

Central New Hampshire Regional Planning Commission

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DATE: MAY 24, 2016
TO: ALLENSTOWN PLANNING BOARD
FROM: MATT MONAHAN, CNHRPC
RE: MUSTO/FAY SUBDIVISION #02-2016
CC: MERIDIAN LAND SERVICES INC. (via email)

The applicants, Rodney Musto Jr. and Melodie Fay, submitted an application for Map 407 Lot 18 totaling 31.23 +/- acres and Map 402 Lot 2 and totaling 5.169 +/- acres on land owned by the same for the purpose of adjusting the lot line between the properties resulting in the transfer of 0.83 acres from Lot 18 to Lot 2. The site is located at 298 and 310 Deerfield Road, within the Open Space and Farming Zone (OSF).

CNHRPC received a set of plans for the proposed Subdivision on May 22, 2016. The plan sets reviewed were entitled LOT LINE REVISION PLAN MAP 402 LOT 2 LAND OF: MELODIE FAY 310 DEERFIELD ROAD AND MAP 407 LOT 18 LAND OF: RODNEY D. MUSTO JR. 298 DEERFIELD ROAD ALLENSTOWN, NEW HAMPSHIRE and dated March 23, 2016 and consisted of 1 sheet as prepared by Meridian Land Services Inc. 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 entitled LOT LINE REVISION PLAN MAP 402 LOT 2 LAND OF: MELODIE FAY 310 DEERFIELD ROAD AND MAP 407 LOT 18 LAND OF: RODNEY D. MUSTO JR. 298 DEERFIELD ROAD ALLENSTOWN, NEW HAMPSHIRE and dated March 23, 2016 and consisted of 1 sheet as prepared by Meridian Land Services Inc.
- A Town of Allenstown Subdivision Application Form.
- An abutters list.
- A Fee Acknowledgement form signed by Melodie Fay.
- A Fee Acknowledgement form signed by Rodney Musto.
- A Town of Allenstown Planning Board Checklist signed by both Melodie Fay and Rodney Musto.
- A check, number 1102, in the amount of \$1,250 and dated April 24, 2016, issued by Melodie Fay.

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 applicants are seeking to adjust the lot line between the properties resulting in the transfer of 0.83 acres from Lot 18 to Lot 2. Both lots will exceed the required minimum lot size after approval.

Major areas of focus for the project will include:

- Major Issues:
 - o Letter of Authorization from Melodie Fay for Rodney Musto to represent her interests at the Planning Board meeting (if he will be presenting the application by himself).
 - o Various missing plan components (setbacks, wetland delineation, soils, topography, well radius).
 - o Granting of waivers if a waiver request is eventually submitted.
 - o Registry strip in the top left-hand corner of the plan not provided.

- Technical Review Committee Comments:
 - o Technical Review committee had no comments (Police, Fire, Town Administrator in person; Sewer, Water, Road Agent via email).

- Potential Conditions of Approval:
 - o Any item(s) missing from the plan the Board wishes to include on the final plan set.
 - o Registry of Deeds reserved space in the top left-hand corner of the plan is provided.
 - o Professional stamps and signatures (surveyor) 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.
 - 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 4 – If Rodney Musto will represent Melodie Fay at the Planning Board meeting, a letter of authorization indicating this will be needed.

2. Checklist Item 13 & 17 (5.01.b, 5.01.f, 5.02.c, 5.02.d) – Setbacks need to be shown on each lot.
3. Checklist Items 14 & 29 (5.01.c, 5.02.c, 5.02.e, 5.02.k) – Soil types and wetlands not shown on the plan.
4. Checklist Item 15 & 57 (5.01.d, 5.02.c & RSA 485-A:30-b) – Well radius and percolation test pits not shown on the plan.
5. Checklist Item 16 (5.01.e, 5.02.c, 5.02.l) – Existing street width not shown on plan (Deerfield Road and Chestnut Drive).
6. Checklist Item 20 (5.01.i) – Planning Board signature block not on plan.
7. Checklist Item 22 (5.02.b) – Stamp and signature of surveyor not on the plan. This should be a condition of approval.
8. Checklist Item 23 (5.02.c) – Topography and ties to NH State Plan coordinate system not on plan.
9. Checklist Item 33 (5.02.g) – Plan note, signed by the surveyor, stating that all monuments have been or will be set prior to conveyance of any lots.
10. Checklist Item 35 (5.02) – Statement regarding the Subdivision Regulations is not on the plan.

Waivers Requested from Subdivision Regulation Items:

The applicant has not submitted any waivers requests with the application.

DEVELOPMENT OF REGIONAL IMPACT

11. 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.

12. The Merrimack County Registry of Deeds will require a one inch by three inch strip in the top left-hand corner of the plan. This needs to be provided on the plan in order for it to be recorded.
13. 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 could be considered substantially complete once the missing plan items are addressed or waived and a letter of authorization is provided (if applicable).

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 NO LESS THAN 2 WEEKS PRIOR TO THE PLANNING BOARD MEETING:

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