

## Central New Hampshire Regional Planning Commission

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**DATE:** AUGUST 7, 2015

**TO:** ALLENSTOWN PLANNING BOARD 

**FROM:** MATT MONAHAN, CNHRPC

**RE:** ST GERMAIN/ALLENSTOWN SCHOOL DISTRICT #06-2015

**CC:** HOLDEN ENGINEERING (via email)

The applicant, Robert and Elizabeth St. Germain and the Allenstown School District, submitted an application for Map 122 Lots 223, 224, and totaling 9.4 +/- acres on land owned by the same for the purpose of adjusting the lot line between the two properties. The site is located at 50 Main Street, within the R1 Zone, the Groundwater Protection Overlay District.

CNHRPC received a set of plans for the proposed Subdivision on July 10, 2015. The plan sets reviewed were entitled LOT LINE ADJUSTMENT PLAN ALLENSTOWN SCHOOL DISTRICT AND ROBERT ST GERMAIN MAP 112, LOTS 223, 224 & 237 FERRY STREET TOWN OF ALLENSTOWN MERRIMACK COUNTY, NEW HAMPSHIRE and dated June 19, 2015 and consisted of 1 sheet of 1 as prepared by Holden Engineering. Pursuant to the request of the Town of Allenstown Planning Board, CNHRPC has reviewed the plans for compliance with the Allenstown Subdivision Regulations and applicable requirements. This memorandum is intended to apprise the Planning Board of submittal items required by the Allenstown Subdivision Regulations that are missing from the plan as well as zoning and general planning issues that should be considered with this proposed Subdivision. It is recommended to the Planning Board that any waivers or deviations from the submittal requirements be requested by the applicant in writing.

### SUBMITTAL DETAILS

CNHRPC has reviewed the following plans and documents:

- A plan set LOT LINE ADJUSTMENT PLAN ALLENSTOWN SCHOOL DISTRICT AND ROBERT ST GERMAIN MAP 112, LOTS 223, 224 & 237 FERRY STREET TOWN OF ALLENSTOWN MERRIMACK COUNTY, NEW HAMPSHIRE and dated June 19, 2015 and consisted of 1 sheet of 1 as prepared by Holden Engineering.
- A cover letter dated July 1, 2015 and signed by Stephen M. Goldman of Bianco Professional Association.
- A Town of Allenstown Subdivision Application.
- A letter of authorization signed by Robert St. Germain
- A letter of authorization signed by Elizabeth St Germain.
- A letter from the Allenstown School Board indicating they are ok with the pursuant application.
- A copy of a check in the amount of \$825 dated July 1, 2015, number 3176.
- An abutters list.

## **TOWN OF ALLENSTOWN SUBDIVISION CHECKLIST & SUBDIVISION REGULATION REQUIREMENTS**

The following are advisory comments based upon the Town of Allenstown Subdivision Regulations and Subdivision Checklist Requirements used during the consideration of materials received by CNHRPC pertaining to this proposal.

### **Overall Summary:**

The applicant is seeking approval adjust the lot line between the St Germain and the Allenstown School District. Major areas of focus for the project will include:

- Major Issues:
  - o From a Zoning standpoint, both new lots will comply in the following manner:
    - Lot size: Minimum lot size is 10,000 square feet in the R1; both lots have more than 1 acre following the adjustment.
    - Frontage: The St Germain parcel is gaining 48.6 feet of frontage; the School District parcel, as it is town-owned, need not comply with frontage requirements.
    - Overlay: There are no issues with the Groundwater Protection Overlay District.
  - o Fees for the planning escrow and abutters needs to be submitted. Needed for completeness.
  - o Not all abutters shown on the plan. Needed for completeness.
  - o An “Existing Conditions” plan was presented at the checklist review meeting. This will need to be submitted for completeness.
  - o A W9 will be needed for completeness.
  - o A Fee Acknowledgement will be needed for completeness.
  - o Checklist Items 12, 15, 21, 31, and 33 will need to be addressed for completeness.
- Potential Conditions of Approval:
  - o Professional stamps and signatures (surveyor and wetland scientist) as well as owner signatures need to be on the final plan.
  - o All waivers granted and conditions of approval need to be on the final plan.
  - o Applicant must provide PDF versions of the final approved and signed plans.
  - o Any other conditions sought by the Board.
- Potential Course of Action:
  - o Applicant’s presentation.
  - o Planner presents concerns in this memorandum.
  - o Board makes determination of regional impact.
  - o Board acts on waivers (if submitted).
  - o Board acts on completeness.
  - o Board opens public hearing.
  - o Board closes public hearing, deliberates and votes.

