



**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**  
**Planning Division**

**Staff Report for Planning Board**

Meeting on May 20, 2026

**Project Summary –Major Site Plan and Architectural Design Review  
Determination of Completeness**

Project: Capital City Subaru – Major Site Plan (2026-044)  
Property Owner: Two Wheeler Holdings, LLC  
Applicant: Wilcox & Barton, Inc.  
Property Address: 110 Manchester St  
Tax Map Lot: 782Z 44

**Determination of Completeness:**

When determining the completeness of a major site plan application, the Board shall consider the requirements of Sections 11.05 and 36.14(1) of the Site Plan Regulations, the written recommendation of the Planning Division, and any written communications from the applicant, abutters, and parties of interest; **however, no hearing shall be opened nor shall testimony be received on a determination of completeness.**

**Project Description:**

The applicant is proposing the reuse and redevelopment of the former Freedom Cycle facility for the purposes of converting the use into a car dealership. This work includes renovation of the existing 30,310-square-foot main building, the construction of a 2,470-square-foot addition, reusing the existing rear building for reconditioning vehicles, adding 71,835-square-feet of impervious surface for additional display of vehicles for sale, and other associated site improvements at Tax Map 782Z Lot 44, addressed as 110 Manchester Street in the Commercial Highway (CH) and Office Park Performance (OFP) Districts.

**Compliance:**

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on an undated, 1-page project narrative, prepared by Wilcox & Barton, Inc; an undated, 4-page site photo document, a 168-page Stormwater Management Plan, dated April 15, 2026, prepared by Wilcox & Barton, Inc; a 2-page architectural plan set titled “Capital City Subaru”, dated April 9, 2026, prepared by Connolly Brothers, Inc; and, a 14-sheet civil plan set titled “Capital City Subaru (NEW)”, dated April 15, 2026, prepared by Wilcox & Barton, Inc.

**1. Project Details and Zoning Ordinance Compliance:**

Zoning District: Commercial Highway (CH) District  
Office Park Performance (OFP) District  
Existing Use: Recreational Vehicle Dealership  
Proposed Use: Auto Dealership  
Overlay Districts:  
Flood Hazard (FH) District None

Shoreland Protection (SP) District	None
Historic (HI) District	None
Penacook Lake Watershed (WS) District	None
Aquifer Protection (AP) District	Yes (Scope of work not within this boundary)
Wetland:	None
Wetland Buffer:	None

Zoning Code Item	Required (CH)	Existing	Proposed
Minimum Total Area	40,000-square-foot	1,430,777 square feet	1,430,777 square feet
Minimum Buildable Land	20,000-square-foot	Not Provided	Not Provided
Minimum Lot Frontage	200 feet	395 feet	395 feet
Minimum Front Yard	50 feet	135 feet	135 feet
Minimum Rear Yard	30 feet	942 feet	942 feet
Minimum Side Yard	25 feet	35 feet	35 feet
Maximum Lot Coverage	80%	29.8%	49.4%
Maximum Building Height	45 feet	Not Provided	Not Provided

- 1.1 Per Section 29.2-1-2(a)(1) of the Zoning Ordinance, any person or entity which seeks to undertake new development within the City of Concord, shall pay impact fees to the City in the manner and in the amounts set forth in the ordinance. An applicant for the development of permitted nonresidential uses shall qualify for a waiver of the transportation facilities impact fees, but the waiver request must be received prior to the Clerk’s calculation of the impact fees. The Clerk determines the impact fee at the time of building permit application, and **the applicant must request the waiver prior to the date of the determination.**
  
- 1.2 Per Section 28-7-13(a) *Table of Off-Street Loading Requirements* of the Zoning Ordinance, in order to accommodate the delivery or shipment of goods or merchandise to a principal use, off-street loading spaces shall be provided in accordance with the following Table of Off-street Loading Requirements. The gross floor area of the proposed redeveloped dealership building (30,310sf plus the proposed 2,470sf addition) would require at least 1 loading space. The proposed site plan does not appear to provide for a loading space tabulation, and it is unclear if the site plan currently accommodates the required loading space. The applicant shall clarify on the site plan if the loading space is provided on the site plan and include it in the tabulations listed on the site plan. The loading space shall conform with the requirements of Section 28-7-13 *Off-Street Loading Requirements* of the Zoning Ordinance and Section 20 *Loading, Solid Waste and Disposal* of the Site Plan Regulations.
  
