



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

Staff Report for Planning Board

Meeting on July 15, 2026
Project Summary –Major Site Plan Application

Project: Dartmouth Hitchcock Medical Center – Major Site Plan (2026-071)
Property Owner: Dartmouth Hitchcock Clinic
Applicant: Nobis Group
Property Address: 251-253 Pleasant Street
Tax Map Lot: 734Z 22

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.**

While the regulations require that the determination of completeness and the public hearing be held at separate meetings for a major site plan, the applicant has requested a waiver from Sections 6.03(2)(c) and 11.05 of the Site Plan Regulations to allow for the determination of completeness and public hearing in the same meeting. If the waiver from Sections 6.03(2)(c) and 11.05 is granted and it is determined that the application is complete, the Board shall then open the public hearing on the application.

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, or, 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:

- **Grant the waiver from Sections 6.03(2)(c) and 11.05 of the Site Plan Regulations based on the evidence provided showing that the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations are met;**
- **Determine the application complete;**
- **State that the project does not 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). Provided the Board determines the application complete, the 65-day period shall commence on July 15, 2026, and end on **September 18, 2026**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**September**

18, 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

Project Description:

The applicant is proposing the construction of an approximately 41,000-square-foot addition to the existing Dartmouth Hitchcock Medical Center, including expanding the parking lot, upgrades to utilities and drainage infrastructure, other associated site improvements, and certain waivers from the Site Plan Regulations at Tax Map 734Z Lot 22, addressed as 251-253 Pleasant Street, in the Institutional (IS) District. The applicant received multiple variances (see item 4) to facilitate the project at the site, primarily to allow for existing parking/landscaping nonconformities to continue on the site post-development.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on an undated, 2-page project narrative, prepared by Nobis Group; an 186-page Stormwater Management Plan, dated June 17, 2026, prepared by Nobis Group; a 5-page waiver request document, dated June 17, 2026, prepared by Nobis Group; a 31-sheet civil plan set titled “Dartmouth Hitchcock Medical Center,” dated June 17, 2026, prepared by Nobis Group; a 9-page architectural plan set titled “Dartmouth Health”, dated June 17, 2026, prepared by Lavallee Brensinger Architects; a 7-page site photo document dated April 10, 2026, prepared by Nobis Group; a 33-page Traffic Assessment dated June 17, 2026, prepared by Barton & Loguidice; an undated, 5-page wetland description, prepared by Eco Systems Land Planning; and, a 1-page colored overview plan, dated April, 2026, prepared by Nobis Group.

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	Institutional (IS) District
Existing Use:	Offices of healthcare practitioners including clinics and outpatient health care
Proposed Use:	No change
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:	Yes
Wetland Buffer:	Yes

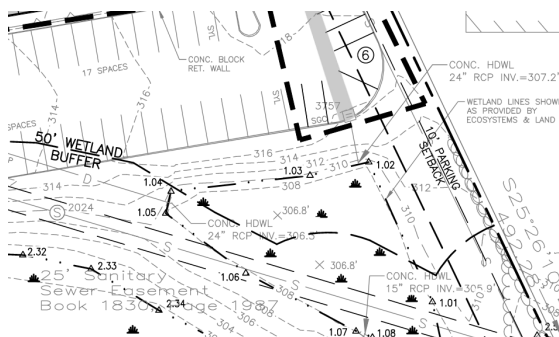
Zoning Code Item	Required	Existing	Proposed
Minimum Total Area	25,000 square feet	371,2112-square-feet	414,607-square-feet
Minimum Buildable Land	12,500 square feet	Not Provided	Not Provided
Minimum Lot Frontage	150 feet	377.4 feet	665.4 feet
Minimum Front Yard	30 feet	Not Provided	Not Provided
Minimum Rear Yard	30 feet	Not Provided	Not Provided
Minimum Side Yard	25 feet	Not Provided	Not Provided
Maximum Lot Coverage	75%	51.4%	57.1%
Maximum Building Height	45 feet	Not Provided	39 feet
Off-Street Parking	1 space per 225 GSF =	350 spaces	467 Spaces

	467 spaces		
Accessible Parking Spaces	401 - 500 required parking spaces = 9 accessible space to be provided	28 accessible spaces	No change

- 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, shall pay impact fees 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 official waiver request was received on June 17, 2026 as part of the application materials, and waiver has become effective for the project.**
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 (*other than those for which variances have been granted*) at the time the abutter notifications were mailed on July 1, 2026.
 - 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(4) *Existing Conditions Plan: Soils*, to not put the soils on the existing conditions plan as a Site-Specific Soil Survey performed by a certified soil scientist has been included in the application package which has more accurate and detailed information on soils.
 - b. Section 15.03(7) *Buildings and Structures*, to not provide the exterior dimensions of existing structures on the existing conditions plan.
 - c. Section 15.03(18) *Existing Conditions Plan: Lighting*, to not show the type of existing lighting on the existing conditions plan.
 - d. Section 15.03(22) *Abutting Properties*, to not show additional abutting property lines, or information other than what has been provided on the existing conditions sheet.
 - e. Section 15.03(23) *Existing Conditions Plan: Tabulations*, to not provide the required tabulations on the existing conditions sheet and instead provide them on the site plan.
 - 2.1 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(9) *Streets and Right-of-Way*, to not require location and dimension of the public right-of-way on the site plan.
 - b. Section 15.04(10) *Buildings and Structures*, to not provide exterior dimensions on buildings and structures shown on the site plan.
 - c. Section 15.04(12) *Easements and Rights-of-Way*, to not provide the width or dimensions and bearings of existing easements on the site plan.

