

## Central New Hampshire Regional Planning Commission

28 Commercial Street ❖ Concord, NH 03301

Telephone: (603) 226-6020 ❖ Fax: (603) 226-6023 ❖ www.cnhrpc.org



**DATE:** JUNE 13, 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 reviewed the plans for compliance with the Allenstown Subdivision Regulations and applicable requirements. A memorandum intended to apprise the Planning Board of submittal items required by the Allenstown Subdivision Regulations that were missing from the plan as well as zoning and general planning issues that should be considered with the proposed Subdivision was submitted to the Board and the Applicant on May 24, 2016. The Applicant has since submitted items and updated information in response to the May 24, 2016 review memorandum. This memorandum is intended to apprise the Planning Board of any issues that still remain.

### SUBMITTAL DETAILS

CNHRPC **INITIALLY** 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.

The following items were received by CNHRPC on May 27, 2016 and were considered with this **UPDATED** review memorandum:

- A revised 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 Waiver Request.
- A Letter of Authorization for Rodney Musto to represent Melodie Fay at the Planning Board meeting.

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

## **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:
  - Granting of waivers.
  - Stamps and signatures of surveyor on final plans.
  - The origin of the wetland lines shown on the plan should be indicated in the reference notes.
- Technical Review Committee Comments:
  - Technical Review committee had no comments (Police, Fire, Town Administrator in person; Sewer, Water, Road Agent via email).
- Potential Conditions of Approval:
  - Any item(s) missing from the plan the Board wishes to include on the final plan set.
  - Professional stamps and signatures (surveyor) as well as owner signatures need to be on the final plan.
  - The origin of the wetland lines shown on the plan should be indicated in the reference notes.
  - All waivers granted and conditions of approval need to be on the final plan.
  - Applicant must provide PDF versions of the final approved and signed plans.
  - Any other conditions sought by the Board.
- Potential Course of Action:
  - Applicant's presentation.
  - Planner presents concerns in this memorandum.
  - Board makes determination of regional impact.
  - Board acts on waivers.
  - Board acts on completeness.
  - Board opens public hearing.
  - Board closes public hearing, deliberates and votes.

**Allenstown Subdivision Checklist Requirements:**

1. Checklist Item 22 (5.02.b) – Stamp and signature of surveyor not on the plan. This should be a condition of approval.

**Waivers Requested from Subdivision Regulation Items:**

The applicant has requested the following waivers:

- Checklist Item 21: for preliminary layout for contemplated future divisions.
- Checklist Item 23: for survey precision of 1:10,000 on the remainder of lot 407-18; and, 2-foot contours.
- Checklist Item 29: soil delineation, depth to ground water, test pit and identification of all wetlands.

Given that the project is to transfer land between two existing properties, that both properties will exceed the minimum lot size once approved, and that no new construction is being proposed, the waivers, as requested, seem reasonable.

**DEVELOPMENT OF REGIONAL IMPACT**

2. 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.

3. Any conditions of approval and waivers granted should be listed on the final plan to be signed.
4. Approximate location of the wetlands is shown on the plan and is seemingly derived from a reference plan. As such, the origin of the wetland lines shown on the plan should be indicated in the reference notes.

Given the nature of the proposal and the items submitted, the application could be considered substantially complete if the requested waivers are granted.

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.