SITE PLAN and PLANNED DEVELOPMENT APPLICATION

Planning & Community Development Department · City of Manchester, New Hampshire

Please print legibly. Please note that this form must be signed by the property owner.

Submission Date: September 30, 2020

Type of Application:

☒ Site Plan
☐ Planned Development (more than one principal structure on a lot)

Total SQ FT: 13,732-sf

and/or

Total Dwelling Units:

Location/Address of Property:

147 Walnut Street

Tax Map/Lot No(s): 18/23

Zoning District: C-1

Ward: 2

Has this project gone to the ZBA?

☒ Yes Case # Pending
☐ No

Estimated Building & Site Costs:

$1,000,000

Property Owner (For additional owners, please submit separate forms.)

Name: Roman Catholic Bishop of Manchester; c/o Cronin, Bisson, Zalinsky, P.C.; John Cronin, Esq.

Address: 153 Ash Street, Manchester, NH 03104
722 Chestnut St., Manchester, NH 03104; Attn: John Cronin, Esq.

Phone: (603) 624-4333

E-mail address: jcronin@cbzlaw.com

Agent

Name: Currier Museum of Art; c/o Orr & Reno, P.A.; Laura Hartz, Esq.

Title and company, if any:

Address: 150 Ash Street, Manchester, NH 03104
45 S. Main Street, Concord, NH 03301; Attn: Laura Hartz, Esq.

Phone: (603) 223-9128

E-mail address: lhartz@orr-reno.com

Have all required application fees been submitted? ***(Refer to Appendix A)*** ☒ Yes ☐ No
Have all required application materials been submitted? ***(Refer to Appendix C)*** ☒ Yes ☐ No
Have written requests been submitted for all waivers sought? ☒ Yes ☐ No

Certification, Permission, and Authorization: *As the owner of the property that is the subject of this application, I hereby certify that the above information is correct and that I have submitted herewith all documentation required by Appendices A and C or requested a waiver in writing for any documentation not submitted. I hereby permit City of Manchester officials and staff to enter onto the property to inspect it as part of this application. I hereby authorize the person or entity listed herein as the Agent to represent my interests before the City in connection with this application.*

Signature of Property Owner, Trustee, or Officer (Not Agent)

Alan Chong, Director and CEO of the Currier Museum of Art
Printed Name and Title, if any

DO NOT WRITE BELOW THIS LINE - for Planning and Community Development use only.

Materials submitted:

☐ Plans (Full Sized–22" X 34")
☐ Reduced Plans
☐ Abutters List
☐ Application Fee
☐ Postage Fee
☐ Written Description (PD)
☐ Traffic Study
☐ PDF Files
☐ Deeds
☐ Other _____

Fees:

Application Fee: _____

Add. Review Fees: _____

Abutter Notices: _____

Subtotal: _____

SP/PD Project Number(s):

Receipt Stamp:

APPENDIX A

PLANNING BOARD APPLICATION FEES

I. NOTIFICATION FEES

Postage fees for notification of a public hearing to abutters and other legally required parties shall be $10.00 per recipient. The one exception to this fee shall be voluntary lot mergers, as these do not require public hearings. 17 * $10 = $170.00

II. APPLICATION FEE

All applications shall be subject to a nonrefundable $300 fee to cover administrative expenses. The one exception to this fee shall be voluntary lot mergers. $300.00

III. SUBDIVISIONS

In addition to the Notification and Application fees, applicants for subdivisions shall also submit fees according to the requirements listed below. These fees may be refunded if an applicant withdraws a proposal prior to the plans being distributed to City agencies like the Highway Division, the Fire Department, and the Water Works Department.

(A) Subdivisions with a New Street Proposed

Planning and Interdepartmental Review Fee: $325 for each lot created, including the parent lot.

