VI**

### **FALSE ALARMS: PREVENTION AND PAYMENT OF COSTS**

Any owner or lessee of property having an alarm system on his/her premises, and any user of alarm services or equipment designed and installed with the intent of eliciting a police response, shall pay to the Town of Tufonboro a fifty dollar (\$50.00) service charge for each and every false alarm to which the police respond in excess of the initial three (3) false alarms in a calendar year.

All service charges must be paid no later than ten (10) days after receipt of the bill. If bills for service charges are not paid within the allotted ten (10) days, the user of alarm services is subject to the penalties specified in Section V.

The Chief of Police or his designee may waive assessment of the service charge when, in his judgement, reasonable attempts are being taken to discover and eliminate the cause of the false alarms.

## **SECTION VII**

### **LIABILITY OF TOWN; LIMITED:**

The police department of the Town of Tuftonboro shall take every precaution to assure that the alarm signals and coded signals received by the police department are given appropriate attention and are acted upon with dispatch. Nevertheless, the police department shall not be liable for any defects in the operation of the alarm devices, for any failure or neglect to respond appropriately upon receipt of an alarm from such source, nor for the failure or neglect of any person in connection with the installation and operation of alarm systems or their components, and transmission of alarm signals and prerecorded messages, or the relaying of such signals or messages. In the event that the police department finds it necessary to disconnect an alarm device after exhausting all other provisions of these regulations, the police department shall incur no liability by such action.

<Insert Selectmen's Signatures Here>

**Town of Tuftonboro  
Electronic Alarm System Permit Application**

**Subscriber:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Alarm Location:** Street: \_\_\_\_\_

**Directions to Residence:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**System:** Burglary \_\_\_\_\_ Fire \_\_\_\_\_ Robbery \_\_\_\_\_ Medical \_\_\_\_\_

**Type:** Intrusion \_\_\_\_\_ Motion \_\_\_\_\_ Sprinkler \_\_\_\_\_ Smoke \_\_\_\_\_ Heat \_\_\_\_\_ Local \_\_\_\_\_

**The following persons are to be notified if the alarm system is activated:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

**I have received a copy of the Tuftonboro Police Department Rules and Regulations pertaining to electronic alarm systems and I will comply with these rules and regulations.**

**Alarm Subscriber:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Alarm system installed by:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: Yes \_\_\_\_\_ No \_\_\_\_\_

PLEASE RETURN THIS COMPLETED APPLICATION TO THE TUFTONBORO POLICE DEPARTMENT

**ARTICLE 17- ADOPTED MARCH 11, 1992**

17. To see if the Town will affirm, alter or annual the following ordinance enacted by Selectmen on July 17, 1991.

**TOWN ORDINANCE**

The Town of Tuftonboro Prohibits the Feeding of Waterfowl on Public Property in the Town of Tuftonboro. Violators Will Be Prosecuted As Prescribed By Law.

## **BOARD OF SELECTMEN**

### **Town of Tuftonboro, New Hampshire**

#### **Ordinance Regulating Commercial Picking of Rubbish and Removal Of Rubbish from the Tuftonboro Landfill**

Pursuant to the authority conferred by New Hampshire revised Statutes Annotated, Chapter 47, Section 7, and Chapter 149-M: 13, in order to promote the general welfare of the citizens of the Town of Tuftonboro, and to regulate the operation of the Tuftonboro Landfill, the following ordinance is hereby enacted:

#### **Section 1: Limitation on Commercial Picking and Removal of Rubbish**

From and after the effective date of this ordinance, it shall be unlawful for any person, partnership, or corporation to pick, remove, haul or transport any rubbish, junk, or debris from the Tuftonboro Landfill for purposes of sale or resale, or redemption.

#### **Section 2: Penalty**

Whoever shall violate the provisions of this ordinance shall be guilty of a violation and subject to a fine of one thousand dollars (\$1,000.00), and/or a civil penalty of three thousand dollars (\$3,000.00). For purposes of this ordinance, each load hauled or transported from the Tuftonboro Landfill shall be deemed a separate offense.

#### **Section 3: Effective Date**

This ordinance shall be effective upon adoption by the Board of Selectmen, publication in a newspaper of general circulation in the community, and upon the recording of an attested copy of the same with the Town Clerk

**Given under our hands and seal this 31st day of August, 1992.**

Board of Selectmen, Town of Tuftonboro  
Norman Vittum  
William Antonucci  
William Rollins

By vote of the Selectmen this ordinance is to become effective on August 31, 1992 at Twelve Noon. This Ordinance to remain in effect until affirmed or annulled at the Annual Town Meeting March 1993.

TOWN OF TUFTONBORO  
Box 98  
Center Tuftonboro, N.H. 03816  
(603) 569-4539

ORDINANCE

ON THE 8TH DAY OF SEPTEMBER 1992, THE BOARD OF SELECTMEN OF THE TOWN OF TUFTONBORO, CARROLL COUNTY, STATE OF NEW HAMPSHIRE; THE POWER VESTED IN THEM BY THE LAWS OF THE STATE OF NEW HAMPSHIRE; WITH SPECIFIC REFERENCE TO RSA 41:11 AND RSA 265:63 (c), DO HEREBY ENACT THE FOLLOWING ORDINANCE:

**ALL TOWN UNPAVED (GRAVELED ROADS) WILL BE POSTED AT TWENTY-FIVE (25) MPH.**

THE PENALTY FOR VIOLATING THE SPEED ZONES WILL BE CONSISTENT WITH THE UNIFORM FINE SCHEDULE OF THE STATE COURT SYSTEM PER RSA 502-A19-B, THE FINES WILL BE PAID TO THE TOWN CLERK AT THE TOWN OFFICE ON OR BEFORE THE DATE SPECIFIED.

ANY CHANGE IN THE NAME OR STRUCTURE OF THE ROAD WILL NOT AFFECT THE POSTED SPEED LIMIT OF THAT ROAD.

PER ORDER,

NORMAN E. VITTUM  
WILLIAM ANTONUCCI  
WILLIAM ROLLINS

SELECTMEN OF TUFTONBORO  
TOWN OF TUFTONBORO

# TOWN OF TUFTONBORO, NEW HAMPSHIRE

## STREET NUMBERING ORDINANCE

### 1.0 PREAMBLE

Acting upon the authority granted under RSA31:39 and any other applicable chapters of the Revised Statutes Annotated of New Hampshire, the Town of Tuftonboro adopts the following ordinance, establishing a uniform numbering system for residential and commercial structures within the town.

### 2.0 PURPOSE

The standards set forth in this ordinance are made for the purpose of promoting the public health, safety and general welfare by providing the means for permanent identification of residential and commercial structures within the town.

### 3.0 OBJECTIVES

- A. To establish a uniform system of numbering primary buildings.
- B. To promote efficiency in locating primary buildings.
- C. To provide more expedient emergency response.
- D. To provide a consistent system to establish mailing addresses.

### 4.0 DEFINITIONS

4.1 **STREET NUMBER:** A number assigned by the Town of Tuftonboro to provide a means of locating structures. "Street Number" shall include the incremental number, street name and unit numbers, i.e. 123 Main Street Unit 4.

### 5.0 NUMBER ASSIGNMENTS

The selectmen shall, under the provisions of RSA 231.133, assign all residential and commercial structures existing as of the time of adoption of this ordinance a street number and, furthermore, shall assign to vacant properties numbers to be held in reserve for future use. Streets built subsequent to the adoption of this ordinance will be assigned numbers by the Selectmen at the time of approval by the Planning Board.

5.1 If a primary building has several possible numbers due to extensive road frontage or frontage on more than one road, then the assigned number will be at the discretion of the Selectmen or their designee.

5.2 Unused numbers will be held for future use to ensure against the need for renumbering

5.3 Duplexes, multi-family complexes, mobile home parks, shopping centers, malls, condominiums and cottage colonies shall be assigned only one number to the primary entrance onto the street. Units shall be internally numbered according to logical pattern and manner as approved by the Selectmen or their designee.