- 1.3 Per Section 28-5-19 *Motor Vehicle and Recreational Equipment Sales* of the Zoning Ordinance, the proposed outdoor display areas shall comply with Section 28-7-10 Parking Area landscaping Standards of the Zoning Ordinance. Specifically, the display areas are subject to the following and the plans shall be revised accordingly: 5-foot parking lot perimeter landscaping; unless a conditional use permit is otherwise granted by the Planning Board, interior parking lot landscaping shall be placed so no distance between a parking space and an interior parking lot landscape area exceeds 120 feet; and, the outdoor display areas shall be incorporated into the required tree parking area tabulations, and 1 tree shall be provided for every 2,000-square-foot of such parking area. Staff notes, that Section 18.17 *Tree Plantings* of the Site Plan Regulations will require 1 tree per 1,000-square-foot of parking area unless a waiver is granted by the Planning Board.

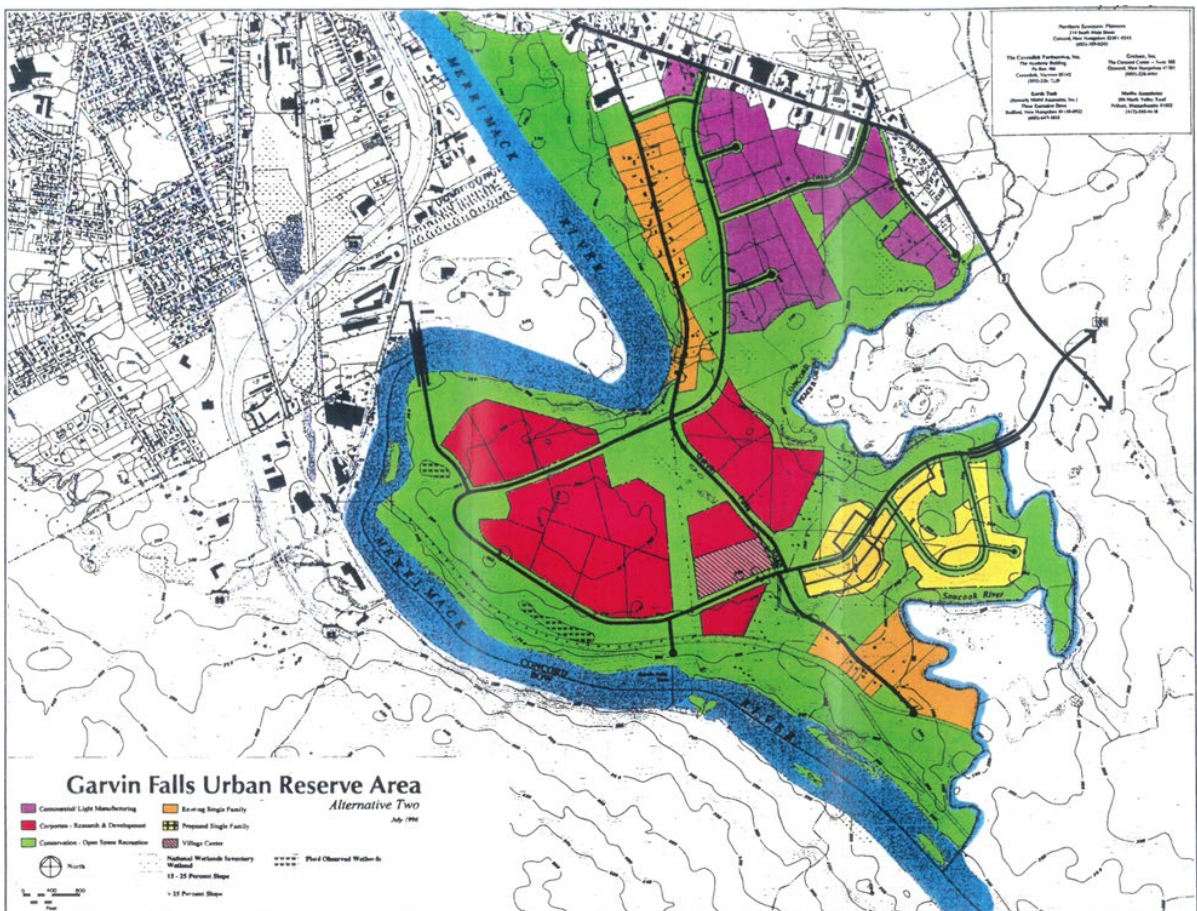
**2. General Comments:**

- 2.1 Per Section 6.01(4) of the Site Plan Regulations, staff was unaware of any nonconformities with the Zoning Ordinance at the time the abutter notifications were mailed.
- 2.2 Per Section 25.01 *Nonmunicipal Utilities General Requirements* of the Site Plan Regulations, Staff recommends that the applicant coordinate with all nonmunicipal utilities providing services to the site to ensure the existing services are adequate. Any changes to the utilities after the Board's conditional approval will require either administrative approval or an amendment to the conditional approval depending upon the changes proposed.
- 2.3 Per Section 15.03 *Existing Condition Plan*, whereas minimal changes are proposed to the site, the Planning Board Clerk has determined to reduce the amount or extent of information required as noted below:
  - a. Section 15.03(22) *Abutting Properties*, to not provide abutting property addresses for all abutting properties on the existing conditions plan.
  - b. Section 15.03(23), to not require the applicant to provide the required tabulations on the existing conditions sheet.
- 2.4 Per Section 15.04 *Proposed Site Plan*, whereas minimal changes are proposed to the site, the Planning Board Clerk has determined to reduce the amount or extent of information required as noted below:
  - a. Section 15.04(6) *Topography*. The applicant has provided a separate grading and drainage sheet as part of the plan set.
  - b. Section 15.04(10) *Buildings and Structures*, to not require exterior dimensions of existing buildings on the site that are outside of the project area.
  - c. Section 15.04(14) *Drainage and Erosion Control*, the applicant has provided a separate erosion control plan as part of the plan set.
  - d. Section 15.04(15) *Landscaping*, the applicant has provided a separate landscaping sheet as part of the plan set.
