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

Staff Report for Planning Board

Meeting on November 20, 2024

Project Summary – Minor Site Plan and Conditional Use Permit

Project: Single Family Home and Home Business (2024-074)
Property Owner: Aaron Leclerc and Cara Scala
Applicant: Jones & Beach Engineers Inc.
Project Address: Shaker Rd (No assigned address)
Tax Map Lot: 411Z 49

Determination of Completeness:

Per Section 7.06 *Determination of Completeness* of the Site Plan Regulations, a completed application will contain the required information listed in Section 15 *Minor Site Plan Submittal Requirements* of the Site Plan Regulations and will be legible and competently prepared. In making a determination of completeness, the Board shall consider the written recommendation of the Planning Division, as well as 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.** If it is determined that the application is complete, the Board shall then open the public hearing on the application. An application which is determined to be incomplete may be revised and resubmitted to a subsequent meeting of the Board for another determination of completeness.

Section 36.14(1) *Determination of Completeness* provides additional language regarding the determination of completeness, and states that a completed application shall contain all required information for each stage of the application process; shall be legible and properly prepared; shall accurately portray existing conditions; shall be accompanied by copies of special investigative studies; and shall contain sufficient information and detail for a full review and action by the Board.

The Planning Division reviewed the application for completeness based upon the criteria of the Site Plan Regulations and concludes that all criteria for completeness have not been met, the application does not contain all required information, the existing conditions are not accurately portrayed, and the application does not contain sufficient information and detail for a full review and action by the Board.

Based upon the Planning Division's review of the application, the Planning Division recommends that the Board move to:

- **Determine the application incomplete because the application as submitted does not comply with the Zoning Ordinance, nor does it comply with the following sections of the Site Plan Regulations, all of which are necessary for a complete determination:**
 - a. **Section 6**
 - b. **Section 12**
 - c. **Section 13**

d. Section 15; and,

- **Advise the applicant to revise the application materials and re-submit for consideration at a future Board meeting.**

If the Board chooses to deem the application complete, the Planning Division recommends that the Board move to:

- Determine the application complete;
- State that the project does not meet the criteria for a development of regional impact per New Hampshire 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 New Hampshire 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 elected to determine the application complete on November 20, 2024, then the 65-day review period would end on **January 24, 2025**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**January 24, 2025**), the applicant may request a postponement or the Board may approve, approve conditionally, or deny the application based on the information provided.

Project Description:

The application requests minor site plan approval, and certain waivers from the Site Plan Regulations, to construct a detached workshop building for a home-based business with an accompanying detached single family detached dwelling, and associated site improvements. Additional approval is sought for a conditional use permit application for disturbances to wetland buffers to construct the driveway.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 10-sheet plan set dated October 16, 2024, titled “Minor Site Plan Single-Family Residence & Home Business” prepared by Jones and Beach Engineers Inc; a 2-page narrative dated October 16, 2024, prepared by Jones & Beach Engineers, Inc; a 2-page conditional use permit narrative dated October 16, 2024, prepared by Jones & Beach Engineers, Inc; a 2-page waiver request letter dated October 16, 2024, prepared by Jones and Beach Engineers, Inc; a 33-page Wetland Report and Functional Assessment dated July 8, 2024, prepared by Pond View Wetland Consultants, L.L.C; and, a 16-page Vernal Pool Report dated July 8, 2024, prepared by Pond View Wetland Consultants L.L.C.

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	Medium Density Residential (RM) District (w/o sewer)
Existing Use:	Vacant
Proposed Use:	Manufacturing, fabrication, and assembly industries; and, single family residential
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

Zoning Code Item	Required	Proposed
Minimum Total Area	40,000 square feet	Not Provided
Minimum Buildable Land	20,000 square feet	Not Provided
Minimum Lot Frontage	200 feet	Not Provided
Minimum Front Yard	25 feet	Not Provided
Minimum Rear Yard	25 feet	Not Provided
Minimum Side Yard	15 feet	Not Provided
Maximum Lot Coverage	20%	Not Provided
Maximum Building Height	35 feet	Not Provided
Off-street Parking	2 (single family dwelling) plus 5 (manufacturing, fabrication, and assembly industries)	Not provided

- 1.1 Per Section 29.2-1-2(a)(1) of the Zoning Ordinance, any person or entity which seeks to undertake new development within the City of Concord, shall pay impact fees to the City in the manner and in the amounts set forth in the ordinance. Per Section 29.2-1-2(e)(1), an applicant may apply for a waiver of all or part of the impact fees that are payable with respect to new development or redevelopment. Per Section 29.2-1-2(e)(4)(a), an applicant for the development of permitted nonresidential uses shall qualify for a waiver of the transportation facilities impact fees. The Clerk determines the impact fee at the time of building permit application, and the **applicant must request the waiver prior to the date of the determination.**
- 1.2 Article 28-7-2 *Demarcation Required* states that parking spaces, loading spaces, stacking lanes, entry and exit drives, direction of traffic flow, and pedestrian ways shall be appropriately demarcated with pavement markings and signs. Signs used for these purposes are subject to the standards and requirements of Article 28-6, *Sign Regulations*, of the Zoning Ordinance.
- The site plan shows no demarcation of parking spaces, entry and exit drives, or direction of traffic flow; therefore, the site plan is not compliant with the Zoning Ordinance.
- 1.3 Article 28-7-2 (c) *Requirements Where There are Multiple Uses or Buildings* states where more than one principal use or more than one structure are located on the same lot, the parking requirements shall be computed for each use or structure, and the number of spaces provided shall not be less than the sum of the number of spaces so calculated, except where a conditional use permit has been granted by the Planning Board pursuant to Section 28-7-11, *Alternative Parking Arrangements*, of the Zoning Ordinance.
- The site plan provides no tabulation for computed required or proposed parking requirements for each use or structure, and is, therefore, not compliant with the Zoning Ordinance.
- 1.4 Article 28-7-3 *Location of Required Parking* states the parking spaces required for the uses listed in Section 28-7-2(e), *Table of Off-Street Parking Requirements*, of the Zoning Ordinance, shall be provided on the same lot as the use or uses that they are intended to serve, except as may be otherwise provided for Performance Districts, or where a conditional use permit is issued by the Planning Board pursuant to Section 28-7-11, *Alternative Parking Arrangements*. In the case of principal residential uses, required parking spaces shall be located not more than 150 feet from the principal residential use intended to be served.
- The site plan does not show the location of the required parking spaces, and is not compliant with the Zoning Ordinance.