5.4 Corner lots shall be assigned the appropriate number which corresponds to the street on which the building faces or the street on which its access is obtained.

## **6.0 NUMBERING REQUIREMENTS & PROCEDURE**

6.1 Parties Affected. All structures, both residential and commercial, shall be required to display the assigned street number in the manner described in this section. All owners of primary structures shall affix, or cause to have affixed, the assigned street numbers in accordance with this section.

6.2 Visibility. Street numbers shall be displayed so as to be conspicuously visible from the street on which the number is assigned. Numbers shall be visible year round shall be of contrasting in color to the surface on which they are mounted. Reflective signs are preferred. For primary buildings not readily visible from the street, the numbers shall be conspicuously displayed at the point of entry to the property and so as to be visible on a year round basis. Island properties shall display numbers so they are conspicuously visible from the water.

6.3 Size of Numbers. All street numbers on primary buildings or property shall be at least four inches (4") in height with a (1/2") half inch brush stroke, except for island properties which shall have numbers at least six inches (6") in height. The size of numbers on mailboxes shall be in accordance with the U.S. Postal Service requirements.

## **7.0 NEW BUILDINGS AND STRUCTURES**

7.1 Whenever a primary building or occupied structure shall be erected or located in Tufonboro, designated numbers shall be affixed upon said building as provided for by

this ordinance. Final approval of the Certificate of Occupancy shall be withheld by the Codes Enforcement Officer until proper numbers have been affixed.

7.2 Every subdivision or site plan submitted to the Planning Board for final approval shall show a street or building number of each lot, unit, or structure as applicable. These numbers shall be reviewed and approved by the Selectmen or their designee.

7.3 In all cases, police department, fire department, and ambulance and rescue services shall be advised of street numbers assigned to new subdivisions and structures.

## **8.0 PENALTY**

8.1 Any property owner who fails to comply with any provisions of this ordinance within one year of the mailing date of the notification of Street Number Assignment shall be guilty of a violation with a penalty not to exceed \$250.

8.2 Any property owner who shall affix to or display upon a structure any number other than that assigned to it pursuant to this ordinance shall be guilty of a violation with a penalty not to exceed \$250.

8.3 This section shall not apply to the display of "date of origin" numbers for historic buildings provided that they are displayed so as to not be confused with the assigned street number.

## **9.0 APPEALS**

Any person aggrieved by this ordinance shall have the right to file a written petition within twenty (20) days of receipt of notification of Street Number Assignment or the receipt of a notice of violation. Petitions shall be filed with the Selectmen and a hearing shall be held within (30) days of the receipt by the Selectmen of such petition. In cases where a notice of violation has been issued and the Selectmen do not uphold the notice, any fine paid shall be returned to the petitioner. The decision of the Selectmen is final.

## **10.0 EFFECTIVE DATE**

This ordinance shall become effective upon adoption by the Board of Selectmen.

By note of the Selectmen dated December 5, 1994; this ordinance was adopted.

## ADOPTION OF REVISED FIRM

- Pursuant to RSA 674:57, by resolution of the Tuftonboro Board of Selectmen, all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the County of Carroll, NH" dated March 19, 2013, together with the associated Flood Insurance Rate Maps dated March 19, 2013, are declared to be part of the Floodplain Development Ordinance and are hereby incorporated by reference.

Daniel J. Duffy  
Carolyn Sundquist  
Lloyd P. Wood

Tuftonboro Board of Selectmen  
Dated: January 28, 2013

## **Floodplain Development Ordinance**

Adopted March 14, 1995 by vote of ballot

This ordinance, adopted pursuant to the authority of RSA 674:16, shall be known as the Town of Tuftonboro Floodplain Development Ordinance. The regulations in this ordinance shall overlay and supplement the regulations in the Town of Tuftonboro Zoning Ordinance, and shall be considered part of the Zoning Ordinance for purposes of administration and appeals under state law. If any provision of this ordinance differs or appears to conflict with any provision of the Zoning Ordinance or other ordinance or regulation, the provision imposing the greater restriction or more stringent standard shall be controlling.

The following regulations in this ordinance shall apply to all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the Town of Tuftonboro, N.H." together with the associated Flood Insurance Rate Maps dated May 4, 1989 which are declared to be a part of this ordinance and are hereby incorporated by reference.

Item I. Definition of Terms: The following definitions shall apply only to this Floodplain Development Ordinance and shall not be affected by the provisions of any other ordinance of the Town of Tuftonboro.

"Area of Shallow Flooding" means a designated A0, AH, or Y0 zone on the Flood Insurance Rate Map (FIRM) with a one percent or greater annual possibility of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheetflow.

"Area of Special Flood Hazard" is the land in the floodplain within the Town subject to a one percent or greater possibility of flooding in any given year. The area is designated on the FIRM as zones A and AE.

"Base Flood" means the flood having a one percent possibility of being equaled or exceeded in any given year.

"Basement" means any area of a building having its floor subgrade on all sides.

"Building" see "structure".

"Breakaway wall" means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading

forces without causing damage to the elevated portion of the building or supporting foundation.

“Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operation.

“FEMA” means the Federal Emergency Management Agency.

“Flood” or “Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from: (1) the overflow of inland or tidal waters; (2) the unusual and rapid accumulation or runoff of surface waters from any source.

“Flood Elevation Study” means an examination, evaluation, and determination of flood hazards and if appropriate, corresponding water surface elevations, or an examination and determination of mudslide or flood related erosion hazards.

“Flood Insurance Rate Map” (FIRM) means an official map incorporated with this ordinance, on which FEMA has delineated both the special flood hazard areas and the risk premium zones applicable to the Town Tuftonboro.

“Flood Insurance Study” see “Flood Elevation Study”.

“Floodplain” or “floodprone area” means any land area susceptible to being inundated by water from any source (see definition of “Flooding”).

“Flood proofing” means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures and their contents.

“Floodway”: see “Regulatory Floodway”.

“Functionally dependent use” means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking and port facilities that are necessary for the loading/unloading of cargo or passengers, and ship building/repair facilities but does not include long term storage or related manufacturing facilities.

“Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**“Historic Structure” means any structure that is:**

- A. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;**
- B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;**
- C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or**
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:**
  - 1) By an approved state program as determined by the Secretary of the Interior, or**
  - 2) Directly by the Secretary of the Interior in states without approved programs.**

**“Lowest Floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than abasement area is not considered a building's lowest floor; provided, that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.**

**“Manufactured Home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes, the term “manufactured home” includes park trailers, travel trailers, and other similar vehicles placed on site for greater than 180 days.**

**“Mean Sea Level” means the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a communities Flood Insurance Rate Map are referenced.**

**“100 Year Flood”: see “Base Flood”.**

**“Recreational Vehicle” is defined as a vehicle that is:**

- A. built on a single chassis;**

- B. 400 square feet or less when measured at the largest horizontal projection;
- C. designed to be self propelled or permanently towable by a light duty truck; and
- D. designed primarily **not** for use as a permanent dwelling but as temporary living quarters or recreational, camping, travel or seasonal use.

“Regulatory Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without increasing the water surface elevation. These areas are designated as floodways on the Flood Boundary and Floodway Map.

“Special Flood Hazard Area” means an area having flood, mudslide, and/or flood related erosion hazards, and shown on FIRM as zones A and AE. (See: “Area of Special Flood Hazard”)

“Structure” means for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

“Start of Construction” includes substantial improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or part of the main structure.

“Substantial Damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

“Substantial Improvement” means any combination of repairs, reconstruction, alteration, or improvements to a structure in which the cumulative cost equals or exceeds fifty percent of the market value of the structure. The market value of the structure should equal: (1) the appraised value prior to the start of the initial repair or improvement, or (2) in the case of damage, the value of the structure prior to the damage occurring. For the purposes of this definition, “substantial improvement” is considered to occur when the first alteration of

any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. This term includes structures which have incurred substantial damage, regardless of actual repair work performed. The term does not, however, include any project for improvement of a structure required to comply with existing health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions or any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure".