### **Allenstown Subdivision Checklist Requirements:**

1. Checklist Item 2 – Escrow fee for planner review (\$500) and fees for certified mailings (\$7.67 per abutter) not included.
2. Checklist Item 3 – Not all of the abutters were shown on the plan. Additionally, the abutters list needs to be updated.
3. Checklist Item 10 (5.01a) – The school district should be indicated as the owner of the large lot (denoted with a #4 on the plan).
4. Checklist Item 11 (5.01b) – Area in acres and square feet for each abutting property not shown.
5. Checklist Item 12 (5.01c, 5.02c & 5.02e) – Soil types and wetlands are not shown on the plan.
6. Checklist Item 13 (5.01d & 5.02c) – Existing and proposed drainage facilities not shown on the plan.
7. Checklist Item 15 (5.01f, 5.02c & 5.02d) – Setback lines and the square footage of proposed lots not shown on the plan.
8. Checklist Item 20 (5.02b) – Stamp and signature of surveyor needed on final plan set.
9. Checklist Item 21 (5.02c) – Topography at 2-foot intervals and a tie to the NH State Plane system not on the plan. Also, the existing conditions plan shown at the checklist review meeting will need an error of closure certification.
10. Checklist Item 27 (5.02k) – Soil delineation and groundwater table depth not on the plan.
11. Checklist Item 31 (5.02g.1) – A plan note indicating that the monuments/bounds were/will be set under surveyor supervision was not on the plan.
12. Checklist Item 33 (5.02) – The statement regarding the Subdivision Regulations of Allenstown are not shown on the plan.

### **Waivers Requested from Subdivision Regulation Items:**

The applicant has not requested any waivers.

### **DEVELOPMENT OF REGIONAL IMPACT**

13. In accordance with RSA 36:56, the Board shall determine if the proposal is a development of regional impact:

“A local land use board, as defined in RSA 672:7, upon receipt of an application for development, shall review it promptly and determine whether or not the development, if approved, reasonably could be construed as having the potential for regional impact.” That said, the proposal does not appear to have a regional impact.

## **OTHER COMMENTS**

The following are advisory comments based upon commonly held planning principles and the review of the plans received. These comments represent the opinion and professional discretion of the reviewer in considering the materials received in relation to this proposal.

14. During the checklist review meeting with the Planner and Building Inspector, an existing conditions plan was presented in addition to the lot line adjustment plan. This should be submitted as part of the application.
15. If any outstanding fees remain they should be paid as a condition of approval.
16. Any conditions of approval and waivers granted should be listed on the final plan to be signed.

Given the nature of the proposal and the items submitted, the application should not be considered substantially complete until the existing conditions plan has been submitted, all fees have been paid, the W-9 has been submitted, the Fee Acknowledgement has been submitted, the abutter issues are resolved, and the resolution of missing Checklist items 12, 15, 21, 31, and 33 has been addressed.

Any item indicated in this memo as missing from the plan could be a condition of approval if the Board felt such item(s) are relevant and are not waived. If the Board chooses to invoke jurisdiction and accept this application as complete, the timelines set forth in RSA 676:4C shall apply. If the application is accepted as complete, the Planning Board can enter into a public hearing if such a hearing was properly noticed in accordance with 676:4D.

**NOTE TO THE APPLICANT: ALL REVISED MATERIALS MUST BE RECEIVED AT THE FOLLOWING EMAIL ADDRESSES BY AUGUST 14, 2015**

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