- d. Section 15.04(13) *Municipal Sewer*, the applicant has provided a separate Utility Plan sheet as part of the plan set.
 - e. Section 15.04(14) *Drainage & Erosion Control*, the applicant has provided a separate Grading & Drainage sheet and Erosion Control sheet as part of the plan set.
 - f. Section 15.04(15) *Landscaping*, the applicant has provided a separate landscaping sheet as part of the plan set.
 - g. Section 15.04(17) *Municipal Water Supply*, the applicant has provided a separate Utility Plan Sheet as part of the plan set.
 - h. Section 15.04(19) *Other Utilities*, the applicant has provided a separate Utility Plan Sheet as part of the plan set.
 - i. Section 15.04(26) *Lighting*, the applicant has provided a separate Lighting Sheet as part of the plan set.
- 2.2 Staff notes that no building or tenant signage has been proposed in conjunction with this application. Section 16.03(11) *Signs* of the Site Plan Regulations does allow, if tenancy is unknown at the time of site plan submittal, a master sign plan or sign permits may be submitted for architectural design review prior to occupancy of the building or specific tenant space.
- 2.3 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.
- 2.4 The Engineering Services Division general comments are noted in the attached 7-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated July 9, 2026.
- 3. Site Plan Regulations Determination of Completeness:**
The items below are partially provided or missing from the submittal and **the Site Plan Regulations REQUIRE the items for the application to be deemed complete (unless a waiver from the requirement is otherwise approved).**
- 3.1 Per Section 12.02(1) *Title Block*, the title block of the architectural plans needs to be revised to provide a consistent title of plan which matches the title of the civil set; name and address of owner and applicant; provisions for dates of subsequent revisions without removing the date the plan was prepared; and the address and seal of the licensed professional who prepared the plan.
- 3.2 Per Section 12.02(1) *Title Block*, the title block of the lighting plans (L-1 through L-4) needs to be revised to provide a consistent title of plan which matches the rest of the civil set; provide the name and address of the owner and applicant; provisions for dates of subsequent revisions without removing the date the plan was prepared; and provide the name, address, and seal of the licensed professional who prepared it if applicable. Lastly, the four lighting sheets shall also include the L1 through L4 labels as represented by the sheet index on the cover sheet, and be located within the plan set in the correct order in which they are listed on the sheet index.
- 3.3 Per Section 12.02(2) *Scale*, the lighting plan and photometric plan sheet scales shall be revised to be a scale consistent with a typical civil scale (1"=10', 1"=20', 1"=30', or 1"=40') and similar to scales used on other sheets of the plan set. The appropriate scale bar shall also be provided.
- 3.4 Per Section 12.02(3) *North Arrow and Bar Scale*, a bar scale needs to be provided on the architectural elevation and floor plan sheets.
- 3.5 Per Section 12.03(4) *Plan Certification*, the New Hampshire Licensed Architect, who prepared the architectural elevations shall sign and seal the architectural elevation sheet.

- 3.6 Per Section 12.04 *Location Plan*, the scale of the location plan on the cover sheet needs to be revised to a minimum scale of 1" = 400'.
- 3.7 Per Section 12.06(1) *Certificate of Ownership*, the site plan shall include a note for certificate of ownership, including property, name of owner, and the deed citation for each deed from the MCRD.
- 3.8 Per Section 12.06(2) *Easements*, both the existing conditions and site plan sheet shall provide additional reference notes for the easements on the property.
- 3.9 Per Section 15.03(2) *Abutters*, on the existing conditions sheet, the abutting Map Block 723Z Lot 1, addressed a 275 Pleasant Street, is incorrectly labeled as "Map 734," and shall be revised.
- 3.10 Per Section 15.03(13) *Flood Hazard*, a note as to whether or not the parcel is located within the City's Flood Hazard (FH) Overlay District shall be added to the existing conditions sheet. As an alternative, it may also be added to Note 6 of the existing conditions sheet.
- 3.11 Per Section 15.04(22) *Setbacks and Buffers*, the site plan appears to show the 50-foot wetland buffer boundary crossing through a wetland located in the southeastern area of the project limits. The applicant shall either revise the 50-foot wetland buffer to consider this wetland, or demonstrate, and supported via their wetland scientist, why wetland buffers do not apply to this portion of the delineated wetland pursuant to Section 28-4-3(a)(1) of the Zoning Regulations. If the wetland buffer is adjusted and is within the applicant's project limits, the applicant shall apply for, and receive a conditional use permit approval pursuant to Section 28-4-3(d) *Conditional Use Permits Required for Certain Disturbance of Wetland Buffers* or otherwise demonstrate why a conditional use permit is not applicable.



- 3.12 Per Section 15.04(28)(o), the site plan shall provide tabulations for the required trees to be provided on the landscape plan, and the number provided.
- 3.13 Per Section 16.02(18) *Demolition Plan*, the limits of pavement removal shall include: the removal of pavement necessary within the driveway as part of the proposed water replacement; what will be necessary for the discontinuation of water and non-municipal utilities at the main locations in Pleasant Street and, either on the removal plan, or site plan, the restoration limits shall be provided, which shall be presented as a uniform restoration and not consist of multiple patches in the public right-of-way; and, the applicant shall confirm whether or not the existing sanitary sewer for 247-249 Pleasant Street was properly discontinued in accordance with the City of Concord Construction Standards when the building was demolished (estimated around 2014), and if necessary, will show the proper discontinuance of this sanitary sewer per City standards.
- 3.14 Per Section 16.03(1) *Preparation*, the architectural elevations shall be signed and sealed by the New Hampshire Licensed Architect responsible for preparing the plans.