"Water Surface Elevation" means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929, (or other datum, where specified) of floods of various magnitudes and frequencies in the floodplains.

#### **Item II.**

The Codes Enforcement Officer shall review all building permit applications for new construction or substantial improvements to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is located in a special flood hazard area, all new construction or substantial improvements shall:

- A. Be designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy,
- B. Be constructed with materials resistant to flood damage,
- C. Be constructed by methods and practices that minimize flood damages,
- D. Be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment, and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

#### **Item III.**

Where new or replacement water and sewer systems (including on-site systems) are proposed in a special flood hazard area the applicant shall provide the Codes Enforcement Officer with assurance that these systems will be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems will be located to avoid impairment to them or contamination from them during periods of flooding.

#### **Item IV.**

For all new or substantially improved structures located in Zones A and AE the applicant shall furnish the following information to the Building Inspector:

- A. The as-built elevation (in relation to NGVD) of the lowest floor (including basement) and include whether or not such structures contain abasement;
- B. If the structure has been floodproofed, the as-built elevation (in relation to NGVD) to which the structure was floodproofed; and
- C. Any certification of floodproofing.

The Codes Enforcement Officer shall maintain for public inspection and shall furnish such information upon request.

#### **Item V.**

The Codes Enforcement Officer shall not grant a building permit until the applicant certifies that all necessary permits have been received from those governmental agencies from which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U. S. C. 1334.

No encroachments, including fill, new construction, substantial improvements, and other development are allowed within the floodway that would result in any increase in flood levels within the community during the base flood discharge.

The applicant shall submit to the Codes Enforcement Officer, certification provided by a registered professional engineer, assuring that the flood carrying capacity of any altered or relocated watercourse will be maintained.

#### **Item VI.**

The applicant shall submit to the Building Inspector, certification provided by a registered professional engineer, assuring that the flood carrying capacity of an altered or relocated watercourse can and will be maintained.

The Building Inspector shall obtain, review, and reasonably utilize any floodway data available from Federal, State, or other sources as criteria for requiring that all development located Zone A meet the following floodway requirement: "No encroachments, including fill, new construction, substantial improvements, and other development are allowed within the floodway that would result in any increase in flood levels within the community during the base flood discharge."

Along watercourses that have not had a Regulatory Floodway designated or determined by a federal, State or other source; no new construction, substantial improvements, or other development (including fill) shall be permitted within zones AIA30 and AE on the FIRM, unless it is demonstrated by the applicant that the cumulative effect of the proposed development, when combined with all existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

**Item VII.**

A. In special flood hazard areas the Codes Enforcement Officer shall determine the 100 year flood elevation in the following order of precedence according to the data available:

1. In zone AE, refer to the elevation data provided in the community's Flood Insurance Study and accompanying FIRM.
2. In un-numbered A zones the Codes Enforcement Officer shall review and reasonably utilize any 100 year flood elevation data available from any federal, state or other source including data submitted for development proposals submitted to the community (i.e. subdivisions, site approvals).

B. The Codes Enforcement Officer's 100 year flood elevation determination will be used as criteria for requiring in zones A and AE that:

1. All new construction or substantial improvement of residential structures have the lowest floor (including basement) elevated to or above the 100 year flood elevation;
2. That all new construction or substantial improvements of non-residential structures have the lowest floor (including basement) elevated to or above the 100 year flood level; or together with attendant utility and sanitary facilities, shall:
  - (a) be floodproofed so that below the 100 year flood elevation the structure is watertight with walls substantially impermeable to the passage of water;
  - (b) have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and
  - (c) be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section;
3. All manufactured homes to be placed or substantially improved within special flood hazard areas shall be elevated on a permanent foundation such that the lowest floor of

the manufactured home is at or above the base flood level; and be securely anchored to resist floatation, collapse, or lateral movement.

4. All recreational vehicles placed on sites within Zones A and AE shall either:

(a) be on the site for fewer than 180 consecutive days;

(b) be fully licensed and ready for highway use; or

(c) meet all standards of Section 60.3 (b) (1) of the National Flood Insurance Program Regulations and the elevation and anchoring requirements for “manufactured homes” in Paragraph (c) (6) of Section 60.3.

5. For all new construction and substantial improvements, fully enclosed areas below the lowest floor that are subject to flooding are permitted provided they meet the following requirements:

(a) The enclosed area is unfinished or flood resistant, usable solely for the parking of vehicles, building access or storage;

(b) The area is not a basement;

(c) The area shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwater.

(i) Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria: A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwater.

6. Proposed structures to be located on slopes in special flood hazard areas, zones AH and AO shall include adequate drainage paths to guide flood waters around and away from the proposed structures.

#### Item VIII. Variances and Appeals

A. Any order, requirement, decision or determination of the building inspector made under this ordinance may be appealed to the Zoning Board of Adjustment as set forth in RSA 676:5.

B. If the applicant, upon appeal, requests a variance as authorized by RSA 674:33, I(b), the applicant shall have the burden of showing in addition to the usual variance standards under state law:

1. That the variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense;
2. That if the requested variance is for activity within a designated regulatory floodway, no increase in flood levels during the base flood discharge will result;
3. That the variance is the minimum necessary, considering the flood hazard, to afford relief.

C. The Zoning Board of Adjustment shall notify the applicant in writing that the issuance of a variance to construct below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and that such construction below the base flood level increases risks to life and property. Such notification shall be maintained with a record of all variance actions.

4. The community shall maintain a record of all variance actions, including their justification for their issuance, and report such variances issued in its annual or biennial report submitted to FEMA's Federal Insurance Administrator.

## LAKE ACCESS PARKING ORDINANCE

Adopted by the Selectmen May 5, 2003

All parking on any Town property is at the vehicle owner's risk. The Town of Tuftonboro assumes no liability for lost, damaged or stolen items. The Town does not guarantee the availability of parking. Parking is available day to day on a first come, first served basis.

**Nineteenmile Bay Parking Lot:** The parking lot on Governor Wentworth Highway across from Bay Road and adjacent to Pak 2000 property is subject to the following rules and regulations:

This parking lot is intended for the temporary parking of automobiles belonging to owners of island property in Tuftonboro and their guests. This parking lot is also intended for parking automobiles after launching a boat at Union Wharf and during the time the boat is in use.

The parking lot is not intended for long-term or seasonal parking or storage. No trailers, boats, etc., may be left overnight unless attached to a permitted motor vehicle.

All motor vehicles left in the parking lot overnight shall have a "Tuftonboro Parking Permit" sticker attached.

As space is available, seasonal parking/storage of trailers is possible at the recycling center for the months of May through September. Long-term parking is not available on Town property from October through April. Arrangements for seasonal parking/storage of trailers can be made at the Town office at 240 Middle Road (telephone 603-569-4539). The fee for such trailer parking/storage is \$5.00 per week, paid in advance.

**Nineteenmile Bay Beach Parking Lot.** The parking lot on Bay Road adjacent to the Nineteenmile Bay Beach is for temporary parking of automobiles only. It is intended for use by those people who are using the public beach and/or picnic facilities. No overnight parking is allowed. No stickers are required.

**Union Wharf** is a Town owned wharf and boat launch facility and is available for use by the public as a temporary docking and/or launching facility. No overnight docking is allowed except that the Town of Tuftonboro fire boat and the New Hampshire Fish & Game department boat are permanently docked there. Boat docking at Union Wharf is subject to an ordinance enacted Mar. 10, 1987.

Construction vehicles may use Union Wharf to load and unload supplies and material for lakeside construction projects in accordance with the commercial docking ordinance adopted on Mar. 15, 1989.

Motor vehicle parking at Union Wharf is limited to a two hour maximum except for two spaces for handicapped access.

### **Lake Access Parking Ordinance**

**Melvin Wharf.** Melvin Wharf is a Town owned wharf and is available for use by the public as a temporary docking facility in accordance with ordinances enacted Mar. 10, 1987 and Mar. 15, 1989. There is a small public beach for swimming adjacent to Melvin Wharf. Parking of motor vehicles is allowed along Wharf Road only within the road right of way. No overnight parking is allowed. No stickers are required.