- 1.5 Article 28-7-5 *Requirements for Handicapped Accessible Parking Spaces* states requirements for accessible parking spaces, noting that one in every eight accessible spaces but not less than one, shall be designed and designated for vans.

The site plan does not provide for the required number, or type, of accessible spaces, and is not compliant with the Zoning Ordinance.

- 1.6 Article 28-7-7(f) *Driveway Widths* states driveways connecting parking lots to a street or another parking lot shall be at least 24 feet in width for two-way traffic flow and at least 12 feet in width for one-way traffic flow. No driveway shall exceed 28 feet in width except where the Planning Board requires a driveway of three lanes or more as part of the approval of a site plan pursuant to Section 28-9-4(b), *Site Plan Review*.

The site plan proposes a driveway width of 20 feet for two-way traffic, not the required 24 feet, and is not compliant with the Zoning Ordinance.

- 1.7 Article 28-4-3(c)(1) *Certain Uses Prohibited in Buffers* states the erection or construction of a building or structure, or the construction of parking lots or loading areas, except where otherwise allowed by a state or federal permit and the granting of a conditional use permit pursuant to Section 28-4-3(d), *Conditional Use Permits Required for Certain Disturbance of Wetland Buffers*, of this ordinance are prohibited.

The site plan proposes a utility pole structure to the north of the proposed driveway and within both the designated wetland and wetland buffer, and is not compliant with the Zoning Ordinance. Staff notes that, while disturbance to wetland buffer is allowed with an approved conditional use permit, disturbance to the wetland is not allowed. Disturbance to the wetland requires a variance approval from the Zoning Board of Adjustment. It does not appear that a variance was obtained to permanently disturb the wetland with the installation of a utility pole.

- 1.8 Staff notes that Shaker Rd was paved in 2021 from Mountain Rd to Snow Pond Rd and is subject to the practices and procedures of Section 5-1-4 *Permit Required to Excavate in or Open a Public Way*, and Section 5-1-4(d) *Protection of streets* of the Concord General Code, as well as the City's Street Excavation Regulations. Mountain Rd is currently subject to a 5-year street excavation moratorium. However, to the extent this property will rely upon public or private utilities located within Mountain Rd, the property would be eligible for associated excavation and utility connection permits in accordance with 1.d under "Protection of Streets" within the City's 2009 Street Excavation Regulations. The applicant is, however, required to comply with special provisions regarding street damage fees as well as pavement reconstruction requirements.

2. Site Plan Regulations Compliance and Comments:

- 2.1 Section 2.02 states that public and private improvements shall conform to the proposals shown in the Master Plan and Official Map of the City, and the Site Plan Regulations supplement and facilitate the enforcement of the provisions and standards contained in the building and housing codes, health codes, and zoning ordinances (New Hampshire RSA 674:3, 4, 9-11).
- 2.2 Per Section 6.01(4) *Conformity with Zoning*, for an application to be determined complete, the proposed application must be in conformity with the Zoning Ordinance. **Based upon Items 1.2 through 1.7 of this report, including required parking, driveway width, and prohibited uses in buffers, the application is not in conformity with the Zoning Ordinance and therefore cannot be considered complete unless a variance is granted or the site plan is revised.**
- 2.3 Staff notes that, per Section 6.03(1) *Minor Site Plan*, the site plan application phase for minor site plans consists of the receipt of a complete site plan application; review of site plan drawings,

construction plans, supporting studies and reports, and legal documents; and, consideration and action on the site plan.

- 2.4 Staff notes that, per Section 7.08(6) *Public Improvements*, the Planning Board may require that all public improvements be installed and dedicated prior to the issuance of a Certificate of Occupancy for a site plan. If the Planning Board requires the construction or installation of public improvements, then a financial guarantee shall be provided to secure the installation of the public improvements. Financial guarantees shall be provided in accordance with the requirements of Section 30 *Financial Guarantees* of the Subdivision Regulations, the amount of the guarantee shall be determined by the City Engineer, and the form and sufficiency shall be satisfactory to the City Solicitor.
- 2.5 Section 12.01 *Research* states that applicants shall familiarize themselves with all city, state, and federal regulations relative to zoning, site plan design and approval, land sales, utilities, drainage, health, buildings, roads, and other pertinent data so that the applicants are aware of the obligations, standards expected, and documents to be submitted.

The following items from Sections 12, 13.01, 15, 16.02, and/or 16.03 of the Site Plan Regulations appear to be missing from the application, all of which are minimum components necessary to determine the application complete.

- 2.6 Section 12.04(9) *Location Plan* requires that the location plan show the zoning district designations and boundaries. The location plan on the cover sheet shows the boundaries, but not zoning district designations.
- 2.7 Section 12.07 *Wetland Delineations* states that wetland delineations are to be prepared by a New Hampshire Certified Wetland Scientist who shall sign and seal the existing condition plan and site plan. Existing Condition Note 12 on sheet C1 notes the wetlands were delineated by Jim Fougere, CWS, Pond View Wetland Consultants, in April and May of 2024, who shall also sign and seal the existing conditions sheet C1 and site plan sheet C2.
- 2.8 Section 15.03(2) *Abutters* states the full names and addresses of all property owners and abutters as indicated in the records of the City Tax Assessor not more than five days before the filing of the application. The Tax Assessor's Map-Block-Lot number for each parcel.
- Staff notes the map-lot number of the site on the existing conditions plan, and all other sheets, shall be 411Z lot 49, instead of 411 lot Z49.
- 2.9 Section 13.01(5) *Zoning Board of Adjustment Actions* states a copy of any action(s) by the Zoning Board of Adjustment on requests for special exceptions or variances from the City of Concord Zoning Ordinance is required for all site plan applications and shall be submitted with the application materials.
- Staff notes Site Plan Note 3 on sheet C2 Overall Site Plan does not provide the full description of the date provided, or description of the variance received in May of 2024, and shall be revised to include the exact meeting date as well as to include the condition of the variance approval received.
- 2.10 Section 13.01(6) *State and Federal Permits* states a copy of any application made to a State or Federal agency required for the approval of this site plan, including those required for the development of off-site improvements, is required for all site plan applications and shall be submitted with the application materials. The site plan does not include any notes listing the required state or federal agency permits, or stating that none are needed.

