



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

Staff Report for Planning Board

Meeting on December 17, 2025

**Project Summary – Determination of Completeness / Public Hearing
for Major Site Plan and Conditional Use Permit Applications**

Project: Concord Coach Lines Temporary Parking – Major Site Plan (2025-135)
Property Owner: City of Concord
Applicant: Concord Coach Lines, Inc.
Property Address: Unaddressed Parcel off Storrs St
Tax Map Lot: 6414Z 92

Determination of Completeness:

Per Section 11.05 of the Site Plan Regulations, a completed application will contain the required information listed in Section 16 of the Site Plan Regulations. In this application, the applicant requests a waiver from Section 6.03(2)(c) and Section 11.05 of the Site Plan Regulations to allow for the determination of completeness and public hearing in the same meeting, where separate meetings are otherwise required.

The Clerk reviewed the application for completeness based upon the criteria of the Site Plan Regulations and concludes 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 the staff review of the application, staff recommends that the Board move to:

- Grant the waiver from Section 6.03(2)(c) and Section 11.05 of the Site Plan Regulations using the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations to allow for the determination of completeness and public hearing at the same meeting;
- Determine the application complete;
- State that the project does meet the criteria for a development of regional impact per RSA 36:55; and,
- Open the public hearing.

The Board has 65 days within which to consider and act on the application once the application is determined complete, per RSA 676:4(I)(c). The 65-day period shall commence upon the date of the regular meeting of the Board at which the application was accepted as complete. If the Board determines the application complete and not a development of regional impact on December 17, 2025, then the 65-day review period would end on February 20, 2026. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (February 20, 2026), the applicant may request a continuance or the Board may approve, approve conditionally, or deny the application based on the information provided.

Project Description:

The applicant, Concord Coach Lines (CCL), is proposing to lease the City owned property located between Storrs Street and Stickney Avenue (previously known as the "Tsunis Property") for use as an overflow parking area to support the busing and transportation services offered by CCL, Manchester Transit, and Greyhound at the Concord Transportation Center located at 30 Stickney Avenue.

The proposed parking area is intended to provide additional off-street parking for the transportation center, which has become more frequently utilized by travelers in the years since the COVID-19 pandemic, and continues to be heavily used today. As the Board is no doubt aware, patrons often park along the sides of Stickney Avenue from the center to the intersection with Loudon Road, often times parked unsafely given weather conditions and the nature of the shoulders and steep grade slopes adjacent to Interstate 93 and Stickney Avenue. The parking situation along Stickney Avenue has become even more challenging, given the prior use of the former State of NH Highway facility nearing completion of its conversion into residential units, removing a large number of spaces that have previously been used by travelers using the regional bus services.

CCL approached the City with a request to lease the property for this parking use, and a lease agreement with CCL is nearing completion, which would allow the temporary use of the City's property for a period of time until the City is ready to proceed with improvements associated with the Storrs Street North project (City Capital Improvement Project #18). As part of the lease agreement, CCL is fully responsible for the costs of the temporary parking improvements contemplated by this application, will be responsible for lease payments to the City and payment of property taxes for the use during the lease term, and lastly will be responsible for the removal of the improvements upon the initiation of the Storrs Street North project.

The City expects the Storrs Street North project to be commenced concurrently with improvements associated with the Bow-Concord Interstate 93 project, which has been delayed in the current State 10-Year Transportation Plan. The purpose of the CIP #18 project is to design and construction two extensions of Storrs Street (North and South), together with customary municipal infrastructure, in accordance with the 1997 Downtown Master Plan, North End Opportunity Corridor Tax Increment Finance District Development Program and Financing Plan, the 2006 "Opportunity Corridor Master Plan", and 2030 City Master Plan in order to promote and encourage economic redevelopment in the Opportunity Corridor.

The City and CCL believe that the temporary use of the parcel for parking during this time is mutually beneficial, as it provides much needed parking relief for the transportation center, and brings productive use to the property during the interim period before the Storrs North and I-93 projects are started.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on an application package containing a 14-sheet civil plan set titled "Concord Coach Temporary Parking Expansion", prepared by VHB, dated November 18, 2025; 2 waiver letters, a stormwater management report, a wetland delineation memo, application checklists, and narrative materials addressing Conditional Use Permit criteria.