**Lake Road.** The boat launch at Lake Road is open to the public. Lake Road is a Town road and, as such, temporary public docking is allowed in Melvin River along Lake Road in accordance with ordinances enacted Mar. 10, 1987 and Mar. 15, 1989. Parking of motor vehicles is allowed along Lake Road only within the road right of way. No overnight parking is allowed. No stickers are required.

**Other Water Access.** All other Town owned waterfront access properties are open to the public for swimming and/or picnicking and the like. Temporary parking on the Town owned property is allowed. No overnight parking is allowed. No stickers are required.

#### **"TUFTONBORO PARKING PERMIT" STICKERS.**

"Tuftonboro Parking Permit" Stickers are available at the Town office at 240 Middle Road (telephone 603-569-4539) and will be issued to landowners and their guests as well as others who show cause. At the time of obtaining a sticker, the applicant shall provide the name, address and phone number of each vehicle owner (or responsible person in the case of guest stickers) as well as a vehicle description. Stickers shall have an expiration date affixed. The expiration date shall be commensurate with the need; however, no sticker may be issued for a period longer than six months from date of issuance. There is no fee for stickers for less than two weeks use during any six month period. Stickers for more than two weeks use during any six month period cost \$3.00 each. The Tuftonboro Parking Permit sticker must be attached to the rear bumper of the motor vehicle for which it is issued.

#### **PENALTY**

Violation of these rules is subject to a fine of up to \$100 per day per violation. Vehicles, boats, trailers, and other items left on Town premises in violation of these rules are subject to towing and/or disposal at the owner's expense.

# Town of Tufonboro

## Building Permit Schedule of Fees

*New Building permit fees are based on an estimate of costs for construction. The following table is used to determine estimated costs for construction.*

*Multiply the square footage of the appropriate type of construction by the amount of estimated cost per square foot. The fee is \$3.00 per \$1000 of that estimate*

<b>Type of Construction</b>	<b>Estimated Cost per Square Foot</b>
<b>Homes: 1st floor</b>	<b>\$125.00</b>
<b>2nd floor</b>	<b>\$75.00</b>
<b>Manufactured Homes</b>	<b>\$75.00</b>
<b>Commercial</b>	<b>\$100.00</b>
<b>Unfinished Garages</b>	<b>\$ 45.00</b>
<b>Finished Garages</b>	<b>\$ 50.00</b>
<b>Open Decks, Porches and Sheds</b>	<b>\$ 25.00</b>
<b>Closed Porches</b>	<b>\$ 35.00</b>

### **Administration Fee \$ 30.00**

#### **Existing Structures (based on renovated/altered area)**

<b>Alterations &amp; Structural Changes</b>	<b>\$.15/sf</b>
<b>Renovations &amp; Repairs</b>	<b>\$.15/sf</b>

### **Administration Fee \$ 30.00**

#### **The following permits are based on a flat fee:**

Electric \$35.00 Plumbing	\$35.00
Gas Piping Permit	\$15.00
Swimming Pool	\$25.00
Dock Repairs	\$30.00
Outdoor Wood Boiler	\$30.00
Signs	\$25.00

Example: For a 20' X 30', 2 story home with a 20' X 20' Garage (unfinished) and a 10' X 15' deck:

1st floor: 600 Sq. Ft. X \$125 = \$75,000.00; / \$1000 = \$75; X \$3.00=\$225.00

2nd floor: 600 Sq. Ft. X \$75= \$45,000.00; / \$1000 = \$45; X \$3.00 = 135.00

Deck: 150 Sq. Ft. X \$25 = \$3,750.00; / \$1000 = \$3.75; X \$3.00= 11.25

Garage: 400 Sq. Ft. X \$45 = \$18,000.00; / \$1000 = \$18; X \$3.00= 54.00

*Total Permit Fee =* \$ 425.25

*Rounded to nearest dollar =* \$425.00

*Admin. Fee* \$ 30.00

*Total* \$455.00

**Expired permits over one year ½ the original fee. Two years new permit needed.**

**ALL AMOUNTS ARE ROUNDED**

**Work started without permit double permit fee**



BANFIELD RD	RA		4949		GWH
BANFIELD RD EXT	PD		520		GWH
BARBERS POLE RD	RA		3170		WINDLEBLO RD
BARVEL WHANG	RA-S		657		SANDY SHORES RD
BASIN DR	RA		2450		TUFTONBORO NECK RD
BAY RD	V	870			GWH
BAYVIEW DR	RA-A		1035	50	GWH
BEACH RD	RA		1821		BALD PEAK DR- BALD PEAK COLONY CLUB
BEAVER RD	RA-S		284		SNDY SHORES RD
BEECH POND RD					ROAD IN WOLFEBORO
BEECHWOOD DR	PD		1284		TIBBETTS RD
BENNETT FARM RD	RA		1497	50	GWH
BENNETT LN	PD		520	50	BENNETT FARM RD
BIRCH LN	V	764			BUTTERNUT LN
BIXBY SHORES RD	RA-S		1605		STRUBIN LN
BLACK BEAR RUN	V	1150		50	ZAEDA FARM LN
BLAKE TRAIL	RA-A		875	50	MOUNTAIN SHADOWS
BLUE HERON CIRCLE	RA-A		400	50	SHIRLEY WAY
BOWKER RD	RA-S		1669	50	WINLEBLO RD
BOYCROFT RD	RA		2350	50	CROSS NECK RD
BRACKETT DR	RA-AU		0	50	HODGES DR
BREWSTER RD	RA		816		CRAIG WAY
BRICKFIELD WAY	RA-A		2627	50	GWH
BRIGHTON RD	RA-AU		0	50	WHITTEN BROOK DR
BROWN RD	V*	7115			FEDERAL CORNER RD
BURLEIGH RD	V*	1280			FEDERAL CORNER RD
BUTTERNUT LN	V	2725		50	MIDDLE RD
CANAAN RD	V*-VI*	16875	5200		MOUNTAIN RD TO WILDWOOD EST
CARILLON SHORES	RA		1526		GWH
CAVERLY POINT RD	RA		2057		SAWYER POINT RD
CHANDLER RD	V*	1150			GWH
CHASE POINT RD	V* - RA	3175	4275		GWH --CHASE POINT RD
CHENEY DR	RA-AU		0		WHITTEN BROOK DR
CHIPMUNK LN	RA-S		489		OAK HILL RD

CHRISTIAN COVE RD	RA		1046		TUFTONBORO NECK RD
CHURCH LN	RA		1793		GWH
COPP'S HILL RD	RA		1570		GWH
COUNTRY LN	RA		504		GWH
COUNTY RD	V* - V-SC*	6950	2190		GWH - SODOM RD
CRAIG WAY	RA		870		GWH
CROSS NECK RD	V*	4025			TUFTONBORO NECK RD
CURRIER DR	PD		396		GWH
CURTIS RD	V*	1072			MIDDLE RD
DAME RD	V*	9890			MIDDLE RD
DANA PLACE	RA		160		BREWSTER RD
DANFORTH RD	RA-S		2062		CANAAN
DEER PATH LN	RA-AU		1226	50	FARM POND RD
DONOVAN LN	PD		93		MOUNTAIN RD
DRIFTWOOD LN	RA-S		561		BIXBY SHORES RD
DURGIN RD	V*	6134			MOUNTAIN RD
EAGLEMERE RD	V* - RA	2250	1500		TUFTONBORO NECK RD
EAGLEMERE SOUTH	RA		1585	50	EAGLEMERE RD
EASTWOOD RD	V*-SC	1760			GWH
EDGE O LAKE DR	RA-S		1055		GWH
ELM POINT	RA		1880		CROSS NECK RD
ETHAN ALLEN RD	RA		900		HIDDEN VALLEY DR
EVERETT'S DR	RA		823		BARBERS POLE RD
EVERGREEN WAY	PD		750		PROFILE PLACE
FARM POND RD	RA-AU		2690	50	UNION WHARF RD
FEDERAL CORNER RD	V*-VI*	9960-2190		50	MIDDLE RD WILLAND RD
FIR TREE DR	RA		476		WILLOW AVE
FLINT DR	PD		471		MELVIN WHARF RD
FOREST RD	RA-S		1000		MERRYMOUNT RD
FOXWOOD WAY	PD		500		BANFIEL RD
FRIEND'S POINT ROAD	RA		1602	50	PLANTE'S WAY
FRYE RD	PD		800		SODOM RD
GOLDTHREAD DR	RA-S		725		RIDGEFIELD RD
GOMORRAH WAY	PD		700		COUNTY RD