- 2.11 Section 15.02(8) *Addresses* states the address of each existing and proposed building or use shall be noted on the site plan as approved by the City Engineer, as well as addresses for abutting properties. Prior to final approval, street addresses for the two buildings shall be established and shown on the site plan.
- 2.12 Section 15.03(4) *Soils* states the existing conditions plan, which may be shown on the site plan, contain the identification and classification of the extent and type of soils using the USDA Natural Resources Conservation Service system. This information shall be provided on the site plan in the correct format. Staff does note test pit log data is provided on sheet C3.1 Grading and Drainage Plan.
- 2.13 Section 15.03(13) *Flood Hazard* requires on the existing conditions plan a notation as to whether or not the property is located in a FH – Flood Hazard Zoning Overlay District. The Flood Hazard (FH) District is a special overlay district created by the City of Concord per Article 28-3-2 of the Zoning Ordinance. A notation as to whether or not the property is located in the City’s Flood Hazard (FH) District shall be added to existing conditions note 5 on sheet C1.
- 2.14 Section 15.03(14) *Aquifers* requires that the existing conditions plan show the boundaries and label for each water systems protection area. This information appears to be missing from that plan. If the site does not contain any water system protection area, a note shall be added to the existing conditions plan stating that the site does not contain any water systems protection area.
- 2.15 Section 15.03(15) *Shoreland Protection* requires that the existing conditions plan show the boundaries and label for the shoreland protection overlay district and the natural vegetative and woodland buffers associated with that district as defined in Article 28-3-3 *Shoreland Protection (SP)* District of the Zoning Ordinance. If the site does not contain any shoreland protection overlay districts, a note shall be added to the existing conditions plan stating that the site does not contain any shoreland protection overlay district boundaries or buffers.
- 2.16 Section 15.03(22) *Abutting Properties* requires the existing conditions plan to show existing abutting properties including intersecting property lines, buildings, wells and septic systems, owners name and address, property address, and Tax Assessors Map-Block-Lot number. Staff notes the property addresses for 41 Shaker Rd (411Z 47) and 102 Mountain Road (411Z 23) meet the definition of abutter, but the property address is not shown, and shall be included.
- 2.17 Section 15.03 (23) *Tabulations*, requires on the existing conditions plan to show the following tabulations:
 - (a) Gross acreage in square feet and acres;
 - (b) Square feet or acres devoted to existing and proposed land uses;
 - (c) Square feet of each existing building broken down by floor and use category;
 - (d) Impervious surface coverage in square foot and percent;
 - (e) Parking required for existing and proposed uses;
 - (f) Useable land area calculations for residential development and net land area calculations for non-residential development; and
 - (g) Other tabulations that may be required by the Clerk in order to determine compliance with the City’s Zoning Regulations or Site Plan Review Regulations;

Staff notes that Existing Conditions Note 3 provides for such tabulation information, but no values shown, and shall be provided.

- 2.18 Section 15.03(24) *Zoning* requires on the existing conditions plan Zoning District Boundary lines, including Overlay Districts with labels be shown. Staff notes the zoning district boundaries and labels are shown, however, the labels along Shaker Rd have been transposed and shall be corrected.
- 2.19 Section 15.04(5) *Addresses* requires that the address of each existing and proposed building and unit shall be noted on the plan. Prior to final approval, street addresses for the two buildings shall be established and shown on the site plan.
- 2.20 Section 15.04(11) *Parking, Loading and Access* requires the location and layout of existing and proposed driveways, curb cuts, parking lots, and loading areas with dimensions and the number of spaces identified by parking bay. Parking lot spaces with dimensions and the number of spaces shall be provided on the site plan.
- 2.21 Section 15.04(13) *Municipal Sewer* requires the location, size, and invert elevations of existing and proposed sanitary sewers including manholes, catch basins, and culverts, including service connections. The unlabeled sanitary sewer manhole, across from 41 Shaker Rd shall include this information. Additionally, the required information shall be provided for the catch basins across from 41 Shaker Rd as well as the drain culvert crossing Shaker Rod, shown at the northwest corner of the property on sheet C3.1.
- 2.22 Section 15.04(17) *Municipal Water Supply* requires the location and size of all existing and proposed water mains and service connections, including hydrants, gates, valves, and meters, and other appurtenances. The site plan and utility plans show a hydrant and gate valve in front of 41 Shaker Rd, but do not provide the size of the water main, or clear indication where and how the water main ends, and shall be provided.
- 2.23 Section 15.04(20) *Flood Hazard* requires that the site plan provide a notation as to whether or not the property is located in a FH – Flood Hazard Zoning Overlay District. The Flood Hazard (FH) District is a special overlay district created by the City of Concord per Article 28-3-2 of the Zoning Ordinance. A notation as to whether or not the property is located in the City’s Flood Hazard (FH) District shall be added to the site plan.
- 2.24 Section 15.04(22) *Signs* requires the location and size of existing and proposed signs. Staff notes the submitted narrative indicates a sign will be provided for the business, but no such sign is shown on the site plan. The proposed sign must be shown and labeled, with dimensions labeled, on the site plan for compliance with this section.
- 2.25 Section 15.04(23) *Zoning*, requires the site plan show Zoning District Boundary lines, including Overlay Districts with labels. Staff notes the zoning district boundaries and labels are shown, but the labels along Shaker Road have been transposed and need to be corrected on sheet C1, sheet C2, and sheet C2-1.
- 2.26 Section 15.04(24) *Solid Waste Facilities* requires that the type and location of existing and proposed solid waste disposal facilities be shown on the site plan. The dimensions, setbacks, and type of screening along with construction details shall also be provided. If the site does not contain any solid waste areas, a note shall be added to the site plan stating that the site does not contain any solid waste areas. The site plan does not include any information pertaining to solid waste facilities.
- 2.27 Section 15.04 (25) *Outside Storage* requires the location of existing and proposed outside storage areas shall be shown noting dimensions, height, and types of material or equipment stored. The dimensions, setbacks and type of screening provided shall be shown along with construction

details. If the site does not contain any outside storage areas, then a note shall be added to the site plan stating that the site does not contain any outside storage areas.