(B) Subdivisions with No Streets Proposed

Planning and Interdepartmental Review Fee: $200 for each lot created, including the parent lot. 2 * $200 = $400.00

(C) Lot-Line Adjustments

A lot-line adjustment in which one or more lot lines between two or more lots is moved and no new building lots are created shall be charged the Notification and Application fees, but no additional subdivision fees.

(D) Voluntary Lot Mergers

The Notification, Application, and Subdivision fees shall not apply to lot mergers. The fee for a lot merger shall be $100.

IV. RESIDENTIAL SITE PLANS AND PLANNED DEVELOPMENTS

In addition to the Notification and Application fees, applicants for residential site plans and planned developments shall also submit fees according to the requirements listed below. These fees may be refunded if an applicant withdraws a proposal, depending upon the amount of time that staff from Planning, DPW, Fire, Water, and other departments has spent reviewing the proposal.

(A) Up to and Including the First Fifteen Dwelling Units

Planning and Interdepartmental Review Fee: $300 for each dwelling unit

(B) For All Additional Dwelling Units in Excess of the First Fifteen

Planning and Interdepartmental Review Fee: $100 for each dwelling unit

V. NON-RESIDENTIAL SITE PLANS AND PLANNED DEVELOPMENTS

In addition to the Notification and Application fees, applicants for non-residential site plans and planned developments shall also submit fees according to the requirements listed below. These fees may be refunded if an applicant withdraws a proposal, depending upon the amount of time that staff from Planning, DPW, Fire, Water, and other departments has spent reviewing the proposal.

(A) Up to and Including the First 10,000 Gross Square Feet of New or Renovated Building Area

Planning and Interdepartmental Review Fee: $300 per 1,000 SF, or fraction thereof $300 * 10,000/1,000 = $3,000.00

(B) For All Additional Gross Square Feet of New or Renovated Building Area in Excess of 10,000

Planning and Interdepartmental Review Fee: $100 per 1,000 SF, or fraction thereof $100 * 3,732/1,000 = $373.20

VI. CONDITIONAL USE PERMITS

The fee for Conditional Use Permits shall be charged the Notification and Application fees. $300.00

Total Fee = $4,543.20

VII. AMENDMENTS

Amendments to conditions of approval of a conditionally approved or finally approved plan shall be subject to the Notification and Application fees.

All other amendments to finally approved plans, such as further subdivision of lots or additional construction, shall be subject to the same fees as comparable, new applications.

VIII. RE-INSPECTIONS

The fees charged for all applications include the cost of one site inspection by planning staff. If additional inspections are necessary, the planning staff may impose an additional fee of $100 for each subsequent inspection.

IX. EXTENSIONS OF APPROVAL

The fee for any extension of the Planning Board's approval shall be $100.

X. COMPLIANCE HEARINGS

The fee for holding a public hearing to determine compliance with a condition of approval shall be $100.

X. FEE REVISIONS

The Planning Board may revise all fees listed above as necessary, but should review the fees no less than every two years to assess their effectiveness in covering the costs of plan

review to the Planning and Community Development Department, the Highway Division, the Fire Department, and the Water Works Department.

APPENDIX C

APPLICATION CHECKLIST FOR RESIDENTIAL AND NON-RESIDENTIAL SITE PLAN AND PLANNED DEVELOPMENT REVIEW

The following checklist is a guide for applicants to ensure that they provide required or often-submitted information. Fulfillment of the checklist does not supersede the requirement of reviewing the subdivision and site plan review regulations and providing all information and materials required therein. Please check the box next to all items submitted and submit this checklist with the application.

I. BASIC SUBMISSION MATERIALS

☒ Application form signed by the applicant and owner of record of the property.

☒ Abutters list including the names and mailing addresses of all abutting owners of record as defined herein. It is the responsibility of the applicant to provide the City with a complete list of abutters and all other parties that must be notified of an application, pursuant to RSA 676:4, I(d).

☒ A check or cash to include all fees required by Appendix A.