GREENWOOD RD	RA-S		1125		GWH
GWH- RTE 109	STATE*				GWH --RTE 109
HACKETT'S LANDING	RA-AU		0		GWH
HANSEN WAY	RA		1042		GWH
HARVEST LN	V	1860		50	GWH
HAVERHILL ACRES RD	RA		945		GWH
HAYES CAMP RD	PD		400		EAGLEMERE SOUTH
HEMLOCK DR	RA		390		WILLOW AVE
HENNESSEY DR	RA		768		WINTER HARBOR WAY
HENRY'S WAY	V	526			TUPECK LN
HERITAGE RD	RA		380		HIDDEN VALLEY DR
HERSEY DR	RA-AU		0		WHITTEN BROOK DR
HIBB'S LN	PD		450		EAGLEMERE SOUTH
HIDDEN VALLEY DR	RA		5088		BROWN RD
HIDEAWAY SHORES	RA		676		TUFTONBORO NECK RD
HIGH ST	V*	1560			GWH
HIGHLAND RD	RA		180		OFF PORK HILL OSSIPEE
HILL CREST DR	RA		795	50	COUNTY RD
HILLSIDE TERRACE	RA-S		389		EDGE O LAKE DR
HODGES DR	RA-AU		850	50	CURTIS RD
HOMESTEAD LN	PD		277		CURTIS RD
HURLBURT DR	V*	1900			CROSS NECK RD
JOHNSON RD	PD		800		GWH
JORDAN WAY	RA		780		OAK HILL RD
JUNIPER DR	RA		487		WILLOW AVE
KAYBEYUN DR	RA-S		744		EASTWOOD RD
LADY SLIPPER LN	RA		600		CANAAN RD
LAKE RD	V*	550			GWH
LAKESIDE COLONY	RA-S		427		GWH
LAMPREY LN	V*	2010			MIDDLE RD
LANES END RD	RA		2840		GWH
LANG POND RD	V* - V*-SC	2225	4220		GWH-MIDDLE RD
LEAVITT LN	VI*	1550			MOUNTAIN RD
LEDGE HILL RD	V	14502			MIDDLE RD-MOUNTAIN RD

LEFTOVER LN	RA-S		250		LANES END RD
LISDEN DR	RA-AU		1050		LEDGE HILL RD
LOON POINT	PD		293		LANES END RD
LYNDSAY LN	RA-A		1450		MOUNTAIN SHADOWS
MAPLE RD	V	605			BUTTERNUT LN
MAPLEWOOD CIRCLE	RA		787		WILLOW AVE
MARI SUE TERRACE	RA		895		COUNTY RD
MASON RD	RA-A		1497		SENER COVE RD
MCDUFFEE RD	VI*	3800			CANAAN RD
MCGORTY DR	RA		600		DAME RD
MEADOW LN	RA-A		1367		SODOM RD
MELODY PARK	RA		1650		DAME RD
MELVIN RD	RA		500		GWH
MELVIN WHARF RD	V*	800			GWH
MERRYMOUNT RD	RA-S		1600		GWH
MIDDLE RD- RTE 109	STATE				MIDDLE RD - RTE 109A
MIDDLE CHASE POINT RD	RA		950		CHASE POINT RD
MILL RD	V*	300			HIGH ST
MILL POND RD	RA		670		HIGH ST
MILLSIDE DR	PD		200		SAWYER RD
MILLSTONE POINT	RA		969		HURLBURT DR
MIRROR LAKE DR	RA		5447		GWH
MOODY HOLLOW	PD		925		BROWN RD
MOUNTAIN RD- RTE 171	STATE				MOUNTAIN RD - RTE 171
MOUNTAIN SHADOWS	RA-A		3480		NEW RD
MUSEUM LODGES DR	RA		50		GWH
NEAL HILL RD	RA		2960		SAWYER RD
NEW RD	V*	4311			COUNTY RD
NOBLE COURT	RA		570		DAME RD
NORTH CHASE POINT RD	RA		750		CHASE POINT RD
NORTH LINE RD	V* - VI*	7150	4720		LEDGE HILL RD
NORTHWOODS RD	V*	1430			GWH
NUMBER 9 RD	V*-PD	1730	700		MIDDLE RD
OAK HILL RD	RA		1953		GWH

OAK LEAF AVE	V	707			BUTTERNUT LN
OLD MILL RUN	V	500			PINE MILL DR
OLD PASTURE RD	RA-S		1925		WAWBEEK RD
OLD TOWN RD	V*	1073			LEDGE HILL RD
OLD WOODS ROAD	RA		1582		DAME RD
PARTRIDGEBERRY CIRCLE	RA-A		1200		MOUNTAIN SHADOWS
PHILBRICK DR	PD		1160		WILLAND RD
PHINEAS GRAVES RD	V*	4767			MOUNTAIN RD
PICK POINT	RA		1767		WINDLEBLO RD
PINE MILL DR	V	4183			MIDDLE RD
PINENEEDLE COVE	RA-S		577		SAWYER POINT RD
PINE TREE DR	RA		500		WILLOW AVE
PIPER RD	VI*- PD	1720	650		LANG POND RD
PLANTES WAY	RA		1340		CROSS NECK RD
POND VIEW DR	RA-AU		300		MIDDLE RD
PROFILE PLACE	RA		1606		CROSS NECK RD
PROSPECT HILL	RA		1080		COUNTY RD
RED GATE RD	RA		1592		GWH
REMINGTON COURT	RA-A		275		WINCHESTER LN
RIDGE ROAD	RA		683		VALLEY DR
RIDGEFIELD RD	RA-A		1600		DAME RD
RIVER HEIGHTS	RA-A		560		HIGH ST
ROCKY POINT RD	RA		351		EDGE O LAKE DR
ROLLINS WAY	PD		1300		CHASE POINT RD
SACHEM DR	RA		2055		GWH
SAGAMORE RIDGE	RA-A		859		GWH
SAMM LN	RA		500		CHURCH LN
SANDSTROM RD	VI*	2750			LANG POND RD MIDDLE RD - WOLFEBORO
SANDY KNOLL RD	VI*	6510			MIDDLE RD
SANDY SHORES RD	RA-S		1076		GWH
SARGENT'S CROSSING	OT	1616			MOUNTAIN RD
SAWYER RD	V*	975			SAWYER RD OSSIPEE
SAWYER POINT RD	RA		3511		GWH
SCHOOLHOUSE RD	RA		2876		LEDGE HILL RD