2.28 Section 15.04(28) *Tabulations* requires the site plan to show the following tabulations, and shall include required, existing, and proposed tabulations for the following:

- (a) Gross acreage in square feet and acres;
- (b) Square feet or acres devoted to the various land uses;
- (c) Ground coverage of buildings and structures in square feet and percent;
- (d) Ground coverage for parking and loading areas including aisles and internal landscaping in square feet and percent;
- (e) Impervious surface coverage in square feet and percent;
- (f) Useable land area calculations for residential development and net land area calculations for non-residential development;
- (g) Total number of dwelling units, and total numbers of dwelling units by type and number of bedrooms;
- (h) Not applicable.
- (i) Square feet of floor area by type of use for all non-residential uses;
- (j) Projected number of employees by shift if necessary for calculating required parking;
- (k) Building occupancy or fixed seating if necessary for calculating required parking;
- (l) Calculations of required parking and loading areas, including handicapped and compact spaces;
- (m) Parking and loading areas provided, including handicapped and compact spaces;
- (n) Not applicable.
- (o) Calculations of required trees to be provided on the landscape plan and number provided; and
- (p) Residential buffer option selected, area of buffer yard required in square feet, and calculations of the buffer plantings required and provided.

2.29 Section 16.02 *Construction Details* states construction details shall be provided for all utilities, driveways and parking areas, pavement markings, sidewalks and patios, drainage facilities and structures, informational, regulatory and directional signage, outdoor recreation facilities, common mailboxes, street furniture, solid waste receptacles, buffer walls and fences, retaining walls, landscaping, and site lighting. Unless specifically waived by the Planning Board, construction details shall be provided which conform to the City of Concord Construction Standards and Details.

Staff notes that the applicant shall utilize, if available, details provided in the City of Concord Construction Standards and Details, or show that the details provided conform to, or exceed the requirements of the standards. The following details require revision for compliance with the section, or are missing.

- a. Stabilized Construction Entrance detail on sheet E1 does not conform to City of Concord Construction Detail E-1 Construction Entrance Detail as it relates to, but limited to material; filter fabric requirements; berm requirements; surface water; and, immediately removing tracked sediment from public right-of-way.
- b. Standard Duty Asphalt Pavement Section detail on sheet D1 does not conform to the City of Concord Driveway Details which require 1.5-inch wearing course and 1.5-inch base pavement to be installed.
- c. Concrete Pad Detail on sheet D1 does not conform to the City of Concord Construction Details. The minimum depth for loam shall be 6-inches in accordance with Section 7.03.A.1 of the Construction Standards and Details.

- d. A typical driveway plan and profile detail shall be added to the detail sheets. The applicant shall utilize an appropriate driveway detail contained within the City of Concord Construction Standards and Details, or shall conform or meet the standards of.

The items below appear to be missing from the application, but they are not required as part of the determination of completeness and can be addressed as conditions of approval.

- 2.30 The Engineering Division performed a compliance review and provided a listing of compliance comments in a separate memorandum, dated November 1 2024, attached hereto.
- 2.31 The Fire Department performed a review of this application and commented that the following additional information is required.
 1. Concrete culvert box shown on plan does not define the weight capacity for vehicles driving over it. It will need to be able to hold the heaviest piece of apparatus from Concord Fire. Below are the code references from NFPA 1 Fire Codes 2021 edition, Chapter 18.
 - 18.2.3.5.5 Bridges.
 - 18.2.3.5.5.1 When a bridge is required to be used as part of a fire apparatus access road, it shall be constructed and maintained in accordance with nationally recognized standards.
 - 18.2.3.5.5.2 The bridge shall be designed for a live load sufficient to carry the imposed loads of fire apparatus.
- 2.32 The General Services Department performed a review of this application and commented that there is an ongoing drainage issue from the Bainbridge Dr/Style Dr development. The water from the retention area flows westerly towards Shaker Rd, crossing under Shaker Rd through a 15” RCP and outlets onto the Murray property at 102 Mountain Rd causing significant flooding on the property.
- 2.33 The Assessing Department performed a review of this application and commented that the map number is 411Z; Lot number is 49 not Z49; and the lot size is not stated on the plan.
- 2.34 Section 18 *Parking Lot Design Standards* states parking lots shall be designed in accordance with the standards for parking lot design, driveways and access aisles, stacking spaces, landscaping, loading, lighting, curbing, and guardrails, and construction as set forth in Article 28-7, Access Circulation and Parking of the City of Concord Zoning Ordinance, as well as the standards contained in these regulations. The site plan does not show the required parking and previously was noted to be out of compliance with the Zoning Ordinance in Items 1.2 to 1.5 of this report. When shown, the required parking area shall be shown and designed in accordance with the criteria contained within Section 18 *Parking Lot Design Standards*.
- 2.35 Section 19.01 *Compliance with Zoning Regulations* states all driveways and common private driveways shall be constructed as set forth in Article 28-7, *Access Circulation and Parking* of the City of Concord Zoning Ordinance, and the City of Concord Construction Standards and Details, as most recently adopted. The driveway provided was previously noted to be out of compliance with the Zoning Ordinance in Item 1.6 of this report. Additionally, the driveway is required to conform with the City of Concord Construction Standards and Details. Additional information, including spot grades and details, shall be provided to show conformance with the City’s Construction Standards and Details for driveways.
- 2.36 Section 21.02 *Sidewalks Required* states sidewalks shall be required adjacent to the site along projects on City streets within the Urban Growth Boundary, and may be required by the Planning Board along arterial or collector roads beyond the Urban Growth Boundary as set forth in the City of Concord Master Plan or in the CIP. Sidewalks may be required to link a site to the existing or

planned sidewalk network as set forth in the City of Concord Master Plan. The applicant may be required to improve existing sidewalks along a project's frontage if the Board finds the sidewalk to be substandard in design and construction. When an isolated section of sidewalks is proposed or required, the Board may require the applicant to set aside equivalent funds to be placed in a City escrow account to allow for the future construction of a sidewalk, instead of constructing an isolated section of sidewalk.