  - e. Section 15.04(20) *Flood Hazard*, to not provide a notation on the site plan that the parcel is located outside of Flood Hazard (FH) District, as the notation has been provided on the existing conditions sheet.
  - f. Section 15.04(26) *Lighting*, the applicant has provided a separate lighting sheet as part of the plan set.
- 2.5 Staff notes that building signage has been shown on the architectural drawings of this application, but does not provide a complete description including dimensioning and lighting. The applicant may provide additional details required to review the site signage, including a master sign plan and receive that review as part of the site plans architectural design review approval, otherwise, a separate architectural design review application and approval will be required at the time of the sign permit submissions. If the existing freestanding sign is to be removed or relocated, that should be shown on the current site plan.
- 2.6 Staff notes that that Planning Board has the authority to, and may require third party investigations or reviews, at the applicant's expense, in order for the Planning Board to satisfactorily complete its review in accordance with Section 13.01(8) *Impact Studies* and Section 13.01(9) *Special Investigative Studies or Third-Party Reviews* of the Site Plan Regulations.
- 2.7 Staff notes that this project is located in the area studied in 1996 as part of the Garvins Falls Urban Reserve Development Feasibility Study. This study expands upon the information relative to the area (the portion of the city between the rear lot lines of those properties located on the

south side of Manchester Street and the Soucook and Merrimack Rivers). This approximately 1,000-acre area was identified in the prior Master Plan as an "urban reserve," where the City formulated how and when the area should be developed understanding the long-term nature of the accessibility and ownership characteristics of the area (primarily owned by Eversource).

The study included a vision for development of the area, a summary of the environmental conditions at the site, traffic analysis and design issues, water and sewer capacity evaluations, and other long-term planning analysis. Zoning in this urban reserve has been tailored over the years to accommodate the vision contemplated in the study and subsequent Master Plan efforts (Concord Master Plan 2030, adopted in 2008).

This study estimates between 12,000 to 15,000 jobs in the developable portion of the Garvins Falls Urban Reserve study area. To accommodate this future development, the study proposed a roadway network to serve the development area. As property has developed in the Manchester Street corridor, the City is desirous of obtaining property rights, through easements or other agreements, to accommodate the future roadway network to serve the Garvins Falls Urban Reserve area (see below).