SEDGEWOOD DR	RA-A		700		RIDGEFIELD RD
SENER COVE RD	RA-A		1175		GWH
SENTINEL LODGE RD	V*	2161			CANAAN RD
SHADY LN	RA-S		750		EDGE O LAKE DR
SHAW VIEW DR	RA-AU		1050		BLACK BEAR RUN
SHIRLEY WAY	V	5070			CHANDLER RD
SHOHL CAMP RD	PD		1150		EAGLEMERE RD
SODOM RD	V	15044			MIDDLE AND MOUNTAIN RD
SPRING HILL RD	RA				WALLBRIDGE - BALD PEAK COLONY CLUB
SPRUCE DR	RA		206		MAPLEWOOD CIRCLE
STRUBIN LN	RA-S		1500		CHASE POINT RD
SWEET FERN DR	PD		277		MIDDLE RD
TETHERBALL TERRACE	RA-S		75		EDGE O LAKE DR
THOMAS POINT	RA		2650		HURLBURT RD
TIBBETS RD	RA		5256		MOUNTAIN RD
TUFTONBORO NECK RD	V*	7970			GWH
TUGWELL RD	PD				GWH
TUPECK LN	V	2024			NORTH LINE RD
UNION WHARF RD	V	8710			GWH - MIDDLE RD
VALLEY RD	RA		3498		HIDDEN VALLEY DR
VERE ROYCE RD	RA-A		1623		SENER COVE RD
WALL BRIDGE WAY	RA				BALD PEAK DR- BALD PEAK COLONY CLUB
WAWBEEK RD	V* - V*-SC	2038	800		GWH
WEST CHASE POINT	RA		1905		CHASE POINT RD
WESTWOOD BAY	RA-S		1140		GWH
WHITTEN BROOK DR	RA-AU		0		HODGES DR
WILDFLOWER DR	RA		1173		GWH
WILDWOOD EST	V8-SC - RA	515	3625		CANAAN RD EXTENSION - TERRACE PINES RD OSSIPEE
WILLAND RD	VI*	4680			MOUNTAIN RD
WILLOW AVE	RA		1186		MIDDLE RD
WINCHESTER LN	RA-A		1520		MOUNTAIN SHADOWS
WINDLEBLO RD	V* - RA	2200	1400		TUFTONBORO NECK RD
WINNERS CIRCLE FARM	RA		1568		LEDGE HILL RD
WINISHORES	RA		1641		GWH

WINNMIIR	RA		445		GWH
WINTER HARBOR WAY	RA		4940		TUFTONBORO NECK RD
WOODLAND DR	V	475			SHIRLEY WAY
ZADEDA FARM LN	V	1434		50	DURGIN RD
		191116	212063		
		36.19 MI	40.16 MI		

## SMOKING ON TOWN OWNED PROPERTY

Per RSA 155:64 the State of New Hampshire has banned smoking indoors in all public places.

This ordinance is intended to prohibit smoking on all other property over which the Town of Tuftonboro has supervision and control. This includes but is not limited to buildings, within 20 feet of the entrance to said buildings, beaches, ball fields and parks.

This does not prohibit smoking in parking lots unless said lot is being used for a town or other permitted function.

**PENALTY:** Each offense shall constitute a violation and be punishable by a fine to not exceed One Hundred Dollars (\$100).

ADOPTED BY THE SELECTMEN ON: June 15, 2009

Daniel Duffy  
Carolyn Sundquist  
William L. Stockman

# Town of Tuftonboro

## Hawkers, Peddlers, and Itinerant Vendors Regulations

### 1. Purpose.

The purpose of this regulation is to promote public convenience and necessity by providing for the use of public streets by hawkers, peddlers and itinerant vendors while preserving the free and unobstructed passage of pedestrians and traffic, to provide for a fair allocation of limited space on congested streets in the Town of Tuftonboro and to assure that such operations are safe, neat and sanitary.

### 2. Authority

The provisions of this chapter are adopted pursuant to the authority granted by RSA 31:102-a<sup>1</sup> and are in addition to any requirements imposed by the State of New Hampshire under either RSA Chapter 320 entitled "Hawkers and Peddlers" or RSA 321 entitled "Itinerant Vendors."

### 3. Definitions.

- A. The words "hawker,"<sup>2</sup> "peddler"<sup>2</sup> and "itinerant vendor"<sup>3</sup> as used herein shall be defined as in RSA 320:1 and RSA 321:1 and, without limitation, shall include any

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<sup>1</sup> As of the adoption of this regulation, RSA 31:102-a provides: The governing board of a city, town or village district may adopt, by ordinance or regulation, provisions for the licensure and regulation of itinerant vendors, hawkers, peddlers, traders, farmers, merchants, or other persons who sell, offer to sell, or take orders for merchandise from temporary or transient sales locations within a town or who go from town to town or place to place within a town for such purposes. Any person who violates any provision of such ordinance or regulation shall be guilty of a violation, and each continuing day of violation after notice shall constitute a separate offense. A city, town, or village district shall be specifically prohibited, however, from licensing or regulating a candidate for public office in the process of obtaining signatures on nomination papers, who seeks to have the candidate's name placed on the ballot for the state general election by submitting nomination papers under RSA 655:40. Provisions adopted under this section shall be in addition to any requirements imposed by the state under either RSA 320 or RSA 321 and may include, but shall not be limited to: I. Classification of licensees consistent with constitutional requirements of equal protection; II. Imposition of reasonable requirements, including fees, for the issuance of a license; III. Restrictions as to the areas of the municipality open to licensees and the hours and days of their operation; and IV. Other reasonable conditions and terms deemed necessary for public convenience and safety as the governing board determines."

<sup>2</sup> As of the adoption of this regulation, RSA 320:1 defines the terms "hawker" and "peddler" "to include any person, as defined by RSA 358-A:1, either principal or agent, who: I. Travels from town to town or from place to place in the same town selling or bartering, or carrying for sale or barter or exposing therefor, any goods, wares, or merchandise, either on foot or from any animal, cart, or vehicle; or II. Travels from town to town, or place to place in the same town, offering to perform personal services for household repairs or improvements, or solicits or induces any person to sign any contracts relating to household repairs and improvements, including contracts for the replacement or installation of siding on any residence or building; or III. Keeps a regular place of business, open during regular business hours at the same location, but who offers for sale or sells and delivers, personally or through his agents, at a place other than his regular place of business, goods, wares, or merchandise."

hawker, peddler or itinerant vendor, trader, farmer, merchant or other person who sells or takes orders for merchandise from temporary or transient sales locations within the Town of Tuftonboro or who travel from town to town or place to place within the Town of Tuftonboro for such purpose.

- B. "Pushcart" a cart that is not motorized or self-propelled, has wheels, and which is capable at all times from being moved from one place to another by one person who has physical control of the pushcart. A pushcart shall not be left unattended during the time when it is being used for the sale of merchandise. A pushcart may include the ability to heat, cool or manipulate (mix, rotate, etc.) merchandise, provided all such devices are self-contained within or on the pushcart without the need to connect to external energy sources.
- C. "Town" shall be the Town of Tuftonboro, New Hampshire.
- D. "Vendor" shall include hawker, peddler or itinerant vendor.

#### **4. License Required.**

It shall be unlawful for any person to engage in the business of hawker, peddler or itinerant vendor as defined in RSA 320:1 and RSA 321:1 in the Town without first obtaining a license as provided herein.

No license shall be required for:

- A. Itinerant vendors as defined in RSA 321:1;
- B. Any person selling the product of his own labor or the labor of his family or the product of his own farm or the one he tills;
- C. Any person conducting sales of personal household goods on his own property;
- D. Any nonprofit organization, community chest, fund or foundation organized and operated exclusively for religious, charitable, scientific, literary, or educational purposes when no part of the entity's earnings benefit any private shareholder or individual;
- E. Any person conducting business in any industry or association trade show; or

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<sup>3</sup>As of the adoption of this regulation, RSA 321:1 defines "itinerant vendors" as "all persons (as defined by RSA 358-A:1), both principals and agents, including those persons whose principal place of business is not in this state, who engage in a temporary or transient business in this state, either in one locality or traveling from place to place, selling goods, wares and merchandise, with a total value greater than \$500, from stock or by sample for future delivery, and who, for the purpose of carrying on such business, hire or occupy a temporary place of business. A 'temporary place of business' means any public or quasi-public place including, but not limited to, a hotel, motel, rooming house, storeroom, building, part of a building, tent, vacant lot, railroad car, or trailer temporarily occupied for the purpose of making retail sales of goods to the public."

F. Any person who sells exclusively antiques, used goods, or vintage items.

## 5. **Types of Licenses.**

- A. Transient sales license. A transient sales license shall permit the holder to go from door to door or place to place within the Town. Holders of this permit shall not be allowed to vend from any public place in the Town except that vehicles, carts or other conveyances holding such a permit shall be permitted to stop at public beaches and recreation areas for a reasonable period of time and only as long as such stopping does not interfere with the movement of other traffic at such beaches or recreational areas.
- B. Pushcart license. A pushcart license shall permit the holder to vend from an assigned location in the area permitted for pushcarts. The number of pushcart licenses issued shall be limited to the number of designated pushcart spaces.