Staff notes the site is located within the Urban Growth Boundary as depicted on Exhibit III-3 Future Land Use Plan City of Concord, NH Master Plan 2030/ The site is located in a section of Shaker Rd planned for sidewalks from the comprehensive master plan per the 2017 City of Concord Pedestrian Master Plan, and Shaker Rd is classified as a rural collector street per Appendix C – List of Collector Streets of the Zoning Code.

The applicant shall provide for sidewalk along the frontage of the site which meets the requirements of the City of Concord Site Plan Regulations and City of Concord Construction Standards and Details unless the Board requires the applicant to pay a fee-in-lieu.

- 2.37 Section 21.03 *Connection to Public Sidewalks* states for non-residential and multifamily developments, sidewalk connections shall be made from a public street or sidewalk to the building(s) on the site and shall be required on the site plan.
- 2.38 Section 22.02 *Construction Standards* states all public and private storm water drainage facilities shall be constructed to the standards contained herein and the Construction Standards and Details of the City of Concord. Typical driveway details on Sheet D1 shall conform with City of Concord Construction Standards and Details, including specifying culvert materials.
- 2.39 Section 22.03 *Municipal Storm Drainage System* states the applicant shall make reasonable efforts to infiltrate all or a portion of a site plan's drainage runoff to minimize impacts on downstream municipal and non-municipal drainage systems. Where a municipal storm water drainage system is available, the applicant shall be required to connect to the municipal storm drainage system in order to drain that portion of the run-off which cannot be retained on site.

Staff notes a known downstream drainage issue related to the water course on site, the 15-inch culvert across Shaker Rd at the corner of this site, and the property of 102 Mountain Rd. Staff also notes of the nearby municipal stormwater system located near the southwest corner of the site. The applicant shall demonstrate compliance with Section 22.03 *Municipal Storm Drainage System*, which may include extension and connection into the city municipal stormwater system. Demonstration of compliance shall also consider Sections 22.03(1) – 22.03(4).

- 2.40 Section 22.08 *Storm Water Design Standards for Minor Impact Site Plans* states sites plans with impacts between 2,000 square feet and 20,000 square feet of disturbed land area are deemed to have minor drainage impacts and for which the applicant shall prepare plans and provide improvements to address the following standards and requirements. Calculations, plans and detail drawings may be consolidated into a single drainage plan and supplemental report. See Sections 22.08(1) through 22.08(6) for standards and requirements to satisfy this section of the Site Plan Regulations.
- 2.41 Section 22.10 *Existing Watercourses* states where a site proposed for development is traversed by a watercourse, drainageway, channel, or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially to the lines of such water course together with a vegetated or landscaped buffer and of such width and construction, or both, as will be adequate for the purpose. The Board may require the dedication, either in fee or by drainage and/or conservation easement, land on both sides of the existing watercourses sufficient to allow for the

- protection and management of the watercourse or drainage channel including adequate vegetated buffers.
- 2.42 Section 22.12 *Accommodation of Upstream Drainage Areas* states a culvert, storm drainage pipe or other drainage facility shall, in each case, be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the development. The storm drainage pipe or culvert shall be sized appropriately to allow for wildlife movement through the facility. The applicant shall demonstrate compliance with this section and that the proposed development does not adversely impact or impound water or wildlife on site.
- 2.43 Section 22.16 *Wetland Crossings* states stream and wetland crossings shall be avoided whenever possible. Where wetland or stream crossing are necessary for access to developable areas of a site the size and extent of crossings shall be minimized, and the crossings shall be designed to maintain stream flows and wildlife movement. The plan shows a 6-inch bury at the bottom of the proposed box culvert, but there is not a detail provided or additional information clarifying what that is, or the material to be placed.
- 2.44 Section 23.01 *General Requirements* states all site plans shall make adequate provision for a supply of potable water for domestic consumption and for water supply for fire protection purposes. Within the Urban Growth Boundary as adopted by the Planning Board in the Master Plan, the extension of the municipal water supply system shall be required to the land on which a proposed development is located, and connection(s) to the municipal water system shall be required. Outside the Urban Growth Boundary, municipal water supply is not planned, and potable water shall be provided by individual wells for each dwelling unit or non-residential principal use of a lot.

Section 23.02 *Municipal Water System* states for site plans within the Urban Growth Boundary as adopted by the Planning Board in the Master Plan, the municipal water system shall be required to be extended on parcels of land which are within fifteen hundred (1,500) feet of an existing municipal water main, provided adequate pressure and fire flow are available as required in Section 23.05, below. Where a municipal water system is not available at the time of the application, but said water system will become available in the future because of inclusion in the City's Capital Improvement Program or because of inclusion in the master plan of the municipal water system, the applicant shall provide satisfactory financial guarantees for the installation of water mains, and design the development to be suitable for, and prepared for connection to the municipal water system at the time of its expansion. In that period prior to the availability of the municipal water system, the applicant shall provide individual wells for each dwelling unit or non-residential principal use of a lot.

Section 23.03 *Design Standards for Municipal Water Supply* states where extensions of the municipal water supply system are required, the applicant shall install facilities for the supply and distribution of water, including fire protection capabilities, in a manner set forth in Section 24, *Water Supply* of the City of Concord Subdivision Regulations, and the City of Concord Construction Standards and Details, as most recently adopted.