☒ A copy of the existing deed for the property, and copies of all proposed deeds, covenants, or other legal documents to which the City of Manchester may be a party.

n/a ☐ If the applicant proposes to include an unaccepted or discontinued street into a subdivision plan, the applicant shall demonstrate title to such street by evidence of a warranty deed, court decree, current title insurance policy, or chain of title for a period conforming to the latest revision of the New Hampshire Bar Association Title Examination Standards. The evidence of title shall include the area of the unaccepted or discontinued street.

☒ Written requests for any waivers of the Subdivision and Site Plan Regulations, with written justification.

☒ A list of all state and federal permits required and their status, including, but not limited to, Alteration of Terrain, On-site Sewage Disposal, Wetland and / or US Army Corps of Engineers, Shoreland, Public Water System, Privately Owned Sewerage, and Sewer Connection Permit.

ZBA action is pending ☒ Written notification of any variance or other determination by the Zoning Board of Adjustment that is necessary for the proposal to conform with the Zoning Ordinance.

☒ A traffic-impact letter, traffic-impact study, or written statement as to why neither is required, pursuant to Subsection 9.1

Written statement: See note 25 on the site plan.

n/a ☐ For planned developments, five copies of a letter or report describing how the proposed planned development meets each requirement of Article 5.12 of the Zoning Ordinance for the City of Manchester, New Hampshire.

II. SITE PLAN

☒ Six copies of an accurate plan with all sheets 22” x 34” at a scale sufficient to show all pertinent details and drawn in black ink. In addition, four reduced copies at 11" x 17" and one at 8½” x 11” of the entire plan set shall be submitted.

☒ The seal of a registered architect, landscape architect, engineer, wetland scientist, or surveyor, as appropriate, on each sheet.

☒ For final approval of a plan, the applicant shall submit a complete mylar plan set to be kept on file with the Planning and Community Development Department and six paper copies of the plan set.

(A) *General Information*.

☒ Name and contact information of the applicant and name of the owner of record.

☒ A Title Block that includes title, date, scale, sheet numbers, applicant’s contact information, and the map and lot number of subject parcel or parcels, located at either the lower-right corner of the plan or along the right edge

☒ A rectangular box of at least 4.5 inches wide by 2 inches tall located above the title block that shall be reserved for an approval stamp and signature

☒ A north arrow, pointing up whenever possible

☒ Plan references, located at the top-left corner of the plan

☒ Notes located on the right side of the plan

☒ In table or other appropriate form: proposed number and types of uses, lot area, setbacks, buffers, coverage, building area and floor area ratio, building height and parking requirements as they relate to the Zoning Ordinance.

☒ A note stating, “If, during construction, it becomes apparent that additional erosion-control measures are required to stop any erosion on the construction site, the property

owner shall be required to install the necessary erosion protection at no expense to the City."

☒ A note stating, "In accordance with the Subdivision and Site Plan Regulations of the City of Manchester and RSA § 676:13, all improvements specified on these site plans shall be constructed, completed, inspected, and approved by the City prior to the issuance of a certificate of occupancy." Any violation of the conditions of approval stated on this plan may result in fines and a revocation of approval, pursuant to Subsection 1.7(B) of these regulations.

☒ When the owner is the developer of the property, there shall be a statement on the site-plan cover sheet, signed by the owner, stating, "It is hereby agreed that, as the owner/developer of the property, I will construct the project as approved and as shown on the enclosed set of plans. Further, I agree to maintain the site improvements for the duration of the use,"

n/a ☐ When the owner is not the developer of the property, and the property is instead developed by a lessee, there shall be a note on the site-plan cover sheet signed by the lessee-developer stating, "It is hereby agreed that, as the lessee-developer of this property, under a long-term lease with the owner, I, as lessee-developer, will adhere to the conditions noted on this plan and construct and maintain the necessary improvements as shown hereon." There shall also be a note on the plan cover sheet signed by the owner stating, "It is hereby agreed that, as the owner of this property, I consent to the conditions noted on this plan. I understand that these conditions are required to allow the modifications requested by the lessee-developer and I consent for them to be constructed on this property."

n/a ☐ For planned developments, there shall be a note on the plan's cover sheet stating, "Planning Board approval of this planned development is limited to the representations shown within this set of drawings and does not endorse any subsequent plans that may be prepared for condominium approval by the State. Modifications to these plans, including, but not limited to, building additions, accessory structures, and limited common areas are subject to Planning Board review and approval. Any proposed division of this parcel of land that may be held in common ownership and subsequently divided into parts among the several owners may be deemed a subdivision and subject to Planning Board approval."