## 6. **Application Procedure.**

- A. The applicant shall file a completed application form with the Town. The applicant shall provide a copy of a current, valid New Hampshire hawker, peddler, or itinerant vendor permit, as appropriate, and shall be required before receiving a permit to furnish evidence of insurance coverage holding the Town harmless from any liability caused by the Vendor's operation.
- B. If more than one application is filed for one area, there will be a lottery to pick the successful applicant.
- C. The permit will be in effect from May 1 to December 31, unless the permit provides otherwise.
- D. In accordance to RSA 31:102-b, the applicant shall submit to a federal and state records check. The applicant shall submit to the Town a notarized criminal history records release form, as provided by the division of state police, which authorizes the release of the person's criminal records, if any. The applicant shall also submit, with the release form, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the department of safety. The applicant shall also include the location of all other municipalities in which the applicant seeks to transact business. The Town shall submit the criminal history records release form and inked fingerprint card to the division of state police which shall conduct a criminal records check through its records and through the Federal Bureau of Investigation. Fingerprints taken digitally by Live Scan or similar device shall be transmitted directly to the New Hampshire division of state police. In the event that the first set of fingerprints is invalid due to insufficient pattern, the Town may, in lieu of the criminal history records check, accept police clearances from every city, town, or county where the person has lived during the past 10 years. Upon completion of the records check, the

division of state police shall release copies of the criminal history records to the Tuftonboro Police Department which shall maintain the confidentiality of all criminal history records information received pursuant to this section. The applicant shall pay a fee to the Town in an amount to cover out of pocket expenses plus the costs of such investigation at the rate of \$25 per hour; The minimum fee shall be \$75.00 plus out of pocket expenses, and the maximum fee shall be \$175.00 plus out of pocket expenses.

**7. Limitations.**

- A. No pushcart license shall be issued when the applicant's cart exceeds three feet in width or five feet in length.
- B. Each Vendor shall make a trash receptacle available to the public at his location and shall be responsible for collection and removal at his location.
- C. A Vendor shall be allowed to occupy only the area specifically designated for vending.
- D. No pushcart license holder shall be allowed to occupy any designated parking space.
- E. Except as hereinafter described, there shall be no vending from the public streets and areas of the Town.
- F. No Vendor shall, within 100 feet of an established business, offer for sale any like item offered by any other established business within that distance, which includes but is not limited to clothing apparel, food, etc.
- G. No cart shall be left unattended.
- H. All carts shall be off the streets between the hours of 10:00 p.m. and 7:00 a.m. of each day.
- I. Each Vendor shall be responsible for maintaining their operation in conformance with the laws and regulations of the State of New Hampshire and the Town.

**8. Permitted areas.**

The following areas shall be available for use to persons holding a valid pushcart license from the Town: two spots at the 19 Mile Bay beach parking lot.

**9. Renewal.**

Renewals shall follow the same procedure as set forth under Section 6, "Application Procedure."

**10. Transfer.**

No license issued under the provisions of this chapter shall be used at any time by any person other than the one to whom it was issued. No such license is transferable.

**11. Revocation of license.**

- A. Licenses issued under the provisions of this chapter may be revoked by the Selectmen after notice and hearing for any of the following causes:
- (1) Fraud, misrepresentation or false statement contained in the application for license;
  - (2) Fraud, misrepresentation or false statement made in the course of carrying on his business as peddler, hawker or itinerant vendor;
  - (3) Any violation of these Regulations, RSA Chapter 320 or RSA Chapter 321;
  - (4) Conviction of any crime or misdemeanor involving moral turpitude; or
  - (5) Conducting business in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.
- B. Notice of the hearing for revocation of a license shall be given in writing setting forth specifically the grounds of complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the licensee at his last known address, or served in hand to the licensee at least five days prior to the date set for the hearing.

**12. Exhibition of license.**

Hawkers, peddlers and itinerant vendors are required to exhibit their licenses at the request of any citizen.

**13. License Issuance/Fees.**

- A. A license under these Regulations shall issue only after payment in full of all license fees required under Section 11.B. and records check expenses under Section 6.D.
- B. Fees: Transient sales license - \$25.
- Pushcart license - \$25 per month (or any portion thereof), or \$150 for calendar year (May 1 to December 31).

**14. Violations and penalties.**

Any person found to be in violation of any provisions of these Regulations, RSA Chapter 320 or RSA Chapter 321 shall be subject to one or more of the following penalties:

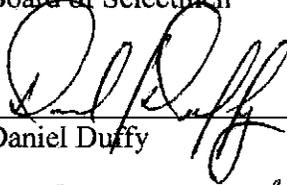
- A. Prosecution as a class B misdemeanor<sup>4</sup>;
- B. Prosecution as a violation and fined not more than \$500.00<sup>5</sup>; and
- C. For counterfeiting a license, prosecution of a class B misdemeanor (if a natural person) or as a felony (if any other person).<sup>6</sup>

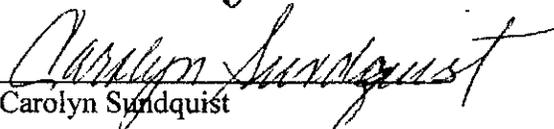
A separate offense shall be deemed committed upon each day during which a violation occurs.

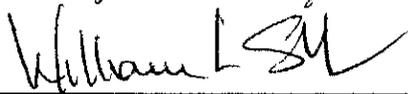
**15. Adoption/Amendment**

This regulation is adopted by the Tuftonboro Board of Selectmen on 11/25/11, 2011. This regulation may be amended following the same procedures for adoption.

Town of Tuftonboro  
Board of Selectmen

  
\_\_\_\_\_  
Daniel Duffy

  
\_\_\_\_\_  
Carolyn Sundquist

  
\_\_\_\_\_  
William Stockman

<sup>4</sup> As of the adoption of this regulation, the pertinent statutory authority is derived from RSA 31:102-a, RSA 320:19, :22, RSA 321:21.

<sup>5</sup> As of the adoption of this regulation, the pertinent statutory authority is derived from RSA 320:2.

<sup>6</sup> As of the adoption of this regulation, the pertinent statutory authority is derived from RSA 320:15.

**REQUESTS FOR ACCESS TO GOVERNMENTAL RECORDS  
TOWN OF TUFTONBORO - POLICY & PROCEDURES**

**I. SUBJECT**

Right-to-Know Requests for Access to Governmental Records and General Requests for Information.

**II. AUTHORITY**

New Hampshire Revised Statutes (RSA) Chapter 91-A

**III. PURPOSE**

A. To provide elected and appointed Town officials and Town staff with guidance through defined procedures to ensure that requests for access to governmental records are met in a timely and appropriate manner.

B. To provide the public with guidance when requesting access to a governmental record so that their right to access and inspect such records is not unintentionally or otherwise impeded.

**IV. RESPONSIBILITY FOR RESPONDING TO RIGHT-TO-KNOW REQUESTS**

All Town departments and staff are responsible for responding to requests for governmental documents.

**V. POLICY**

A. Openness in the conduct of public business is essential to a democratic society to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.

B. The public has the right to inspect, during regular business hours and at the appropriate department location, all public governmental records and request copies except those records that are temporarily unavailable or are specifically exempted by law.

C. The public does not have to offer a reason or demonstrate a need to inspect a record. If a record is public, it must be disclosed regardless of the motive for the request.

D. The public must reasonably describe the record being requested.

E. The Town is not required to create a record that does not exist, or compile data to create a record in a specific format requested, including electronic format; however, it may be easier to create an electronic summary or other report from a database than it would be to copy large

volumes to satisfy specific record requests, and may also be necessary to maintain confidentiality.