Staff notes the site is located within the Urban Growth Boundary as depicted on Exhibit III-3 Future Land Use Plan City of Concord, NH Master Plan 2030. Staff also notes that records indicate an 8-inch municipal water system currently exists, ending approximately at the proposed building's frontage on Shaker Rd and less than 1,500 feet away. The applicant shall be required to conduct a water pressure and fire flow test to properly evaluate the capacity of the municipal system prior to a determination by the Board if the municipal water main shall be extended.

2.45 Section 23.07 *Non-municipal Water Supply* states where a municipal water system is not required under Section 23.02, *Municipal Water System*, water supply shall be provided through individual private wells which shall comply with all standards of the NHDES, and the construction of which shall comply with applicable standards of the NH Water Well Board. The location of each well along with the required NHDES wellhead protection radius shall be shown on the site plan. The wellhead protection radius shall be shown entirely on the lot or common open space within the development, unless a wellhead protection easement is provided on an abutting property acceptable to the Clerk, City Engineer and City Solicitor, and said easement is recorded in the Merrimack County Registry of Deeds. Community wells which serve more than a single lot, an individual dwelling unit, or a single non-residential principal use or lot are prohibited in the City of Concord. Each dwelling unit or each principal non-residential use shall be provided with its own individual well for potable water supply. All wells for non-residential uses which meet the criteria for either a non-transient, non-community water system or a transient non-community water system shall be registered with the NHDES as such and meet all of the applicable standards.

If the municipal water system is not required under Section 23.02, the applicant shall provide a separate well for each principal use on the site or request a waiver (and receive approval) from this requirement.

Section 24.01 *General Requirements* states all site plans shall make adequate provisions for sanitary sewage disposal facilities. Within the Urban Growth Boundary, the extension of the municipal sanitary sewer system shall be required to the land on which a proposed site plan is located and connection(s) to the municipal sanitary sewer system shall be required. Outside the Urban Growth Boundary municipal sanitary sewage service is not planned, and sanitary sewage disposal shall be accomplished by individual waste disposal systems.

Section 24.02 *Municipal Sanitary Sewers* states for developments within the Urban Growth Boundary municipal sanitary sewer system shall be required to be extended to parcels of land which are within 1,500 feet of an existing municipal sanitary sewer main. Where a municipal sanitary sewer system is not available at the time of the application, but said system will become available in the future because of inclusion in the City's Capital Improvement Program, or because of inclusion in the master plan of the municipal sewer system, the applicant shall install, or provide satisfactory financial guarantees for the installation of, sewer mains which will be suitable for, and prepared for, connection to the municipal system at the time of its expansion. If sanitary sewers cannot be connected by gravity flow to the municipal system, sanitary sewage disposal shall be accomplished through the provision of pumped systems acceptable to the City or through individual waste disposal systems.

Section 24.03 *Design Standards for Municipal Sanitary Sewers* states where extensions of the municipal sanitary sewers are required, said facilities shall be constructed in a manner set forth in Section 24, *Sanitary Sewage Disposal* of the City of Concord Subdivision Regulations and the City of Concord Construction Standards and Details. Where cross country sanitary sewer mains are required to serve an application, a standard municipal utility easement shall be provided with a minimum width of 25 feet.

Staff notes the site is located within the Urban Growth Boundary as depicted on Exhibit III-3 Future Land Use Plan City of Concord, NH Master Plan 2030. Staff also notes records indicate that an existing 10-inch municipal sanitary sewer main currently exists, ending approximately at the building's frontage on Shaker Rd and less than 1,500 feet away. The applicant shall be required to extend the municipal sanitary sewer system along Shaker Road, maintaining compliance with the Site Plan Regulations and Construction Standards and Details.

Section 24.08 *Non-Municipal Sanitary Sewer Disposal* states where a municipal sanitary sewer system is not required under Section 24.02, Municipal Sanitary Sewers of these regulations, sanitary sewage disposal shall be provided by individual waste disposal systems the design and location of which shall meet the requirements of, and be approved by the NHDES. The required 4,000 square foot (4K) septic drain field area required by the NHDES shall be shown on the site plan, along with test pit locations and corresponding test pit logs. Community sewerage systems which serve more than a single lot, an individual dwelling unit, or more than a single non-residential principal use are expressly forbidden in the City of Concord. Each dwelling unit or each principal nonresidential use not served by the municipal sanitary sewer system shall be provided with its own individual waste disposal system.

If the municipal sanitary sewer system is not required under Section 24.02, the applicant shall provide a separate waste disposal system for each principal use on the site or request a waiver (and have it approved) from this requirement.

- 2.46 Section 24.09 *State and Federal Permits* states the applicant shall obtain State and Federal sanitary sewer permits where required. The applicant shall conform to the requirements and conditions of all State and Federal permits, in addition to the requirements contained herein. The applicant shall provide the copy of any State or Federal permit required for sanitary sewer disposal means.
- 2.47 Section 25.02(1) *Underground Utilities* states except in the Industrial (IN) Zoning District, all utility facilities including, but not limited to, gas, electric power, telephone, telecommunication, and CATV cables, shall be located underground throughout the proposed development. Whenever existing utility facilities are located above ground, except where existing on public roads and rights-of-way, they shall be removed and placed underground. The overhead utilities proposed to cross Shaker Road shall be installed underground, or the applicant shall request a waiver (and have it approved) from this requirement.
- 2.48 Section 25.02(2) *Service Connections* states Design Standards for Service Connections: Service connections to the non-municipal utilities shall be constructed to the standards contained in the City of Concord Construction Standards and Details, and the standards established by the private utility company responsible for the service.

Staff notes the utility trench detail provided on sheet D1 does not conform to the minimum requirements of the City of Concord Construction Standard U-1 Typical Utility Conduit Installation and shall be revised accordingly. Additionally, staff notes on sheet P1, the top of the existing stormwater box culvert is shown to be 1.7 feet below grade. Due to this constraint, the applicant will be unable to comply with minimum installation depth standards for underground utility conduits.

