SUBDIVISION APPLICATION

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

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

Submission Date:
September 30, 2020

Type of Application:

- ☒ Subdivision without New Street
- ☐ Subdivision with New Street
- ☐ Lot Line Adjustment
- ☐ Other: _____

Number of Lots Including Parent Parcel(s) to be Created:
2

Total Area of Site:
48,560-sf or 1.1148 acres

Location/Address of Lots:
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 property 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 B)*** ☒ 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 B 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 Fees
- ☐ Postage Fee
- ☐ Drainage Calculations
- ☐ Public Improvement Plan
- ☐ Traffic Study
- ☐ PDF Files
- ☐ Deeds
- ☐ Other _____

Fees:

Application Fee: _____

Add. Review Fees: _____

Abutter Notices: _____

Total: _____

Subdivision Project Number:

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.

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.

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.

(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

(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

VI. CONDITIONAL USE PERMITS

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

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 B

APPLICATION CHECKLIST FOR SUBDIVISION 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 form with your application.

I. FORMAL APPLICATION SUBMISSION

A lot line adjustment does not require the submission of Item (C) below.

(A) *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. 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 or deeds 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.

n/a ☐ Written requests for any waivers of the Subdivision and Site Plan Regulations, with written justification

n/a ☐ A list of all state and federal permits required and their status, including, but not limited to, Alteration of Terrain, Subsurface Subdivision, Wetland and / or US Army Corps of Engineers, Shoreland, Public Water System, Privately Owned Sewerage, and Sewer Connection Permit.

☒ 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.
ZBA approval is pending.

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

Written statement: Less than 10 lots, negligible traffic impact expected.

(B) *Subdivision Plan.*

☒ This shall be an accurate plan of the proposed subdivision layout prepared and stamped by a licensed land surveyor and bearing the statement, “I hereby certify that this plan is based on an actual field survey and has a maximum error of closure of 1 in 10,000 on all property lines within and bordering the subject property." The plan shall satisfy all requirements for recording and shall have a scale adequate to show all pertinent details. It shall be drawn with black ink at 22” x 34” in size and submitted along with six paper prints. In addition, four reduced copies at 11" x 17" and one at 8½” x 11” of the entire plan set shall be submitted.

The plan shall include, where applicable:

☒ 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, which shall point up whenever possible

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

☒ Existing addresses for all lots shown, if the lots have addresses

☒ Map and lot numbers for all existing and proposed lots shown on the plan

☒ Building envelope for each new building lot, including labels for any buffers.

☒ The square footage of all lots and usable open spaces.

☒ Existing features, including all buildings, structures, property lines, easements, monuments, wetlands, parking, and rights-of-way.

☒ Existing and proposed watercourses, ponds, wetlands, channel encroachment lines, and 100 year flood lines.

☒ Existing and proposed driveways.

☒ Dimensions and bearings of all lines within and bordering the subject property.

☒ All monuments to be set.

☒ Adjoining property lines for an appropriate distance from the perimeter of the subdivision, adjoining easements, and name and address of abutting property owners of record.

☒ Zoning districts of all parcels depicted.

☒ A note referencing any plans or deeds that are relevant to, or were referred to in the creation of, the plan.

n/a ☐ Municipal boundaries, if applicable

☒ The stamp of a certified wetlands scientist licensed to practice in New Hampshire for any plan depicting wetlands.

☒ The central angle, radius and length of curve on all curves.

☒ The dimensions and width of all proposed rights-of-way and easements.

☒ Street bound locations.

☒ Existing and proposed street names.

☒ Existing storm drains, sanitary sewers, water wells, catch basins, manholes, bridges, headwalls, utility poles and lines, gas lines and all other structures pertaining to streets, drainage, sewers and utilities.

n/a ☐ An index map if the proposed subdivision is divided into sections or is of such size that more than two (2) sheets are required.

☒ A location map, if necessary, at a scale adequate to show the location of the subdivision and relation to primary roads, located at the top-right corner of the plan.

☒ Notes located on the right side of the plan

☒ A note stating the purpose of the plan.

☒ A note stating which pages of the plan will be recorded and which will be on file with the City.

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

☒ Either a space for writing the conditions of approval on the plan or a note stating that all conditions of approval are recorded on a notice of decision filed at the Hillsborough County Registry of Deeds, pursuant to RSA 676:3. If the notice of decision is to be

recorded, the notice will contain a blank space for the associated plan number. That plan number shall be printed on the notice of decision prior to recording.

For final approval of a plan, the applicant shall submit one mylar copy of all sheets to be recorded, a complete mylar plan set to be kept on file with the Planning and Community Development Department, and four paper copies of the plan set.

(C) *Public Improvements Plan*.

n/a ☐ This plan shall include plan and profile drawings of all proposed streets, storm drains, sanitary sewers, catch basins, manholes, watercourses, headwalls, sidewalks, curbs, gutters, bridges, culverts and other structures pertaining to streets, drainage, sewers and other utilities.

n/a ☐ The size and scale of the plan shall correspond to the final plan.

n/a ☐ In the case of streets, sample road cross-sections shall be shown. Road profiles shall show the existing and proposed center line elevations and proposed grades.

n/a ☐ The depth, invert, slope and size of all pipes, ditches and streams shall be shown.

n/a ☐ Detail drawings of any bridges, box culverts, deep manholes and other special structures shall be submitted.

n/a ☐ Six (6) paper prints of plans shall be submitted and bear the seal of the licensed engineer who prepared the plans.

n/a ☐ Stamp of a surveyor licensed to practice in the State of New Hampshire

(D) *Other Materials as Required*.

☒ Topography. Existing contours at two foot intervals may be required. In addition, in the event that any major re-grading or soil or rock removal is proposed, a grading plan shall be submitted. This plan shall show existing and proposed contours with an interval of two (2) feet; the estimated amount of material to be added or removed; and the proposed layout of streets, lots and drainage. It shall bear the seal of the licensed engineer who prepared the plan. Six (6) paper prints shall be submitted.

☒ Sewage Disposal. When a subdivision is to be served by sanitary sewer, certification from the Highway Division and, as applicable, the NH Department of Environmental Services (DES) shall be submitted. When other forms of treatment are proposed, certification from the Health Department and DES shall be submitted.

☒ Water Supply. When a subdivision is to be served by public water, the applicant shall show the location of water lines and all appurtenant structures on plan profile. A statement of approval from the Manchester Water Works shall be submitted.

n/a ☐ Dedication and Deeds. Street areas shall be dedicated using the language provided in Appendix D, which shall be conveyed to the City Planning office prior to the time of signing of the plat. Easements for sanitary sewer and storm drains are required where the utilities are located outside the right-of-way of streets. Easements will be conveyed with warranty covenants prior to the time of signing of the plat.

☒ Other Evidence. Other evidence may be required, if necessary for Board determination, establishing that the land to be subdivided is of such character that it can be used for building purpose without danger to health or public safety.

II. DIGITAL FILE FORMAT

☒ All plans submitted shall include a .pdf file for each plan. These 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.

III. 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 12:46:54-04'00'

Signature

Jeffrey Merritt, P.E.

Name, printed

Principal Engineer

Title

10.02.2020

Date