City staff proposes to work with the applicant through this current application to provide for future access to the Reserve area and requests that the Planning Board include provisions for this as part of any conditions of approval associated with the project. Additionally, coordination of these efforts should also consider access to the Reserve area associated with recent applications

- on the abutting properties of 94 Manchester Street (Case 2026-005) and 15 Integra Drive (2021-034)
- 2.8 The Planning Division notes the applicant should consider prior to the public hearing the feasibility of constructing, or allowing for, the interconnectivity with abutting lots per Section 19.02 *Access Management Policy* of the Site Plan Regulations.
- 2.9 The General Services Division, Assessing Division, and the Fire Department reviewed the application and had no additional comments.
- 2.10 The Engineering Services Division general comments are noted in the attached 7-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated May 8, 2026.
- 3. Site Plan Regulations Determination of Completeness:**  
The items below are provided in some form, but are either missing some details/components or not fully compliant with regulatory requirements. **These items are required for the application to be deemed complete (unless a waiver from the requirement is otherwise approved).**
- 3.1 Per Section 12.03(4) and Section 16.03(1) *Preparation*, the signature and seal are missing from the architectural plans and shall be provided.
- 3.2 Per Section 13.01(6) *State and Federal Permits*, the Required Permits notes on Sheet C0.2 *Notes & Legend* indicates that a NHDES Alteration of Terrain permit will be required and copies of that application shall be provided to Planning Staff prior to final approval. The EPA Construction NOI permit and SWPPP shall be submitted prior to construction.
- 3.3 Per Section 12.04 *Location Plan* the plot plan on the cover sheet shall be revised to provide the correct scale and required information from Section 12.04(1) through (10)
- 3.4 Per Section 12.05 *Vicinity Plan* the location map on the cover sheet shall be revised to provide the proper scale and required information of Section 12.05(2).
- 3.5 Per Section 12.06(1) *Certificate of Ownership*, this note has been provided on the existing conditions plan, but is missing from the site plan and shall be added.
- 3.6 Per Section 15.04(2) *Abutting Property*, the overall site plan, sheet C1.2, shall show the property address for all abutting properties.
- 3.7 Per Section 15.04(4) *Proposed Use* and Section 16.02(8) *Proposed Use*, the site plan, sheet C1.3, shall be revised to include the properties existing use in the Zoning Notes.
- 3.8 Per Section 15.04(5) *Addresses* and 16.02(7) *Addresses*, both the overall site plan (sheet C1.2) and the site plan (sheet C1.3) shall be revised to include the address of each building on the property.
- 3.9 Per Section 15.04(11) *Parking, Loading, and Access*, the applicant shall provide a dimension of the existing driveway width at the frontage with Manchester Street. The applicant should also review the feasibility of reducing the width of the driveway at Manchester Street, or otherwise ensuring that the driveway is configured to accommodate the improvements planned for the Manchester Street widening project (CIP 36) and the Garvins Falls Urban Reserve Area master planning configuration.
- 3.10 The applicant stated in their narrative that they have provided for future public right-of-way to the City of Concord as part of CIP 36 Manchester Street widening project. However, the site plan does not appear to show the proposed new right-of-way along both property frontage. Per Section