Site Plan Regulations Compliance:

The submittal was found to be compliant with all other sections of the Site Plan Regulations, except as listed below, noting that the items below are missing as required for full compliance but are **not required to deem the application complete. determination of completeness.**

- 3.15 Per Section 18.12 *Perimeter Landscaping*, pursuant to Section 28-7-10(d) *Landscape Material Standards* of the Zoning Ordinance, the required 10-foot perimeter areas shall also contain shrub and ground cover plantings, which shall be added as part of the landscape plan.
- 3.16 Per Section 18.13 *Interior Parking Lot Landscaping*, pursuant to Section 28-7-10(d) *Landscape Material Standards* of the Zoning Ordinance, the required internal parking lot areas shall also contain shrub and ground cover plantings, which shall be added as part of the landscape plan.
- 3.17 Per Section 27.03 *Landscape Plans*, the planting box reference label on the landscape plan appears to incorrectly reference the detail on sheet LA104, where the detail appears to be located on sheet LA103, and shall be revised accordingly.
- 3.18 Per Section 27.06(5) *Underground Utilities*, the landscape plan appears to show certain underground utilities that do not appear to match existing or proposed conditions and shall be revised to either be removed, or more preferably, show the correct utility locations to assist in determination conflict between underground utilities and the required 10-foot separation. Specifically, it appears as though at least the following tree's conflict with this required separation and either the utility, or the tree location needs to be revised for compliance:
 - a. The BLG and AMB in near the southwest corner of the addition conflicting with the proposed 8" sanitary sewer location;
 - b. The REMB and AMB located in the southwest corner of the addition, adjacent to CB 13 and CB 14;
 - c. The SGM, located in the southeastern portion of the parking area, conflicting with the proposed 4" ZCLDIP water line;
 - d. The SGM, located in the perimeter parking bump out, conflicting with the stormwater lateral between CB7 and DMH 5;
 - e. The SGM located in perimeter parking bump out, conflicting with the proposed fire hydrant.
 - f. The AMB located in the internal landscape island conflicting with the stormwater lateral between DMH 4 and CB 5;
 - g. The AMB located in the internal landscape island conflicting with the stormwater lateral between CB 2 and DMH 1;
 - h. The SGM, located in the internal landscape island, that appears to be located in the proposed sidewalk tip down before the stair case to the accessible spaces. The landscape plan appears to show a different sidewalk orientation than the site plan which shall also be reviewed and revised accordingly;
 - i. The BLG, located in the small internal landscape island, conflicting with the proposed underground electric and fiberoptic non-municipal utilities;
 - j. The AMB, located near the northeast corner of the existing building, conflicting with the stormwater lateral between existing CB 3753 and existing CB 3754; and,
 - k. The BLG, located in the internal landscape island, near CB 4, conflicting with the proposed underground gas non-municipal utility.

*Please note, Section 27.07(2) *Landscape Bumpouts and Islands* requires bumpouts and islands to contain at least 1 deciduous shade tree.

- 3.19 Per Section 27.07(4) *Biodiversity*, requires no more than 25% of the trees to be of the same species. Specifically, while no tabulation has been provided by the applicant, it appears as though about 50 tree's are proposed by the applicant and the quantities shall be adjusted so that they comply with this biodiversity requirement.
- 3.20 Per Section 29.01 *General Requirements*, the lighting plan shall be revised to more clearly demonstrate if the proposed lighting fixtures comply with the required mounting height and full cut off fixture requirements. This may be achieved by adding a note on the plan accordingly, and also referencing the typical light pole foundation detail depicted on Sheet C-7.0 *Construction Details*.
- 3.21 Per Section 29.07 *Nuisance and Glare*, the proposed lighting plan shall be revised so that there is no light trespass beyond property boundaries greater than 0.2-foot-candles. Specifically, it appears as though this trespass takes place along Pleasant Street and on the abutting property to the east, Tax Map 734 Lot 20. Lastly, the lighting plan shall be revised to also better delineate the property boundaries to make this assessment easier.
- 3.22 Per Section 36.02 *Conditions*, for compliance with the Zoning Ordinance, and noted in the project proposal, prior to final approval, the applicant shall submit, and complete a voluntary lot merger application, pursuant to Section 11 *Voluntary Merger Procedures and Requirements of the Subdivision* for Tax Map 734Z Lot 22 and Tax Map 734Z Lot 21.
- 3.23 Per Section 32.03 *Review Fees and Process*, the applicants completed traffic study will be subject to peer review by the City's traffic consultant pursuant to Section 32 *Special Investigative Studies – Third Party Review* of the Subdivision Regulations.
- 3.24 Provide the City of Concord Planning Board Approval Block on the architectural elevations, unless they are incorporated into the civil plan set and included in the sheet index on the cover sheet. Staff can provide a template as a .pdf, .dwg, or .jpg, if requested.



- 3.25 The Engineering Services Division compliance comments are noted in the attached 7-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated July 9, 2026.

4. **Variances:**

- 4.1 At the meeting held on June 3, 2026, the Zoning Board of Adjustment granted the requested variance as follows:
 - a. Section 28-7-7(g)(1) *Parking Area Design Standards, Parking restrictions in the required front yard*, to continue to allow existing parking located within the required 30' front setback (ZBA-0425-2026);
 - b. Section 28-7-7(g)(1) *Parking Area Design Standards, Parking restrictions in the required front yard*, to allow proposed parking located within the required 30' front setback (ZBA-0426-2026);
 - c. Section 28-7-7(g)(2) *Parking Area Design Standards, Setbacks and Restrictions, Setbacks*