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	Opportunity Corridor Performance (OCP) District
Existing Use:	Vacant
Proposed Use:	Temporary parking lot for regional bus service
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	None
Wetland:	None
Wetland Buffer:	None

Zoning Code Item	Required	Existing	Proposed
Minimum Total Area	N/A	Approx. 175,982 square-feet	Approx. 175,982 square-feet
Minimum Buildable Land	N/A	N/A	N/A
Minimum Lot Frontage	150 feet	582 +/- feet	582 +/- feet
Minimum Front Yard	15 feet	N/A	N/A
Minimum Rear Yard	15 feet	N/A	N/A
Minimum Side Yard	15 feet	N/A	N/A
Maximum Lot Coverage	85%	0%	48%
Maximum Building Height	45 feet	N/A	N/A

- 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.**

2. General Comments:

- 2.1 Unless otherwise noted in this memo, the project is compliant with applicable Zoning Ordinance and Site Plan Regulations requirements. *Staff notes that "Public or commercial parking lot" is a permitted principal use in the OCP District, and as such does not require a CUP for being related to a different primary use.*
- 2.2 Per Section 6.01(5) of the Site Plan Regulations, a conditional use permit is being sought pursuant to Section 28-7-10(d), which allows a fee to be paid to the City of Concord Urban Tree Fund in lieu of planting trees.
- 2.3 Per Section 25.01 *Nonmunicipal Utilities General Requirements*, 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.

- 2.4 The Assessing Department notes that per RSA 72:23, leased parking would impact the current tax-exempt status of the property. CCL is aware that as part of the lease agreement with the City, that CCL will be responsible for the payment of property taxes.
- 2.5 Fire Department had noted that the north end of the parking lot appears to be difficult for emergency vehicles to navigate, and that no turning template plan was included with submitted package. Fire is concerned about the ability for vehicles including cars to safely turn to head south in the parking lot. Planning Staff echoes the concerns from Engineering and Fire regarding navigability of the site by emergency vehicles. Turning templates should be provided to verify the site is navigable, or the layout redesigned to ensure proper access
- 2.6 The access to the proposed parking area is located across the southernmost portion of the neighboring U-Haul lot (which is proposed to be accomplished by a license agreement). This proposed location does not line up with the access aisle on the adjacent parking area owned by the State of NH, resulting in an awkward set of turns a vehicle will need to make to access the proposed temporary parking area. Staff recommends that the access to the proposed parking area be properly aligned, if possible with the license agreement with U-Haul, such that it lines up with the existing travel aisle on the State's parking lot, and that the design of the temporary parking area be adjusted accordingly.
- 2.7 Planning Staff believes the proposed fencing around the perimeter of the parking area need to be redesigned. Staff understands the security reasons for the fencing, but believes the current design is problematic from a snow storage perspective as well as creating narrow "no mans lands" of areas between the proposed fencing and the fencing on the adjacent residential development at 11 Stickney Avenue. Staff recommends a redesigned fence location be a precedent condition of approval.
- 2.8 The Engineering Services Division general comments are noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated December 8, 2025.

3. Site Plan Regulations Compliance:

- 3.1 Per Section 15.04(12) *Easements and Rights-of-way* the applicant will need to provide appropriate information on the site plan regarding access across the U-Haul parcel (641Z 32), whether by easement or license agreement. In addition, a copy of the applicable documentation allowing access over this parcel shall be provided to the City.
- 3.2 The proposed temporary parking area is not fully compliant with the requirements of Section 18 *Parking Lot Design Standards*, however these items are subject of both waivers outlined in item 5 and the CUP outlined in item 6 of this memo.
- 3.3 The application is not fully compliant with the requirements of Section 22.07(1) *Storm Water Design Standards for Site Plans with Significant Impact, Storm Events*, however a waiver has been requested as outlined in item 5 of this memo.
- 3.4 The Engineering Services Division compliance comments are noted in the attached 6-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated December 8, 2025.