- 15.04(12) *Easements and Rights-of-way*, the applicant shall provide for on all sheets the proposed right-of-way easement and new right-of-way lines.
- 3.11 The applicant has indicated that no utility improvements are proposed. However, Per Section 15.04(13) *Municipal Sewer*, the applicant shall show the municipal sanitary sewer on the site plan.
- 3.12 The applicant has indicated that no utility improvements are proposed. However, per Section 15.04(17) *Municipal Water Supply*, the applicant shall show the municipal water on the site plan.
- 3.13 The applicant has indicated that no utility improvements are proposed. However, per Section 15.04(19) *Other Utilities*, the applicant shall show the non-municipal utilities, where applicable, on the site plan.
- 3.14 The applicant has provided both an overall site and site plan sheet as part of the plan set due to the large parcel. However, Per Section 16.02(5) *Large Parcels*, the overall site plan, sheet C1.2, shall be revised to incorporate the entire parcel.
- 3.15 The applicant has indicated in their narrative that no utility improvements are proposed. However, per Section 16.02(14) *Utility Plan*, a utility plan needs to be prepared and included as part of the civil plan set to show not just proposed utilities but existing as well. Should the applicant choose to provide a separate utility sheet, the Clerk would determine that utilities would not be required to be shown on the Site plan. If the applicant requests a waiver to not provide a separate utility sheet, the existing utilities will still be required to be shown on the site plan.
- 3.16 The applicant appears to propose both sloped granite curbing and bituminous curbing throughout the site plan. Per Section 16.02(22) *Construction Details*, all construction details shall be provided which conform to the City of Concord Construction Standards and Details. The city of Concord Construction Standards and Details only provide for sloped and vertical granite curbing, and do not include bituminous curbing. All curbing on the site shall be revised to meet the City standards, unless a waiver is otherwise requested and approved.
- 3.17 Per Section 16.03(5) *Windows, Doors, and Roofs*, the type and pitch of roof shall be noted on the elevation plan and the size and spacing of windows and doors shall be noted on the architectural elevations. If the type or pitch of roof is not being modified as part of the building addition, a note shall be added accordingly.
- 3.18 Per Section 16.03(7) *Colors and Materials*, the architectural elevation shall provide notes for the color and material to be used for all siding, roofs, trim, doors, windows, mechanical equipment, and all other appurtenant features. The elevations shall also clearly indicate which of these features, if any, are existing and remain unchanged. Lastly, the elevations shall not only show any mechanical equipment, but provide for the required screening required per Section 26.02 *Mechanical Equipment* of the Site Plan Regulations.

**Site Plan Regulations Compliance:**

- 3.19 The General Services division, Assessing Department, and Fire Department reviewed the application and had no compliance comments.
- 3.20 The Engineering Services Division compliance comments are noted in the attached 7-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated May 8, 2026.
- 3.21 The Planning Board approval block shall be added to the Sheet C1.2 Overall Site Plan and Sheet C1.3 Site Plan. Staff can provide a template as a .pdf, .dwg, or .jpg if requested. The Planning Board approval block also needs to be added to the architectural plan set. The applicant shall

either provide an architectural cover sheet to include with the architectural plans that will require the approval block to be added to, added to each architectural plan sheet if allowed by the Clerk of the Planning Board, or the applicant may add the architectural elevation sheets to the Civil plan set.



3.22 Other than the compliance comments listed above, the application submittal has only been reviewed for items specific to the determination of completeness for the Planning Board, which included Sections 12, 13, 15, and 16 of the Site Plan Regulations. Prior to the public hearing, a complete analysis and staff review of the application will be conducted and provided for the Planning Board.

**4. Variances:**

4.1 No variances are requested.

**5. Waivers:**

5.1 No waivers are requested for this application.

**6. Conditional Use Permits:**

6.1 No conditional use permits are required for this application.

**7. Architectural Design Review:**

7.1 If the Planning Board determines the application complete at their May 20, 2026 meeting, the applicant would be scheduled to appear before the Architectural Design Review Committee for a recommendation on architectural design review on Tuesday, June 2, 2026 at 8:30am.

**8. Conservation Commission:**

8.1 Appearances before the Conservation Commission are not required for this application.

**9. Recommendation:**

9.1 Staff reviewed the application for completeness based upon the criteria of the Site Plan Regulations, and concluded that all criteria for completeness have been met, or will be met with granting of waiver requests, and that the application contains sufficient information and detail for a full review and action by the Board.

**Based upon staff's review of the application, it is recommended that the Board move to:**

- **Determine the application complete;**
- **State that the project does not meet the criteria for a development of regional impact per RSA 36:55; and**
- **Set the public hearing for the date certain of the June 17, 2026 Planning Board meeting.**

The Board will have 65 days within which to consider and act on the application once the application is

determined complete, per RSA 676:4(I)(c). Provided the Board determines the application complete, the 65-day period shall commence on May 20, 2026, and end on **July 24, 2026**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**July 24, 2026**), the applicant may waive the requirement for Planning Board action within the 65-day time period and consent to an extension of the public hearing as may be mutually agreeable, or the Board may approve, approve conditionally, or deny the application based on the information provided at that time.