- from lot lines*, to continue to allow parking located within ten (10) feet of the edge of right-of-way (ZBA-0427-2026);
- d. Section 28-7-10(a) *Parking Area Landscaping Standards, Parking lot perimeter Landscaping Required*, to continue to allow off-street parking to be located within ten (10-foot-wide perimeter landscaped buffer (ZBA-0428- 2026);
 - e. Section 28-7-10(b) *Parking Area Landscaping Standards, Parking Lot Interior Landscaping Required*, to continue to allow nonconforming landscaped open space within parking lot interior to have horizontal dimensions of less than nine (9) feet (ZBA-0429-2026);
 - f. Section 28-7-10(b) *Parking Area Landscaping Standards, Parking Lot Interior Landscaping Required*, to continue to allow nonconforming parking spaces to continue to be located more than 120 feet from landscaped open areas within the parking lot (ZBA-0430-2026); and
 - g. Section 28-7-1(a) *General Provisions, Applicability*, to continue to allow nonconforming conditions to exist with respect to the parking lot (ZBA-0431-2026)

5. Waivers:

5.1 The applicant requests a waiver from the following section(s) of the Site Plan Regulations:

- a. Section 6.03(c) and 11.05, to allow the determination of completeness and public hearing in the same meeting.
- b. Section 12.02(1)(a) *All Applications*, to allow the existing conditions plat as it is titled to reflect the Owner of Record rather than a specific project, and it's plan title to differ from those used throughout the civil set.
- c. Section 12.07 *Wetland Delineations*, to permit the wetland delineations to be shown solely on the survey plan.
- d. Section 16.02(19) *Required Information: Traffic Control Plan*, to require a traffic control plan prior to construction, to be completed by the site contractor.
- e. Section 18.17 *Tree Plantings*, to require 1 tree per 2,000-square-feet of parking area instead of 1 per 1,000-square-feet, and to apply this standard only to the new parking area proposed as part of the project.
- f. Section 18.22 *Parking Lot Design Standards: Grades*, to allow localized parking area slopes, exclusive of ADA or primary pedestrian routes, of approximately 6%, where 5% is the maximum.
- g. Section 20.05 *Screening of Loading Areas*, to not require full screening of the loading areas, and instead maintain the existing location and screening conditions in place.
- h. Section 20.06 *Solid Waste Facility Screening*, to not require full screening of the solid waste facilities, and instead maintain the existing location and screening conditions in place.
- i. Section 20.07 *Design of Solid Waste Disposal Areas*, to maintain the existing dumpster location within 25-feet of an existing trench drain.
- j. Section 22.07(3) *Storm Water Design Standards for Site Plans with Significant Impact: Off-Site Flows*, to allow post development volume of off-site discharge to exceed pre-development conditions for the 10-year storm event.
- k. Section 32.08 *Elements of a Traffic Study*, to not provide a full traffic study, meeting all listed elements at the time of site plan application submission.

The applicant provided an analysis of the five waiver criteria listed in Section 36.08 of the Site Plan Regulations. Based on the analysis provided, **staff supports, or conditionally supports**, granting the waivers identified in Item 5.1(a) through (e) and (g) through (i). However, based on the analysis provided, staff **does not support granting** the waiver identified in Item 5.1 (f), (j), and (k).

6. Conditional Use Permits:

- 6.1 No conditional use permit applications are requested as part of this application.

7. Architectural Design Review:

- 7.1 The applicant appeared before the Architectural Design Review Committee on June 30, 2026. The application was reviewed for conformity with the Architectural Design Guidelines; harmony and compatibility with existing architectural character of the site, district, or location; integration into site design of significant natural features on site and abutting properties; and the integration of landscaping, parking, and site features into the overall design of the project.

The Architectural Design Review Committee recommended that the Planning Board approve the application as submitted with the following conditions: the southwest corner cornice be cleaned up, roof edges shall match; and, mechanical rooftop elements shall be added to the elevation, including any screening required per Section 26.02 Mechanical Equipment, prior to final approval.

8. Conservation Commission:

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

9. Recommendation:

- 9.1 Staff recommends the Planning Board vote to continue the public hearing for this application to a date certain of September 16, 2026, to afford the applicant time to prepare a revised site plan and response narrative demonstrating compliance with the comments noted in the staff report and otherwise raised during the public hearing. Specifically, staff notes a completed traffic study, along with an accompanying peer review and input from City Engineering will allow the Board to adequately consider the applications possible impact to existing infrastructure. Additionally, staff is recommending the Board deny certain waivers requested by the applicant, which may constitute certain accommodations throughout the plan. Staff believes that these cumulative items are significant enough to warrant the Board's review prior to voting on the application.

Unless otherwise agreed to in writing by the City Planner, the revised site plan and response narrative shall be submitted no later than August 19, 2025, at 4:00 p.m. to allow time for staff to review and revise the staff report for the September 16, 2025, Planning Board meeting.

However, if the Planning Board, after determining the application complete and holding the public hearing, determines that the necessary revisions do not warrant additional review by the Planning Board prior to a vote on the application, then staff offers, but certainly does not recommend, the following:

- 9.2 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/or, 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:

- 9.3 **Grant the waiver requests below** from the listed sections of the Site Plan Regulations, using the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations:
- a. Section 6.03(c) and 11.05, to allow the determination of completeness and public hearing in the same meeting.