4. Variances:

- 4.1 No variances are requested.

5. Waivers:

- 5.1 The applicant requests a waiver from the following section of the Site Plan Regulations:
- a. Section 16.02(15) *Landscape Plan & 27.03 Landscape Plans*, to not require a stamped landscape plan showing the location of existing, required, and proposed landscaping, a plant schedule showing all proposed plant material, and landscape construction details.
 - b. Section 18.17 *Tree Plantings*, to not require internal and perimeter trees to be planted (see also the associated CUP for payment in lieu of planting).
 - c. Section 18.19 *Curbing and Guardrails*, to not require curbing of the parking area.
 - d. Section 18.20 *Construction Standards*, to not require the typically required pavement section in the parking area.
 - e. Section 22.07(1) *Storm Water Design Standards for Site Plans with Significant Impact, Storm Events*, to not require compliance with standards associated with the 100-year storm event.

6. Conditional Use Permits:

- 6.1 The applicant requests approval for a Conditional Use Permit (CUP) pursuant to Section 28-7-10(d), which allows a fee to be paid to the City of Concord Urban Tree Fund in lieu of planting trees.

Analysis of the required criteria for Section 28-9-4(b) *Conditional Use Permits* for the principal use follows:

- a. The use is specifically authorized in this ordinance as a conditional use;
Review: The ability to request a payment-in-lieu CUP is specifically permitted by the Zoning Ordinance. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**
- b. If completed as proposed by the applicant, the development in its proposed location will comply with the requirements of this article, and with the specific conditions of standards established in this ordinance for the particular use;
Review: The design and construction of the proposed parking area will comply with applicable regulatory requirements provided the requested waivers are granted, or plans revised to comply with said requirements. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**
- c. The use will not materially endanger the public health or safety;
Review: The payment-in-lieu would have no material impact of public health or safety. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**
- d. The use will be compatible with the neighborhood and with adjoining or abutting uses in the area in which it is to be located;
Review: It does not appear that the lack of street trees in this area would be out of character for this portion of the City, and the use of the payment-in-lieu allows City staff to determine how best to supplement the City's urban street tree needs. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

- e. The use will not have an adverse effect on highway or pedestrian safety;

Review: The payment-in-lieu would have no material impact of highway or pedestrian safety. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal**

- f. The use will not have an adverse effect on the natural, environmental, and historic resources of the City;

Review: It does not appear that the lack of street trees in this area would be out of character for this portion of the City, nor impact the natural, environmental, or historic resources of the City. As previously stated, the use of the payment-in-lieu allows City staff to determine how best to supplement the City's urban street tree needs. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

- g. The use will be adequately serviced by necessary public utilities and by community facilities and services of a sufficient capacity to ensure the proper operation of the proposed use, and will not necessitate excessive public expenditures to provide facilities and services with sufficient additional capacity.

Review: It does not appear that the lack of street trees in this area would have any measurable impact on public utilities or create any capacity issues. **Staff recommends the Board find that this criterion is satisfied by the applicant's proposal.**

7. **Architectural Design Review:** *Not applicable to this application.*

8. **Conservation Commission:** *Not required for this application.*

9. **Recommendation:**

Staff recommends that the Planning Board discuss and adopt the findings of fact, which include: information provided in staff reports; the applicant's submission materials; testimony provided during the public hearing; and, other documents or materials provided in the public hearing.

Based on the adopted findings of fact, staff recommends that the Planning Board make the motions outlined below:

9.1 **Grant the waiver requests below** from the listed sections of the Site Plan Regulations, using the criteria of RSA 674:36(II)(n)(2) and Section 35.08 of the Site Plan Regulations:

- a. Section 16.02(15) *Landscape Plan* & 27.03 *Landscape Plans*, to not require a stamped landscape plan showing the location of existing, required, and proposed landscaping, a plant schedule showing all proposed plant material, and landscape construction details;
- b. Section 18.17 *Tree Plantings*, to not require internal and perimeter trees to be planted (see also the associated CUP for payment in lieu of planting); and
- c. Section 18.19 *Curbing and Guardrails*, to not require curbing of the parking area.