**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
**Community Development Department**

Michael S. Bezanson, PE  
*City Engineer*

**MEMORANDUM**

**TO:** Alec Bass, Assistant City Planner  
**FROM:** Paul Gildersleeve, PE, Project Manager and Pete Kohalmi, PE, Associate Engineer  
**DATE:** May 8, 2026  
**SUBJECT:** Site Improvement Plans- Major Site Plan Application  
Engineering Review  
110 Manchester Street; Map 782Z, Lot 44, City Project 2026-044

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The Engineering Services Division (Engineering) has received the following items for review:

- Project Narrative by Wilcox & Barton, Inc., received April 15, 2026
- Site Improvement Plans by Wilcox & Barton, Inc., dated April 15, 2026
- Stormwater Management Report prepared by Wilcox & Barton, Inc., dated April 15, 2026

As a supplement to any comments offered by the Planning Division, Engineering offers the following design-related comments. With subsequent submissions, the applicant shall provide a response letter that acknowledges or addresses each of these comments and discusses any additional changes to the plans.

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**Stormwater Management Plan**

1. In the 2-year, post development summary for Pond CB 8, N-CB-8, the tail water (TW) of 312.27' is below the elevation of the invert out of 320.30'. A lower tailwater than invert out also occurs in the Pond P1, Sediment Forebay 2-year summary. Please check/confirm that these tailwater elevations are correct.
2. Water quality volume and forebay sizing calculations should be provided in accordance with CSPR 22.07.
3. No storage or outlet information is included in the Hydrocad model for several existing catch basins/culverts (e.g. Ponds C1, C2, CB and CB611).
4. Documentation should be included on how the exfiltration rate used in the Hydrocad model was determined.

### **General Comments**

1. Please submit any State and Federal Permits, pursuant to CSPR 13.02(8).
2. If the designer does not have As-Built plans from 2005, the City can provide them. The existing water and sewer services for the main building and the current storage building shall be shown in this plan set. It appears that the proposed building addition would conflict with existing utilities.
3. The Map and Lot designation needs to be revised on all of the Site Plan sheets: 7413/Z/9 needs to be changed to 7413Z/9. This needs to be corrected on all sheets, within the abutters list, within title blocks, etc.
4. The City's future widening of Manchester Street will require a Right-of-Way easement as shown on the 2020 Hoyle Tanner plans sent the designer on February 26, 2026. Please depict this easement and revise setbacks affected by this permanent easement.

### **Sheet C0.1 Cover Sheet**

1. The graphic scale provided on this sheet shall be corrected.
2. The Location Plan and Vicinity Plans should meet the applicable scale requirements of the Concord Site Plan Regulations (CSPR) sections 12.04 and 12.05.

### **Sheet C0.2: Note and Legend**

1. Remove the Fueling Tank Legend or show a fueling tank on the site.
2. Under Erosion Control Notes, please add that disturbed areas remaining idle for more than 21 days shall be stabilized, including soil stockpiles; all disturbed land shall be recovered with loam with a minimum depth of 6 inches; and a site shall be deemed stabilized when it is in a condition in which the soils on the site will not erode under the conditions of a 10-year storm, pursuant to CSPR 27.09(2, 3, and 5).

### **Existing Conditions/ALTA/NSPS Sheet**

1. The surveyor certification includes a note to the date the field work was completed is blank.

### **Sheets C1.1 Demolition Plan**

1. Show all existing underground utilities (e.g. sewer, gas, etc.) for coordination and protection during demolition work.

2. There is an existing 6" x 6" granite bound to the west of the existing driveway, near the southeast corner of the adjacent parcel 782/Z/45, that appears will be impacted by the proposed grading and drainage work. It should be clarified on the plans whether this existing monument needs to be maintained and what the disposition of the monument will be during construction.
3. The existing Freedom Cycle sign may intrude into the new ROW easement mentioned above. A license would be required to keep it in place.
4. The existing granite blocks along Manchester Street will need to be moved outside the Right-of-Way.
5. The northern edge of the existing billboard sign may also intrude into the future Right-of-Way and would need a license to keep it in place.