- b. Section 12.02(1)(a) *All Applications*, to allow the existing conditions plat as it is titled to reflect the Owner of Record rather than a specific project, and it's plan title to differ from those used throughout the civil set.
 - c. Section 12.07 *Wetland Delineations*, to permit the wetland delineations to be shown solely on the survey plan.
 - d. Section 16.02(19) *Required Information: Traffic Control Plan*, to require a traffic control plan prior to construction, to be completed by the site contractor, with the condition that the contractor submits this plan before engineering permits are approved and the preconstruction meeting is held.
 - e. Section 18.17 *Tree Plantings*, to require 1 tree per 2,000-square-feet of parking area instead of 1 per 1,000-square-feet, and to apply this standard only to the new parking area proposed as part of the project.
 - f. Section 20.05 *Screening of Loading Areas*, to not require full screening of the loading areas, and instead maintain the existing location and screening conditions in place.
 - g. Section 20.06 *Solid Waste Facility Screening*, to not require full screening of the solid waste facilities, and instead maintain the existing location and screening conditions in place.
 - h. Section 20.07 *Design of Solid Waste Disposal Areas*, to maintain the existing dumpster location within 25-feet of an existing trench drain, with the condition the dumpster location is provided on the site plan.
- 9.4 **Deny the waiver requests below** from the listed sections of the Site Plan Regulations, because the request does not meet the criteria of RSA 674:44(III)(e) and Section 36.08 of the Site Plan Regulations:
- a. Section 18.22 *Parking Lot Design Standards: Grades*, to allow localized parking area slopes, exclusive of ADA or primary pedestrian routes, of approximately 6%, where 5% is the maximum.
 - b. Section 22.07(3) *Storm Water Design Standards for Site Plans with Significant Impact: Off-Site Flows*, to allow post development volume of off-site discharge to exceed pre-development conditions for the 10-year storm event.
 - c. Section 32.08 *Elements of a Traffic Study*, to not provide a full traffic study, meeting all listed elements at the time of site plan application submission.
- 9.5 **Grant Architectural Design Review approval** for the of an approximately 41,000-square-foot addition to the existing Dartmouth Hitchcock Medical Center at 251-253 Pleasant Street as submitted with the following conditions: the southwest corner cornice be cleaned up, roof edges shall match; and, mechanical rooftop elements shall be added to the elevation, including any screening required per Section 26.02 *Mechanical Equipment*, prior to final approval.
- 9.6 **Grant major site plan approval** for the construction of an approximately 41,000-square-foot addition to the existing Dartmouth Hitchcock Medical Center, including expanding the parking lot, upgrades to utilities and drainage infrastructure, and other associated site improvements at Tax Map 734Z Lot 22, addressed as 251-253 Pleasant Street, in the Institutional (IS) District as submitted, and 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.
 - 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 Section 12.02(1) *Title Block*, the title block of the architectural plans needs to be revised to provide a consistent title of plan which matches the title of the civil set; name and address of owner and applicant; provisions for dates of subsequent revisions without removing the date the plan was prepared; and the address and seal of the licensed professional who prepared the plan.
- b. Per Section 12.02(1) *Title Block*, the title block of the lighting plans (L-1 through L-4) needs to be revised to provide a consistent title of plan which matches the rest of the civil set; provide the name and address of the owner and applicant; provisions for dates of subsequent revisions without removing the date the plan was prepared; and provide the name, address, and seal of the licensed professional who prepared it if applicable. Lastly, the four lighting sheets shall also include the L1 through L4 labels as represented by the sheet index on the cover sheet, and be located within the plan set in the correct order in which they are listed on the sheet index.
- c. Per Section 12.02(2) *Scale*, the lighting plan and photometric plan sheet scales shall be revised to be a scale consistent with a typical civil scale (1"=10', 1"=20', 1"=30', or 1"=40') and similar to scales used on other sheets of the plan set. The appropriate scale bar shall also be provided.
- d. Per Section 12.02(3) *North Arrow and Bar Scale*, a bar scale needs to be provided on the architectural elevation and floor plan sheets.
- e. Per Section 12.03(4) *Plan Certification*, the New Hampshire Licensed Architect, who prepared the architectural elevations shall sign and seal the architectural elevation sheet.
- f. Per Section 12.04 *Location Plan*, the scale of the location plan on the cover sheet needs to be revised to a minimum scale of 1" = 400'.
- g. Per Section 12.06(1) *Certificate of Ownership*, the site plan shall include a note for certificate of ownership, including property, name of owner, and the deed citation for each deed from the MCRD.
- h. Per Section 12.06(2) *Easements*, both the existing conditions and site plan sheet shall provide additional reference notes for the easements on the property.
- i. Per Section 15.03(2) *Abutters*, on the existing conditions sheet, the abutting Map Block 723Z Lot 1, addressed a 275 Pleasant Street, is incorrectly labeled as "Map 734," and shall be revised.
- j. Per Section 15.03(13) *Flood Hazard*, a note as to whether or not the parcel is located within the City's Flood Hazard (FH) Overlay District shall be added to the existing conditions sheet. As an alternative, it may also be added to Note 6 of the existing conditions sheet.
- k. Per Section 15.04(22) *Setbacks and Buffers*, the site plan appears to show the 50-foot wetland buffer boundary crossing through a wetland located in the southeastern area of the project limits. The applicant shall either revise the 50-foot wetland buffer to consider this wetland, or demonstrate, and supported via their wetland scientist, why wetland buffers do not apply to this portion of the delineated wetland pursuant to Section 28-4-3(a)(1) of the Zoning Regulations. If the wetland buffer is adjusted and is within the applicant's project limits, the applicant shall apply for, and receive a conditional use permit approval pursuant to Section 28-4-3(d) *Conditional Use Permits Required for Certain Disturbance of Wetland Buffers* or otherwise demonstrate why a conditional use permit is not applicable.