- 9.2 **Partially Grant the waiver request below** from the listed sections of the Site Plan Regulations, using the criteria of RSA 674:36(II)(n)(2) and Section 35.08 of the Site Plan Regulations, conditioned providing a minimum pavement section appropriate for this parking lot of 6" of gravel, 6" of crushed gravel and 3" of hot mix asphalt:
- d. Section 18.20 *Construction Standards*, to not require the typically required pavement section in the parking area.
- 9.3 **Deny the waiver request below** from the listed section of the Site Plan Regulations based on Engineering Staff recommendation and because evidence was not provided showing that the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations were met:
- e. Section 22.07(1) *Storm Water Design Standards for Site Plans with Significant Impact, Storm Events*, to not require compliance with standards associated with the 100-year storm event.
- 9.4 **Grant the conditional use permit** from Section 28-7-10(d), which allows a fee to be paid to the City of Concord Urban Tree Fund in lieu of planting trees.
- 9.5 **Grant major site plan approval** for the 237-space temporary parking facility for Concord Coach Lines and the City of Concord, at the unaddressed parcel on Storrs Street (Tax Map Lot 6414Z 92), in the Opportunity Corridor Performance (OCP) District, subject to the following precedent and subsequent conditions:
- (a) **Precedent Conditions** – Per Section 7.08(9) *Expiration of Approval*, approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the Planning Board within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise said plans shall be null and void. Precedent conditions are as follows:
- 1. Unless a specific variance, waiver, or conditional use permit is granted stating otherwise, revise the plan sheet/set to fully comply with the Site Plan Regulations, Zoning Ordinance, and Construction Standards and Details, including but not limited to the following:
 - a. Per Sections 13.01(6) *State and Federal Permits*, 13.02(8) *State and Federal Permits*, 15.01(2), and 16.01(2) *Required Information*, prior to final plan approval, all required State and Federal Permits shall be provided to the City Planning Division.
 - b. Per Section 15.04(12) *Easements and Rights-of-way* the applicant shall provide appropriate information on the site plan regarding access across the U-Haul parcel (641Z 32), whether by easement or license agreement. In addition, a copy of the applicable documentation allowing access over this parcel shall be provided to the City.
 - c. The applicant shall note all waivers granted on the site plan (and shall revise the minimum pavement section to 6" of gravel, 6" of crushed gravel and 3" of hot mix asphalt per Engineering Division recommendations for the partially granted waiver to Section 18.20).
 - d. The applicant shall revise the plans and supplemental documents as necessary to comply with regulatory requirements should any waiver request be denied.
 - e. The applicant shall note the Conditional Use Permit granted on the site plan, or if not granted, revise the plans as necessary to comply with Section 28-7-10(d)

of the Zoning Ordinance.

2. Vehicle turning templates shall be provided to verify the parking area is navigable by emergency vehicles, and the plan shall be revised as necessary to ensure proper emergency access to the entire parking area to the satisfaction of the Fire Marshal.
3. The fence surrounding the perimeter of the parking area shall be revised meeting the approval of the Assistant Director of Community Development to eliminate snow storage and compatibility with fencing on abutting property concerns.
4. To the extent practicable, the applicant shall revise the design of the access to the parking area from the adjacent State of NH parking area, such that the access to the proposed parking area is lined up with the drive aisle from the State's lot. In the event that the license from U-Haul is not able to accommodate this modification, the applicant shall provide written documentation from U-Haul to the Community Development Department stating such.
5. The applicant shall address all applicable comments from the Engineering Services Division memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated December 8, 2025.
6. Upon notification from the Planning Division that the plan set complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Concord Construction Standards and Details, the applicant shall deliver to the Planning Division two full-size plan sets and one 11x17 plan set for endorsement by the Planning Board Chair and Clerk. The plan sets shall contain the signature and seal of the appropriate licensed professionals as outlined in the Site Plan Regulations.