### **Sheet C1.2 Overall Site Plan**

1. It is recommended to demarcate the proposed vehicle storage/display areas with pavement markings, signage or other acceptable methods to ensure the drive aisles are not inadvertently blocked.
2. Snow storage areas should be shown on the site plans per CSPR 18.21.

### **Sheets C1.3: Site Plan**

1. Show a stop bar and sign at the entrance at Manchester Street, pursuant to CSPR 18.09.
2. Show callouts or clarify where the SGC and VGC stop and end.
3. The Project Narrative states the site plan shows a proposed easement along the frontage; however, none is shown. Please show this easement.
4. BCC is shown as a curbing type. Only sloped granite or vertical granite curb is allowed. Please change this curbing to sloped or vertical granite curbing or request a waiver.
5. Pursuant to 2010 ADA Standards for Accessible Design, at least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.
6. Please provide dimensions between the proposed limits of the new bituminous pavement and the property lines to show compliance with the setback requirements of section 28-7-7 of the Concord Zoning Ordinance.
7. Please check circulation movements for vehicle carrier trucks.

8. Although much of the vehicular circulation is existing or is proposed to be expanded, it is recommended to review emergency vehicle circulation with the Concord Fire Department to ensure adequate access is provided to vehicle storage areas and any electric vehicle areas given the unique challenges of these areas for fire protection.

#### **Sheet C1.4: Grading and Drainage Plan**

1. Provide a storm profile for the proposed storm sewer line, pursuant to CSPR 16.02(14)(b).
2. Ensure sufficient spot grades are provided for the concrete strip in front of the main entrance and the gazebo.
3. It is recommended to show existing underground utilities for coordination with the proposed stormwater improvements.
4. The catchbasins associated with the proposed dry well are located in a low area of the entrance driveway. The only means of overflow if there is an issue with the proposed dry well, is by ponding and flowing overland to another catchbasin on site. It is recommended to provide an overflow pipe connection to the main drainage system to avoid potential ponding in the site access drive.
5. The proposed drainage outlet type and invert elevation into the existing stormwater forebay should be provided on the plan.

#### **Sheet C1.4: Erosion Control Plan**

1. Two Sheet C1.4s are shown. Please revise this sheet number.
2. Show haybales, or another erosion control device, around the outlet of the storm pipe south of the proposed pavement. Provide a detail for this device on Sheet C5.3.
3. While there is a note that the contractor will provide inlet protection around all catch basins, please show an inlet protection symbol around all the catch basins and the dry well.
4. The proposed stabilized construction entrance should be located such that all construction traffic will be required to use that feature prior to leaving the construction area in order to minimize tracking material into Manchester Street. An alternative tracking pad for use on pavement may be approved upon request.

#### **Sheet C5.1: Construction Details**

1. An Asphalt Curb Section Detail is shown. Asphalt curb is not allowed pursuant to CCSD Section 3(2)(C). Please remove the detail or request a waiver for its use.

2. On the Typical Bituminous Sidewalk Section with Vertical Granite Curbing Detail, replace the 4" Crushed Gravel with 3" Crushed Gravel. Replace the 2" sidewalk with 1.5" for both the wearing course and base course, both pursuant to CCSD Detail R-3.
3. On the Concrete Sidewalk Section Detail, replace ¾" thick, with "5/16" to ¼" thick," pursuant to CCSD Section 3(3)(O)4). Please callout this concrete sidewalk on Sheet C1.3.
4. Show details for the Proposed 16'x12' Concrete Pad for Gazebo and Proposed Concrete Pad under Proposed Building Overhang, shown on Sheet C1.3.

### **Sheet C5.2: Construction Details**

1. On the Traffic Bollard and the Traffic Bollard with ADA Space Sign Details, replace the 6" diameter with 8", pursuant to CCSD Detail M-8.
2. A Rip Rap Outlet Protection Apron Detail is provided. Please include the design calculations in the stormwater report.
3. The crushed stone envelope noted in the dry well detail should be revised to be 34' in diameter (instead of 30' x 30') to agree with the stormwater model.
4. Note 6 in the dry well detail calls for confirmatory test pits to be performed in the dry well footprint during construction to confirm a minimum 3-feet of separation to the seasonal high-water table is provided. It is recommended to perform a test pit during design/permitting to verify the seasonal high water table elevation to ensure the proposed system will function as intended and meet the stormwater requirements. Also, CSPR 22.07 (2) requires a minimum 4-feet of separation to groundwater for infiltration systems.