☒ A note stating, "All conditions subsequent to approval shall be completed within two years of the date of final approval."

(B) *Property*.

☒ Boundary lines of the property including bearings and dimensions.

☒ Existing and proposed contours at intervals of two (2) feet with source of contours noted on the plan.

☒ Location, width and purpose of all existing and proposed easements and rights-of-way on the property.

☒ Location of all existing water courses, wetlands, and other significant physical features, and where applicable, the 100-year base flood elevation.

☒ A note stating the purpose of the plan.

(C) *Structures and Uses*.

☒ Location, design and height of all existing and proposed buildings, signs, fences, monuments, and walls. This includes elevation drawings for all buildings.

☒ Location of all existing and proposed uses and facilities not requiring a building.

n/a ☐ Location and type of pads and enclosures for refuse containers. [Amend. 4/15/88] See note 23 on site plan.

☒ Location of all generators, condensers, and other items to which Subsection 8.13 applies.

(D) *Parking, Loading and Circulation.*

☒ Location, arrangement and dimensions of parking stalls, aisles, drives, fire lanes, entrances, exits and ramps.

n/a ☐ Location and dimensions of loading areas.

☒ Location and dimensions of pedestrian entrances, exits, and sidewalks.

☒ Emergency access for police, fire and emergency equipment.

(E) *Landscape Plan*.

☒ A landscape plan showing the Location, type and size of plantings within all landscaped areas and any fencing, walls and screening.

☒ The landscape plan shall be prepared by a professional landscape architect.

(F) *Signing and Lighting*.

☒ Location, size, height, orientation, and design for all signs and outdoor lighting.
Sign location depicted, sign details unknown at this time.

(G) *Utilities*.

☒ A utilities plan, including profiles and supporting design calculations, for proposed sanitary sewer, storm drainage, and public water supply

☒ Prepared by a registered professional engineer licensed in the State of New Hampshire.

III. DIGITAL FILE FORMAT

☒ All plans submitted as a .pdf file, one file for each plan. They are in addition to and do not replace any current submission requirements. Accompanying documentation or updated information supplied after submission must also be accompanied by a CD-ROM containing the amended or new information in PDF format. This digital format will be kept in the Planning Department digital files and may be used to send plans to Planning Board Members, abutters, peer review engineers, and all other interested parties.

Applicants submitting as-built mylars to the Planning Department shall also submit a CD-ROM that contains a digital file with all features shown on the mylars. The preferred file format for submission is the AutoCAD drawing (.dwg) format, however, any of the following other formats are acceptable: .dxf (Drawing Exchange File) format, ESRI Geodatabase format (.mdb), ESRI Export file format (.E00), or ArcView Shapefile format (.shp). Each type of feature on the digital file shall be on a separate layer, such as one layer for parcel boundaries, one layer for drainage, one layer for sewer, and one layer for curbs. Datums for all digital files submitted shall be NAD 83/92 (HARN) for the horizontal datum (not NAD 83), and NAVD 88 for the vertical datum.

ACKNOWLEDGEMENT

The undersigned acknowledges that he or she has provided all information and materials required herein or provided a written waiver request with a narrative justification for each item not submitted.

Jeffrey Merritt Digitally signed by Jeffrey Merritt Date: 2020.10.02 12:24:16-04'00'

Signature

Jeffrey Merritt, P.E.

Name, printed

Principal Engineer

Title

10.02.2020

Date