(b) Subsequent Conditions – to be fulfilled as specified:

1. Unless otherwise permitted by Site Plan Regulation or New Hampshire State Statute, the site plan approval shall expire should the use or construction so authorized not be active and substantially developed, as defined by the Site Plan Regulations, within 3-years of final approval.
2. No construction shall commence until the lease agreement between the City of Concord and Concord Coach Lines is signed by both parties, the site plan has received final approval, and the pre-construction conditions of approval have been satisfactorily addressed as determined by the Clerk of the Planning Board. No certificate of occupancy (if applicable) or usage of the parking area shall be issued /allowed to commence until all site improvements have been completed to the satisfaction of the Clerk of the Planning Board according to the approved plans and conditions of Planning Board approval.
3. The applicant, successors, and assigns shall be responsible for the regular maintenance of all plantings and other landscape features. Plant materials shall be maintained alive, healthy, and free from pests and disease. Tree stakes and guys shall be removed after the first growing season.
4. Existing invasive species shall be removed. All trash, construction material, and debris shall be removed. Dead and dying trees which present a potential hazard to existing and proposed structures shall be removed.
5. The site shall be graded and cleared in accordance with the Construction Standards and Details and Section 27.08 of the Site Plan Regulations.
6. Erosion control measures shall be installed and maintained in accordance with Section 27.09 of the Site Plan Regulations, the State of New Hampshire Department

of Environmental Services, and the Construction Standards and Details.

Sedimentation and erosion control measures shall be installed prior to the start of construction, and shall be monitored and maintained during construction, and removed after final site stabilization as required by Section 27.09(4) *Monitoring and Maintenance*.

7. Temporary sediment and erosion control devices shall not be removed until permanent stabilization is established for the entire site. All temporary erosion and sediment control measures shall be removed after the completion of construction.
8. A site stabilization guarantee shall be provided to ensure that sites are properly stabilized. The City Engineer may call said financial guarantee, and stabilize a disturbed site, if upon notice, the applicant has not stabilized or restored the site.
9. If there is a conflict between regulations, rules, statutes, provisions or law, or the approved plan set, whichever provisions are the more restrictive or impose higher standards shall control, unless a specific waiver from the provision has been granted by the Planning Board.
10. Prior to the issuance of a certificate of occupancy (if applicable) or commencement of the applicant's use of the parking area, digital as-built drawings shall be provided conforming to the Engineering Services Division's as-built checklist.
11. Where a public facility, public utility, or public improvement is to be constructed, a financial guarantee shall be provided.

Prepared by: TJT



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: December 8, 2025

SUBJECT: Concord Coach Temporary Parking Expansion- Major Site Plan, Waivers, and CUP – Engineering Review
Storrs St.; Map 6414Z, Lot 92; City Project 2025-135

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

- CUP Narrative by VHB, dated November 19, 2025
- Concord Coach Temp Parking Expansion Plans by VHB, dated November 18, 2025
- Drainage Report by VHB, dated November 18, 2025
- Waiver Letter by Gallagher Callahan & Gartrell, dated November 19, 2025

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.

1. Conditional Use Permit (CUP)- Zoning Articles 28-9-4(b) and 28-7-10(d) for Landscape Material Standards

- a. The applicant has addressed the requirements of the above articles. This is a non-technical issue therefore Engineering has no comment on this issue.

2. Waivers from City of Concord Site Plan Regulations (CSPR) 18.19, 18.20, and 22.07(1)

- a. The waiver request from CSPR 18.19 is to waive the requirement for curbing and guard rail. Due to the temporary nature of this project, Engineering can support this waiver.
- b. The waiver request from CSPR 18.20 is to waive the requirements for the construction standards of a parking lot. The applicant proposed a pavement section consisting of 12" of gravel base and 3" of hot mix asphalt. Engineering believes the minimum pavement section appropriate for this parking lot would be 6" of gravel, 6" of crushed gravel and 3" of hot mix asphalt. Please revise the detail on sheet C6.01 accordingly.
- c. The waiver request from CSPR 22.07(1) is to waive the requirement to supply the 100-year storm event calculations. While projected ponding does not leave the site or impact abutters, the ponding in the parking lot will affect the parked cars. Therefore, the 100-year storm event needs to be calculated. Engineering does not support this waiver request.