### **Sheet C5.3: Erosion Control Details**

1. Callout the Channel Installation Rolled Erosion Control Matting and the Erosion Blanket Slope Installation shown in details, on the plan view or remove the details.

### **Sheet L-1: Landscape Plan**

1. Turn on the proposed and existing utilities. No trees are allowed within 10' of utilities, pursuant to CSPR 27.06(5). There is an Ivory Silk Japanese Lilac Tree proposed over the proposed dry well crushed stone envelope.
2. Replace the Deciduous Tree Planting and Typical Shrub Planting Details with CCSD Detail L-1 and L-4. Add CCSD Details L-7, L-8, and L-9 if applicable.

### **Site Lighting Plan**

1. Light pole and fixture details and colors should be provided per CSPR 16.02 (16).
2. There are lighting levels of 0.3 foot-candles (fc) shown over a portion of the easterly property line which are greater than the 0.2 fc maximum allowed in section 28-7-7 of the Concord Zoning Ordinance. It should be clarified if these light levels are based on existing light fixtures or if they are increases associated with additional lighting.

### **State/Federal Permits**

The project will require the following state and/or federal permit(s) associated with the site design:

- EPA Notice of Intent, General Construction Permit and accompanying SWPPP (if area of disturbance is over 1 acre)
- NHDES Alteration of Terrain (if disturbance is over 100,000 SF)

Pursuant to CCSPR 13.02 (8) and/or Subdivision Regulation 13.02 (10), a copy of the State and Federal permit(s) shall be submitted to the City prior to final approval.

### **Post-Approval/Pre-Construction Requirements**

The following items are required prior to the start of construction:

1. Pursuant to Site Plan Regulation 27.11, establish a financial guarantee (letter of credit, or cash deposit) for site stabilization.
2. The following permit(s) will need to be obtained from the Engineering Services Division:
  - Excavation Permit--Drainage
  - Driveway Permit
  - Other permits deemed necessary by the City Engineer

Please note that all Engineering permits must now be applied for online using the City's new Citizen-Self-Service (CSS) Permit Portal, which can be found here:

<http://concordnh.gov/1915/Engineering-Permits-Fees>

3. Pursuant to Site Plan Regulation 36.24 The Applicant is responsible for paying engineering permit inspection fees to ensure work is consistent with City standards and the Approved Plans.

Prior to scheduling the pre-construction meeting, the Applicant should apply for the required Engineering permits listed above and provide an estimate of the anticipated number of inspections for review by Engineering. The Applicant shall provide a project schedule when applying for the required permits.

The permit fees shall be paid prior to scheduling the pre-construction meeting.

4. Establish a performance surety (bond, letter of credit, or cash deposit) for work within the Right-of-Way and proposed public improvements or common private improvements per Subdivision Regulation 10.09, prior to subdivision plat signature (13.02 (7), and 30.01. An engineer's cost estimate, prepared by the Applicant and based on the current NHDOT weighted average unit prices, shall be submitted a minimum of two weeks prior to scheduling the pre-construction meeting.
5. When above requirements have been met, request to set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc. Engineering permits will not be authorized (unless explicitly stated otherwise) until final revised plans have been submitted and approved to the satisfaction of Planning and Engineering.
6. Shop drawings/submittals shall be submitted to Engineering for the proposed water, sewer, drainage improvements as applicable.

### **Construction Requirements**

1. Pursuant to Site Plan Regulation 12.09, prior to issuance of a Certificate of Occupancy (CO), the contractor shall submit digital as-built drawings that are to the satisfaction of Engineering and conforming to the Engineering as-built checklist. A copy of the as-built drawing requirements is available on the Engineering Services Division section of the City of Concord website.
2. Retaining wall design drawings (stamped Structural Engineer licensed in the State of NH) shall be submitted to Engineering for proposed retaining walls that are greater than 4 feet high. In addition, walls greater than 48 inches require a Building Permit from the Code Administration Office.