- l. Per Section 15.04(28)(o), the site plan shall provide tabulations for the required trees to be provided on the landscape plan, and the number provided.
- m. Per Section 16.02(18) *Demolition Plan*, the limits of pavement removal shall include: the removal of pavement necessary within the driveway as part of the proposed water replacement; what will be necessary for the discontinuation of water and non-municipal utilities at the main locations in Pleasant Street and, either on the removal plan, or site plan, the restoration limits shall be provided, which shall be presented as a uniform restoration and not consist of multiple patches in the public right-of-way; and, the applicant shall confirm whether or not the existing sanitary sewer for 247-249 Pleasant Street was properly discontinued in accordance with the City of Concord Construction Standards when the building was demolished (estimated around 2014), and if necessary, will show the proper discontinuance of this sanitary sewer per City standards.
- n. Per Section 16.03(1) *Preparation*, the architectural elevations shall be signed and sealed by the New Hampshire Licensed Architect responsible for preparing the plans.
- o. Per Section 18.12 *Perimeter Landscaping*, pursuant to Section 28-7-10(d) *Landscape Material Standards* of the Zoning Ordinance, the required 10-foot perimeter areas shall also contain shrub and ground cover plantings, which shall be added as part of the landscape plan.
- p. Per Section 18.13 *Interior Parking Lot Landscaping*, pursuant to Section 28-7-10(d) *Landscape Material Standards* of the Zoning Ordinance, the required internal parking lot areas shall also contain shrub and ground cover plantings, which shall be added as part of the landscape plan.
- q. Per Section 27.03 *Landscape Plans*, the planting box reference label on the landscape plan appears to incorrectly reference the detail on sheet LA104, where the detail appears to be located on sheet LA103, and shall be revised accordingly.
- r. Per Section 27.06(5) *Underground Utilities*, the landscape plan appears to show certain underground utilities that do not appear to match existing or proposed conditions and shall be revised to either be removed, or more preferably, show the correct utility locations to assist in determination conflict between underground utilities and the required 10-foot separation. Specifically, it appears as though at least the following tree's conflict with this required separation and either the utility, or the tree location needs to be revised for compliance:
 - 1) The BLG and AMB in near the southwest corner of the addition conflicting with the proposed 8" sanitary sewer location;
 - 2) The REMB and AMB located in the southwest corner of the addition, adjacent to CB 13 and CB 14;
 - 3) The SGM, located in the southeastern portion of the parking area, conflicting with the proposed 4" ZCLDIP water line;
 - 4) The SGM, located in the perimeter parking bump out, conflicting with the stormwater lateral between CB7 and DMH 5;
 - 5) The SGM located in perimeter parking bump out, conflicting with the proposed fire hydrant.
 - 6) The AMB located in the internal landscape island conflicting with the stormwater lateral between DMH 4 and CB 5;
 - 7) The AMB located in the internal landscape island conflicting with the stormwater lateral between CB 2 and DMH 1;
 - 8) The SGM, located in the internal landscape island, that appears to be located in the proposed sidewalk tip down before the stair case to the accessible spaces. The

- landscape plan appears to show a different sidewalk orientation than the site plan which shall also be reviewed and revised accordingly;
- 9) The BLG, located in the small internal landscape island, conflicting with the proposed underground electric and fiberoptic non-municipal utilities;
 - 10) The AMB, located near the northeast corner of the existing building, conflicting with the stormwater lateral between existing CB 3753 and existing CB 3754; and,
 - 11) The BLG, located in the internal landscape island, near CB 4, conflicting with the proposed underground gas non-municipal utility.
- s. Per Section 27.07(4) *Biodiversity*, requires no more than 25% of the trees to be of the same species.
 - t. Per Section 29.01 *General Requirements*, the lighting plan shall be revised to more clearly demonstrate if the proposed lighting fixtures comply with the required mounting height and full cut off fixture requirements. This may be achieved by adding a note on the plan accordingly, and also referencing the typical light pole foundation detail depicted on Sheet C-7.0 *Construction Details*.
 - u. Per Section 29.07 *Nuisance and Glare*, the proposed lighting plan shall be revised so that there is no light trespass beyond property boundaries greater than 0.2-foot-candles. Specifically, it appears as though this trespass takes place along Pleasant Street and on the abutting property to the east, Tax Map 734 Lot 20. Lastly, the lighting plan shall be revised to also better delineate the property boundaries to make this assessment easier.
 - v. Provide the City of Concord Planning Board Approval Block on the architectural elevations, unless they are incorporated into the civil plan set and included in the sheet index on the cover sheet. Staff can provide a template as a .pdf, .dwg, or .jpg, if requested.
- 2. Per Section 32.03 *Review Fees and Process*, the applicants completed traffic study will be subject to peer review by the City's traffic consultant pursuant to Section 32 *Special Investigative Studies – Third Party Review* of the Subdivision Regulations, and the site plan shall be modified accordingly based on recommendations provided. Any changes constituting a major change, shall return as an amendment and receive Planning Board approval.
 - 3. Per Section 36.02 *Conditions*, for compliance with the Zoning Ordinance, and noted in the project proposal, prior to final approval, the applicant shall submit, and complete a voluntary lot merger application, pursuant to Section 11 *Voluntary Merger Procedures and Requirements of the Subdivision* for Tax Map 734Z Lot 22 and Tax Map 734Z Lot 21.
 - 4. The Engineering Services Division compliance comments as noted in the attached 7-page memo to Alec Bass from Paul Gildersleeve and Pete Kohalmi, dated July 9, 2026
 - 5. List all approved variances, waivers, and conditional use permits, with section numbers, descriptions, and date of approval on the cover sheet or site plan sheet. Unless otherwise noted, the plan set shall comply with any waivers denied by the Planning Board.
 - 6. Per Section 11.01(7), 13.01(6) 13.02(8) *State and Federal Permits*, copies of approval for any required State or Federal Permits shall be provided to the City Planning Division prior to final plan approval.
 - 7. Upon notification from the Planning Division that the plan set complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Construction Standards and Details, the applicant shall deliver to the Planning Division two full-size

plan sets, including civil, landscaping, lighting, and architectural plans for endorsement by the Planning Board Chair and Clerk