F. Records that are exempt from public access are cited under various New Hampshire laws and generally include personnel records, medical, welfare, library user, vital records or any other confidential record in which disclosure would constitute an invasion of privacy or jeopardize the security or safety of any individual. Any question as to whether a record or portion of a record may be exempt from disclosure shall be addressed to the Town Attorney prior to release.

G. Although the Town is not required to respond to requests under the Freedom of Information Act (FOIA) which applies only to Federal Governmental Agencies, any requests cited under this Federal law shall be treated as a right to know request and shall be forwarded to the appropriate Town department for processing.

## **VI. PROCEDURES**

### **A. VERBAL AND WRITTEN REQUESTS**

1. A request made verbally by an individual for access to a governmental record, whether or not RSA Chapter 91-A is cited, shall be furnished for inspection or, if desired, copied, as long as the record is reasonably described and readily accessible, and the staff determines that the record is not otherwise exempt.

2. A written request shall be required in the event that any of the following conditions apply to the requested governmental record:

- a. The governmental record is not reasonably described;
- b. The governmental record is not readily available;
- c. The volume of documents requested will require more time than is currently available to the staff member at the time of the request; or
- d. The request may involve the disclosure of information which is exempt from disclosure under RSA Chapter 91-A.

### **B. PROCESSING A WRITTEN REQUEST**

1. If a written request is required, the requestor shall provide his or her full name, address, telephone number or contact information, and describe, in detail, the document or documents requested. The request shall be signed by the requestor. A sample "Request for Access to a Governmental Record" form is found at the end of this Policy and Procedures.

2. Staff shall date stamp, note the time of the receipt of the request, and initial it.

3. Within 5 business days of the request, a status response shall be sent to the requestor, providing the following information:

- a. The request is granted; or

- b. The request is denied, with written reasons for denial; or
- c. Acknowledgment of the receipt of the request, stating a reasonable time necessary to determine whether the request will be granted or denied; and
- d. Any costs that may be associated with copying the documents.

In the alternative, staff may establish a mutually agreed upon date and time for the document or documents to be inspected.

4. Upon receipt of any payments due, including postage, staff may provide the requested record by mail. If it is determined that the requested documents are too voluminous or require special handling to be mailed, then staff may notify the requestor that the documents are ready for pickup.

5. Staff shall complete a final response letter, closing out the request, the original of which shall be filed in the office of the Selectmen.

### **C. PROCEDURES DURING ON-SITE INSPECTION**

1. If the requestor knows specifically what governmental record they would like to review, it is recommended that the requestor be advised to schedule an appointment with the appropriate department so that those records can be assembled ahead of time in preparation for the inspection.

2. Supervision by a Town employee must be provided at all times during records inspection.

3. Inspected records must remain in their present arrangement; documents shall stay in order.

4. Only one record series shall be inspected at a time.

5. To preserve the original record for future use, no marks, erasures or other changes to the record shall be allowed when accessed for inspection.

6. In order to preserve the original record from physical damage, hand held scanners are not permitted. Photocopying is permitted unless the appropriate staff considers the item to be fragile, exceptionally valuable, or too large to photocopy safely. Duplication shall be performed by staff or through an approved qualified professional. Additional security and procedures as determined by the appropriate staff may be required for fragile, one-of-a-kind, or historically significant records.

### **D. REDACTION OF NON-PUBLIC INFORMATION**

1. Although redaction of non-public information is not specifically addressed in New Hampshire RSA Chapter 91-A, there may be certain governmental records that contain some information that must be disclosed and some information that is exempt from disclosure and which the public body or agency has a duty not to disclose.

2. Under these circumstances, the governmental entity may have an obligation to produce the non-exempt portion of the requested record if the exempt portion can be reasonably redacted or separated from the requested record.

3. Redaction must effectively block out the exempt portion of the record so that it is unreadable.

4. A copy of both the redacted and un-redacted record should be retained along with an explanation of why certain information is redacted. Citing the application exemptions of disclosure under New Hampshire RSA Chapter 91-A is helpful for the requestor to assess the appropriateness of the redaction.

5. Town staff responding to a request for information that requires redacting information should consult the Town Attorney for assistance, as appropriate.

## VII. FEES AND CHARGES

A. The Town is authorized to charge the requestor for any fees otherwise established by law for providing copies of governmental records prior to the commencement of the work. The appropriate administrative fee for providing copies is set periodically by the Board of Selectmen, and is set forth in the attached Schedule A.

B. If a computer, photocopy machine, camera, scanner or other device is to be used to copy a requested governmental record, the person requesting the copy may be charged the established fee prior to the commencement of work.

C. The Town charges the actual cost of postage and required envelope(s) for any postal mailing associated with record requests and the actual cost of electronic media storage (i.e. DVD, CD, thumb drive, memory stick, etc.), if available. Only Town-provided electronic media storage devices will be used to make electronic copies of records.

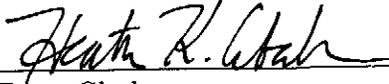
D. Records or documents shall not be emailed, except emailing of tax assessment cards to the property owner, real estate agents, banks, lawyers and title companies in connections with real estate transfers is permitted.

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### Effective Date:

This Policy and Procedure was adopted on February 8, 2016 at a meeting of the Tuftonboro Board of Selectmen. *Fees adopted March 8, 2016.*

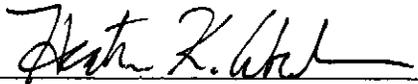
Received and recorded with the Town Clerk's Office on March 9, 2016.

  
\_\_\_\_\_  
Town Clerk

Amendment to Requests for Access to Governmental Records  
Town of Tuftonboro-Policy & Procedures

**Schedule A - Fees for Right to Know Requests** was revised per the Board of Selectmen's meeting March 14, 2016.

Received and recorded with the Town Clerk's office on March 16, 2016.

  
\_\_\_\_\_  
Town Clerk

**Schedule A - Fees for Right to Know Requests**

	<b>Item</b>	<b>Fee</b>	<b>Notes</b>
1	Standard 8.5 x 11 Document	\$0.25 per page/side	Payable upon receipt of copy
2	Standard 8.5 x 14 Document	\$0.50 per page/side	Payable upon receipt of copy
3	Standard 11 x 17 Document	\$1.00 per page/side	Payable upon receipt of copy
4	Assessment Card (if requested by property owner)	None	Can be emailed or picked up. If mailed, actual postage can be charged.
5	Assessment Card (if requested by realtor, bank, or title company/attorney)	\$1.00	Can be emailed or picked up. If mailed, actual postage can be charged.
6	Mailed Copy	Actual Postage Cost plus Copy Cost	Mailing to requestor is optional and not required. Town can require payment in advance.
7	Research by Town Staff	None	
8	Other Requests	Actual Cost	

**Other:**

Reduced Size Tax Map-Complete Set	\$50
Full Size Tax Map	May be borrowed to be copied off premises, with the understanding that the original will be returned to the Town's records the following day.
Current Zoning Ordinance Book/Sub-Division Book/Site Plan Book and Zoning Map	\$5 each
Owner's List CD	\$20

Revised 3/14/16

**Request for Access to a Governmental Record**

PLEASE COMPLETE THE FOLLOWING:

I \_\_\_\_\_, hereby request access under  
Print full name

NH RSA 91-A to the following governmental record:

Record Date: \_\_\_\_\_ Record Name: \_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Request Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**IN ACCORDANCE WITH RSA 91-A, THE TOWN WILL DETERMINE WHETHER THE REQUESTED GOVERNMENTAL RECORD IS AVAILABLE FOR PUBLIC INSPECTION. UPON SUCH DETERMINATION IT SHALL, WITHIN 5 BUSINESS DAYS OF THE DATE OF REQUEST, MAKE THE RECORD AVAILABLE, DENY THE REQUEST IN WRITING WITH SPECIFIC REASONS, OR ACKNOWLEDGE THE RECEIPT THE REQUEST WITH STATEMENT OF THE TIME REASONABLY NECESSARY TO DETERMINE WHETHER THE REQUEST WILL BE GRANTED OR DENIED.**