- 2.49 Section 25.03 *Utilities in Public Streets* states where private utility services need to be constructed within public street rights-of-way, they shall be constructed and located in accordance with the City of Concord Construction Standards and Details, and the City of Concord Subdivision Regulations. Where the location of existing utilities or other physical impediments, including sensitive environmental areas such as wetlands, preclude the placement of utilities as specified in the above referenced City regulations, the Planning Board may approve alternative utility layouts or placement based on the recommendations of the City Engineer.

Staff noted the proposed utility pole within the designated wetland and wetland buffers does not comply with zoning as noted in Item 1.7 of this report. The applicant, Board, and City Engineer

will need to discuss and approve alternative utility layouts to service the buildable portions of the site.

- 2.50 Section 27.09 *Erosion Control* states erosion control measures shall be installed and maintained to prevent sediment from leaving the site, entering the City or State storm drainage system, intermittent or perennial streams, wetlands, ponds and other surface waters. All disturbed areas shall be revegetated and all sediment shall be retained on site. Disturbed areas shall be restored pursuant to the City of Concord Construction Standards and Details, the State of New Hampshire Department of Environmental Protection (DES) regulations, and the US Environmental Protection Agency's NPDES (National Pollution Discharge Elimination System) requirements.

For compliance with Section 27.09 *Erosion Control*, including Sections 27.09(1) through 27.09(5), the applicant shall revise the Temporary Erosion Control Notes, including the seeding guide and seeding rates on sheet E1 for compliance with the Site Plan Regulations and Construction Standards and Details. Staff notes specifically that the proposed seed mixtures are not compliant with Section 7.02.A.2 *Seed* of the Construction Standards and Details. The applicant shall utilize Concord Construction Standards and Details, or show that the provided details conform or exceed the requirements of.

- 2.51 Section 28.01 *General Requirements* states all developments shall make adequate provision for fire apparatus to access buildings and structures to allow for effective emergency rescue and fire protection.

The proposed stormwater drainage box culvert shall include details and information, which shall include the carrying weight capacity and that it is designed for a live load sufficient to carry the imposed loads of fire apparatus, which will be the heaviest piece of apparatus of the Concord Fire Department. It shall also be constructed and maintained in accordance with nationally recognized standards.

3. **Variances:**

- 3.1 At the meeting held on May 8, 2024, the Zoning Board of Adjustment granted the applicant's requested variance from Article 28-2-4(j)(L)(1) of the Table of Principal Uses to allow 2 principal uses on a lot, to construct a single-family home (allowed use) as well as a "manufacturing, fabrication, and assembly industries" use on a lot within the Medium Density Residential District (RM) at property located at Shaker Road (Map 411Z, lot 49) with the condition that the applicant meet the criteria of a Major Home Occupation, except for Article 29-5-30(c)(2).

4. **Waivers:**

- 4.1 The applicant requests waivers from the following sections of the Site Plan Regulations:

- a. Section 15.04(14) *Drainage & Erosion Control*, to not provide a drainage study as required by Section 16.02(12(b));

Staff reviewed the evidence submitted and **does not support the waiver request**, noting that the materials provided do not show compliance with either New Hampshire RSA 674:44(III)(e)(1) or (2) and do not meet the burden of proof for Section 36.08(1), (2), (3), and (4) of the Site Plan Regulations. Additionally, there is a known drainage capacity issue abutting this site both upstream and downstream and the drainage analysis needs to be conducted to analyze the impacts of the development.

- b. Section 15.04(15) *Landscape Plan*, to not provide a landscape plan, or landscaping approved by a NH licensed landscape architect;

Staff reviewed the evidence submitted and **does not support the waiver request**, noting that the materials provided do not show compliance with either New Hampshire RSA 674:44(III)(e)(1) or (2) and do not meet the burden of proof for Section 36.08(1), (2), (3), and (4) of the Site Plan Regulations.

- c. Section 15.04(26) *Lighting Plans*, to not provide a lighting or photometric plan, and to allow the single-family residential structure to use standard residential exterior lighting and not full cut-off fixtures.

Staff reviewed the evidence submitted and **does not support the waiver request**, noting that the materials provided do not show compliance with either New Hampshire RSA 674:44(III)(e)(1) or (2) and do not meet the burden of proof for Section 36.08(1), (2), (3), and (4) of the Site Plan Regulations. Additionally, without a photometric lighting plan, compliance with Section 29 of the Site Plan Regulations or Section 28-7-7(j) of the Zoning Ordinance cannot be evaluated to determine if the lighting of the non-residential use impacts abutting residential properties.

4. Conditional Use Permits:

- 5.1 The applicant requests approval for a conditional use permit in accordance with Section 28-4-3(d) *Conditional Use Permits Required for Certain Disturbance of Wetland Buffers* of the Zoning Ordinance, to allow for a permanent impact of 4,550 square feet of wetland buffer to allow for driveway and utility access to the buildable portion of the lot.

Staff reviewed the narrative and found that **additional criteria is required to determine** if the conditional use permit application complete per Section 34.05 *Application Requirements*. The criteria found in Section 28-9-4(b)(4)(a) through Section 28-9-4(b)(4)(g) of the Zoning Ordinance are also required to be satisfied and shall be included in the conditional use permit application narrative.

6. Architectural Design Review:

- 6.1 No architectural design review is required for a minor site plan in a non-performance district.

7. Conservation Commission:

- 7.1 Conservation Commission review and recommendation is required for the conditional use permit for disturbances to wetland buffer. The applicant appeared before the Conservation Commission on November 13, 2024.

8. Recommendations:

- 8.1 Determine the application incomplete because the project as submitted does not comply with Section 6; Section 12; Section 13; and, Section 15 of the Site Plan Regulations. Additionally, the conditional use permit application does not include all of the required criteria from Section 34.05 of the Site Plan Regulations and Section 28-9-4(b)(4)(a) through Section 28-9-4(b)(4)(g) of the Zoning Ordinance.
- 8.2 Advise the applicant to revise and resubmit for a subsequent meeting of the Planning Board. All resubmissions shall be subject to the same deadlines, meeting dates, and parameters as though it was a new plan application. Revisions shall also include a revised abutter notification list and fees to set the new public hearing date.