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

1. This approval notwithstanding the applicant is responsible for full knowledge of, and compliance with, the municipal code, Site Plan Regulations, and Concord Construction Standards and Details for the project, unless a variance, waiver, or conditional use permit is granted.
2. 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.
3. No building permit shall be issued or the start of construction commenced until the site plan has been approved by the Planning Board and the pre-construction conditions of approval have been satisfactorily addressed as determined by the Clerk of the Planning Board. No certificate of occupancy shall be issued until all site and building 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. (Section 11.09(6))
4. 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. (Section 27.07(8))
5. 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. (Section 27.09(5))
6. 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. (Section 27.11)
7. The Clerk shall inspect the exterior appearance of sites to determine if the exterior of a building, site, and signage are in conformity with the architectural design review approval granted by the Planning Board. No certificate of occupancy may be issued prior to a determination by the Clerk that the site is consistent with the Board's approval. (Section 33.08)
8. 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. (Sections 36.04 and 36.05)
9. No site construction, or change of use of land, shall occur in violation of the Site Plan Regulations and the Zoning Ordinance. No building permits shall be issued prior to satisfactory completion of pre-construction conditions of Planning Board approval. The Clerk shall not approve any certificate of occupancy unless the site is found to comply with the approved site plan and the conditions of Planning Board approval. (Sections 36.15 and 36.24)
10. It shall be the duty of the Clerk to enforce the regulations and to bring any violations or lack of compliance herewith to the attention of the City Solicitor. (Section 36.19)
11. At the completion of construction or prior to the issuance of a certificate of occupancy, digital as-built drawings shall be provided conforming to the Engineering Services Division's as-built checklist. (Sections 12.09, 13.02(11), and 36.25)

12. Where a public facility, public utility, or public improvement is to be constructed, a financial guarantee shall be provided. (Sections 13.02(5) and 36.26)
13. All trash, construction material, debris and any existing invasive species shall be removed. Dead and dying trees which present a potential hazard to existing and proposed structures shall be removed. (Section 27.07(10))



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: July 9, 2026

SUBJECT: Dartmouth Hitchcock Medical Center- Major Site Plan – Engineering Review
253 Pleasant Street; Map 734Z, Lots 21 and 22; Project 2026-071

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

- Project Narrative by Nobis Group, received June 22, 2026
- Stormwater Management Plan by Nobis Group, dated June 17, 2026
- Waiver Requests by Nobis Group, dated June 17, 2026
- Dartmouth Hitchcock Medical Center Plan Set by Nobis Group, dated June 17, 2026
- Traffic Assessment by Barton & Loguidice, dated June 17, 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.

1. General

- a. Please provide copies of the State and Federal Permits, pursuant to CSPP 13.02(8).

2. Traffic Assessment

- a. No comments at this time. A review will be completed once the full traffic report is submitted.

3. Stormwater Management Plan

- a. The NHDES Infiltration Practice Criteria for Infiltration Gallery 1 states there is 3' of separation between the groundwater and the surface. Please provide 4', pursuant to CSPR 22.07(2) or apply for a waiver. Applicant mentions TP6 will be checked again during construction for groundwater elevation.
- b. For Point of Interest 1, the 10-year volume for the site in the existing condition is 1.02 ac-feet and in the proposed condition is 1.25 acre-feet. Please provide the required infiltration in the northern infiltration basin or another practice so the developed condition volume is less than the existing condition, pursuant to CSPR 22.07(3).
- c. State how the 5 in./hr. infiltration rate was calculated for Ponds G-1 and G-2 in the report. Please label ponds G-1 and G-2 on the Grading Plan.

4. Waiver Requests

- a. The applicant is applying to waive City of Concord Site Plan Regulation (CSPR) 16.02(19), which requires a traffic control plan, in order for the contractor to submit the traffic control plan prior to construction. Engineering supports this waiver as long as the contractor submits this plan before the Engineering permits are approved and the pre-construction meeting is held.
- b. The applicant is applying to waive CSPR 18.22, which requires 5% maximum slopes in parking spaces. The applicant proposes grades up to 6%. Engineering does not support this waiver; the sidewalks adjacent to these parking spots need to be a maximum of 5% slope, pursuant to ADA Accessibility Standards Section 403.3.
- c. The applicant is applying to waive CSPR 20.07, which establishes the design requirements for a solid waste disposal area, in order to keep an existing dumpster within 25' of an existing trench drain. Since no grading is occurring at this location, Engineering supports this waiver. Please call out the location of this dumpster on the site plan.
- d. The applicant is applying to waive CSPR 22.07(3), which requires the 10-year storm event to discharge less stormwater volume in the developed condition than in the pre-developed condition. Engineering does not support this waiver unless it is shown that all possible design solutions have been attempted. As a possible solution, more infiltration space may be gained on the north or west side of the infiltration gallery.
- e. The applicant requests a waiver from CSPR 32.08, Elements of a Traffic Study. A preliminary traffic study has been submitted for this submittal with the promise

of a complete traffic study if the City so chooses. The Engineering Division requests a complete traffic study therefore it does not support this waiver request.

5. Cover Sheet

- a. Please list sheets C-2.0, C-2.1 and C-2.2 to match the sheets in the set.

6. Existing Conditions Plat (Sheet 1 of 4)

- a. Many of the easements called out do not have a deed reference shown. Please show this deed references, pursuant to CSPR 21.06(2).

7. Proposed Site Plan (Sheet C-2.1)

- a. Some parking areas are brand new and some appear to be re-paved. If that is the case, please revise the hatching to clarify including a legend for this sheet.