3. Drainage Report

- a. Show how the Ksat of 0.3 in/hr, shown in the Infiltration Practice Criteria Form, Groundwater Recharge Volume Calculation Section, was calculated pursuant to CSPR 22.07(2).
- b. State if the volume shown in Section 4.2 is for the 10-year storm. Table 6 shows the volume of the 2-year storm. Please also add the 10-year-storm volume, pursuant to CSPR 22.07(3).

4. General Information

- a. Provide all State and Federal Permits to the Engineering Division, pursuant to CSPR 13.02(8).

5. Existing Conditions Plan of Land (Sheets Sv-1 and Sv-2)

- a. Label the existing storm structures on site using City of Concord GIS numbering system. This information can be provided on request.

6. Layout and Materials (Sheet C2.01)

- a. Label the width of the medians. Medians used at access points must abide by CSPR 19.07. It does not appear that emergency vehicles will be able to

navigate around the site. Turning templates for a fire engine shall be submitted for analysis.

- b. A gate is shown through which snow will be stored. Please state if the gate is wide enough to allow passage of snow without being damaged, pursuant to CSPR 18.21.
- c. The location of the entrance into this expanded parking lot is not in line with an aisle of the existing parking lot to the east. Suggest relocating the entrance or removing some existing parking spaces closest to this entrance to ease ingress and egress manouvers.
- d. Suggest analyzing if making the circulation one way on the north end of the area would lead to more parking spaces. The aisles can be narrowed and the spaces angled.
- e. Add a 10' area at the end of the northern-most aisle so that the northern-most parked car can back out to leave the lot.

7. Grading and Drainage Plan (Sheet C3.01)

- a. Show the 100-year-or-greater-storm flow path on and offsite, pursuant to CSPR 22.01 and 22.07(3). Under what conditions will the existing storm drain be utilized? Is it known if those existing pipes have the capacity or structural integrity to contain those flows?
- b. Previous Environmental Site Assessments report finding coal ash on site as well as vapor encroachment conditions (VEC) due to petroleum impacts to groundwater beneath the property originating from an adjacent site.

A subsurface infiltration chamber system is proposed. Pre-characterization of soil may need to be completed prior to installation of the underground storage system to confirm it's suitable at this location. These types of systems should not be installed in areas that include contaminants in groundwater or if stormwater comes from areas that have contaminants in the soil. If the soil is contaminated, it may need to be removed and replaced, pursuant to CCSD Section 3(5)(B).

8. Utility Plan and Profile (Sheet C4.02)

- a. Show existing drainage in plan view, pursuant to CSPR 16.02(14).
- b. The elevation of the southern drainage network Stormtech system in profile view appears to be too low. Revise if necessary.

9. Erosion Control Plan

- a. In the Erosion Control Notes, ensure a note states that disturbed areas remaining idle for more than 21 days shall be stabilized, including soil stockpiles; all disturbed lands shall be recovered with loam with a minimum depth of 6"; and a site shall be deemed stabilized when it is in a condition which the soils on the site will not erode under the conditions of a 10-year storm, pursuant to CSPR 27.09(2, 4, and 5, respectively).

10. Site Details 1 (Sheet C6.01)

- a. Show callouts on plan view for the Accessible Parking Space Pavement Markings Detail, the Double Frame and Grate Catch Basin Detail, and the Tracer Wire Installation Detail, or remove these details from this sheet.

11. Site Details 3 (Sheet C6.03)

- a. Show a callout on plan view for the Stone & Block Grate Inlet Protection Details, or remove this detail from this sheet.

State/Federal Permits

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

NHDES Infiltration to Groundwater

NHDES Alteration of Terrain

EPA NOI to Construct

Per Site Plan Regulation 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. Per 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, Utility-Connection (Storm)
- 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. Per 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.

Construction Requirements

1. Shop drawings/submittals shall be submitted to Engineering for the proposed water, sewer, drainage improvements as applicable.
2. Per 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.

Re: 2025-135 Eng. Review Comments
Date: December 8, 2025

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