Prepared by: ATB



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
DATE: November 1, 2024
SUBJECT: Single-Family Residence and Home Business- Minor Site Plan Application, CUP, and waivers
Engineering Review
Shaker Road; Map 411Z, Lot 49, City Project 2024-074

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

- Minor Site Plan, Single-Family Residence and Home Business Application plans by Jones and Beach Engineers Inc., dated October 16, 2024
- Vernal Pool Report by Pond View Wetland Consultants, LLC, dated July 8, 2024
- Wetland Report and Functional Assessment by Pond View Wetland Consultants, LLC, dated July 8, 2024
- Minor Site Plan Application- Waiver Requests letter by Jones and Beech Engineers Inc., dated October 16, 2024
- Conditional Use Permit Application letter by Jones and Beech, dated October 16, 2024

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.

Conditional Use Permit

1. The Conditional Use Permit (CUP) Application letter requests a CUP from Zoning Ordinance Chapter 28-4-3(d), *Conditional Use Permits Required for Certain Disturbance of Wetland Buffers*, to enable a driveway and driveway grading to cross a wetland and wetland buffer. Since a culvert will be placed beneath the driveway to capture and convey wetland flows under the driveway, the flow needs to be

calculated to determine the size of this culvert and that the flows to the existing 15” RCP culvert beneath Shaker Road are less than or equal to historic flows to this existing culvert, pursuant to City of Concord, NH Site Plan Regulations (ie C SPR) 15.04(14) and 16.02(12).

Waivers

1. The Minor Site Plan Application- Waiver Requests letter requests a waiver from C SPR 15.04(14) and Section 16.02(12), requiring a drainage report. The requirements of C SPR 36.08 have not been addressed. Therefore, Engineering Services does not support this waiver request.

General Plan Set Comments

1. The residence will have the address of 50 Shaker Road. Add this to the title block on the cover sheet and all subsequent sheets. Will the applicant request a separate address for the workshop? The applicant should contact the Planning Department to discuss the options.
2. Submit a copy of NHDES Dredge and Fill Permit and for the site’s wetland work, and any other State and Federal Permit, pursuant to C SPR 13.01(6) and 13.02(8).
3. Submit a drainage study, pursuant to C SPR 13.01(8)(a), 16.02(12), and 22.08.

Sheet C1: Existing Conditions Plan

1. Include easement information pursuant to C SPR 12.06(2) and C SPR 14.02(3)(b)(v), and 15.03(21).
2. Although wetland boundaries were shown, a NH Certified Wetland Scientist’s signature and stamp were not included. Include them pursuant to C SPR 12.03(5) and 12.07.
3. Delineate soils on this sheet, pursuant to C SPR 12.03(5).
4. Include existing site restrictions pursuant to C SPR 12.06(2).
5. The existing conditions plan should also be signed by the licensed land surveyor.
6. Notes 2 and 3 are incomplete.
7. Many of the abutting lot numbers are incorrect. The “Z” goes with the map number, not the lot number.
8. The abutting parcel owned by the Hayden Family is Tax Map 412Z, Lot 69, not Tax Map 411, Lot Z69.

Sheet C2: Overall Site Plan

1. An 80 scale is shown, but features on the road don’t match this scale. Ensure the plans is to a measurable scale and is labeled correctly, pursuant to C SPR 15.02(3).
2. Show any restrictions to or easements on the property, pursuant to C SPR 15.04(7,12).

3. Many of the abutting lot numbers are incorrect. The “Z” goes with the map number, not the lot number.
4. The abutting parcel owned by the Hayden Family is Tax Map 412Z, Lot 69, not Tax Map 411, Lot Z69.
5. Include perimeter boundary information on the overall site plan.
6. The plan indicates a new utility pole to be installed on the east side of Shaker Road adjacent to the proposed driveway. Will a waiver be required? In addition, has Unitil been consulted to ensure that this proposal is feasible? Please provide documentation that Unitil has been consulted.

Sheet C2.1: Site and Utility Plan

1. Will the water table affect the ability of the site to have a septic system? Also, confirm there is no connection to the existing sanitary sewer in Shaker Road, pursuant to CSPR 14.02(5)(d) and 15.04(13).
2. Many of the abutting lot numbers are incorrect. The “Z” goes with the map number, not the lot number.
3. Please include perimeter boundary information on the site & utility plan.
4. The plan indicates a new utility pole to be installed on the east side of Shaker Road adjacent to the proposed driveway. Will a waiver be required? See comment above.

Sheet C3.1: Grading and Drainage Plan

1. City of Concord GIS shows the culvert at the northwest corner of the site as 15” RCP. Pursuant to CSPR 14.02(3)(b)(i), 14.02(5)(a), 15.03(10), and 15.04(17), label this pipe with this size and material. Show the size and material type of the pipes on the southwest corner of the property also, on this sheet and sheet C2.1.
2. Many of the abutting lot numbers are incorrect. The “Z” goes with the map number, not the lot number.
3. Please include perimeter boundary information on the overall site plan.

Sheet P1: Driveway Plan and Profile

1. Place hatchings on legend.

Sheet D1: Detail Sheet

1. The Typical Driveway Sections Detail and the Utility Trench Detail do not match the City of Concord Details D-9 and U-1, respectively. Please revise to match City of Concord Details.

State/Federal Permits

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

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

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

Post-Approval/Pre-Construction Requirements

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

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

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

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

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

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

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

4. Establish a performance surety (bond, letter of credit, or cash deposit) for work within the Right-of-Way and proposed public improvements or common private improvements per Subdivision Regulation 10.09, prior to subdivision plat signature (13.02 (7), and 30.01. An engineer's cost estimate, prepared by the Applicant and based on the current NHDOT weighted average unit prices, shall be submitted a minimum of two weeks prior to scheduling the pre-construction meeting.

5. When above requirements have been met, request to set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc. Engineering permits will not be authorized (unless explicitly stated otherwise) until final revised plans have been submitted and approved to the satisfaction of Planning and Engineering.
6. Shop drawings/submittals shall be submitted to Engineering for the proposed water, sewer, drainage improvements as applicable.

Construction Requirements

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