8. Grading and Drainage Plan (Sheet C-3.0)

- a. On the north side of the site, move the TOW= 339.8', BOW=336.3' callout in order to read the existing contours better. This callout states there will be a 6" reveal above the curbing elevation. However, since vertical granite curbing is 7", change this 6" to 7". Please change this at both ends of the wall.
- b. Most of the top- and bottom-of-curb grades show 0.5' of difference. Since the curbing used on most of the site is 7" vertical granite curbing, please revise this 0.5' difference to 0.6'. Where the proposed vertical curbing connects to the existing sloped granite curbing on the south side of the site, revise the curb height from 0.5' to 0.4'.
- c. Please provide a large-scale detail of the sidewalk, stairs, median, and wall perpendicular to the handicap ramp on the north side of the site. Show, with spot grades, that the landing areas of the handicap ramps are at 2% towards the parking lot, pursuant to CCSD Detail CR-2 (Gen. Note 4).
- d. Two notes by the proposed addition state "Install 4-feet high Masonry screening wall on top of retaining wall." Please show the bottom of wall elevation for both the masonry screening wall and the retaining wall on both these walls. Please show a detail of the proposed screening wall on top of the existing masonry wall.
- e. Provide spot grades where the flush curb at the entrance transitions into vertical granite curbing. Provide CCSD Details C-3 and C-4.

- f. The parking spaces in some areas are steeper than 5%. Please reduce these grades to be equal to or less than 5%, pursuant to CSD 18.22 (if the waiver for CSD 18.22 is denied).
- g. Please double-check elevations in the Drainage Schedule. A quick spot check shows that the rim for EX3754 may not be correct.

9. Utility Layout Plan

- a. Confirm that calculations show adequate fire flow to the building with the expansion. Calculations should be provided to Engineering and the Fire Marshal.
- b. Will a second water meter be installed for the expansion?

10. Sewer Profile Plan (Sheet C-4.1)

- a. Sewer Plan View shows the proposed sanitary sewer connecting to an existing sewer manhole SMH 2025. However, Sewer Profile-1 shows this manhole as proposed in the text and in line type. Please revise this manhole to match in plan and profile.
- b. Please label the proposed sewer structure PR SMH-1 using the City of Concord GIS numbering system. Please contact Amy Ouellette at aouellette@concordnh.gov to be given this number.

11. Water Profile Plan (Sheet C-4.2)

- a. The call-outs for the underground electric and gas appear to be in the wrong location in profile view. Please revise.
- b. Show the hydrant tee and valve in profile view.
- c. Call out the tap in profile view.

12. Drainage Profile Plan (Sheet C-5.0)

- a. Please label the proposed storm sewer structures using the City of Concord GIS numbering system. Please contact Amy Ouellette at aouellette@concordnh.gov to be given these numbers.
- b. On the Drainage Profile-1, the pipe between DMH-7 and CB-12 has less than 4' of cover. Please provide 4' of cover or show insulation on this pipe and any other with less than 4' of cover, pursuant to CCSD Section 6(3)(F)(2).

13. Erosion Control Plan (Sheet C-6.0)

- a. Please show a legend with the erosion control line types and symbols.
- b. Please show erosion control protection for the trench drains.
- c. Please include in the notes that “disturbed areas remaining idle for more than 21 days shall be stabilized, including soil stockpiles,” pursuant to CSPR 27.09(2).

14. Construction Details (Sheet C-7.0)

- a. On the Typical New Parking Section Detail, the 5” thickness shown does not match the 1.5” and 2.5” depths for wearing and base course, respectively. Please revise to match.
- b. Call out on plan view the Typical Light Pole and Foundation Detail, or remove the detail from this sheet if not used.

15. Construction Details (Sheet C-7.1)

- a. On the Typical Exterior Railing, add note, “Railings must comply with ADA Section 505.”

16. Construction Details (Sheet C-7.3)

- a. Add CCSD Detail SD-4.
- b. On the Valve Box Detail, add note, “Only North American made valve boxes are acceptable,” pursuant to CCSD Section 5(2)(c)(8)(e).

17. Construction Details (Sheet C-7.4)

- a. Call out the Dirtbag Detail on plan view, or remove the detail from this sheet.
- b. Please provide an erosion control matting detail, since it’s called out on the Erosion Control Plan.

18. Construction Details (Sheet C-7.5)

- a. It appears the wrong table has been added for the North Infiltration Gallery.

19. Landscape Site Plan (Sheet LA101)

- a. Show the proposed utilities and ensure the existing and proposed utilities are not closer than 10' from trees, pursuant to CSPR 27.06(5).

State/Federal Permits

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

- EPA NOI to Construct and SWPPP;
- NHDES Alteration of Terrain Permit

Pursuant to Site Plan Regulations Section 13.02(8), a copy of state and federal permit shall be submitted to the City prior to final plan approval.

Post-Approval/Pre-Construction Requirements

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

1. Pursuant to Site Plan Regulations Section 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 Division:
 - Driveway Permit
 - Excavation Permit
 - Utility-Connection Permits (water and sewer)
 - Other permits deemed necessary by the City Engineer

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

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

3. Pursuant to Site Plan Regulation Section 36.24, the Applicant is responsible for paying inspection fees to ensure work is consistent with City standards, the approved plans, and conditions of approval.

Prior to scheduling the pre-construction meeting, the applicant shall 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, per 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 schedule a pre-construction meeting with the Engineering 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 the Planning and Engineering Divisions.
6. Shop drawings/submittals shall be submitted to the Engineering Division for the proposed water, sewer, drainage improvements as applicable.

Construction Requirements

1. Retaining wall design drawings (stamped Structural Engineer licensed in the State of NH) shall be submitted to the Engineering Division for proposed retaining walls that are greater than 4 feet high. In addition, walls greater than 4 feet high require a Building Permit from Code Administration.