



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 Architectural Design Review, and
Conditional Use Permit Applications**

Project: Multifamily Conversion – Major Site Plan (2026-028)
Property Owner: Associated Enterprises, Inc
Applicant: Stonefield Engineering & Design
Property Address: 103 North State St
Tax Map Lot: 6414Z 1

Determination of Completeness:

The application was determined complete by the Board on May 20, 2026, opened the public hearing, and concluded by continuing the public hearing to the date certain of the July 15, 2026 Planning Board meeting. The Board has 65 days within which to consider and act on the application once the application is determined complete, per RSA 676:4(I)(c). The 65-day period began on May 20, 2026, and will end on **July 24, 2026**. If the applicant has not demonstrated compliance with the Site Plan Regulations by the end of the statutory timeline (**July 24, 2026**), the applicant may waive the requirement for Planning Board action within the 65-day time period and consent to an extension of the public hearing as may be mutually agreeable, or the Board may approve, approve conditionally, or deny the application based on the information provided at that time.

Project Description:

The applicant is proposing the conversion of an existing 15,341-square-foot office building into 21 residential dwelling units and associated site improvements at Tax Map 6414Z Lot 1, addressed as 103 North State Street in the Civic Performance (CVP) District. As part of the major site plan application, the applicant is also requesting two conditional use permits: to not require a non-residential use for a lot greater than 20,000-square-feet, located within a Performance District, the size of the lot proposed for conversion from office space to 21 residential units is approximately 20,563-square-feet; and, to allow the adjustment of the existing driveway which currently does not meet the required 200-foot separation from adjacent driveways.

The project was previously before the Board on May 20, at which time the Board and applicant primarily discussed the challenges of the site relative to parking, waste disposal / dumpster location, turning movements, and the separation of pedestrian routes from the site driveway. Since the May meeting, the applicant has received relief from the driveway width requirement from the Zoning Board.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on a 3-page cover letter and narrative titled “Major Site Plan Review – Multi-family Residential Adaptive Reuse” dated March 18, 2026, prepared by Stonefield Engineering and Design, LLC; a 16-sheet civil plan set titled “Proposed Multi-Family Residential Adaptive Reuse”, dated March 18, 2026, with revisions

through June 17, 2026, prepared by Stonefield Engineering and Design, LLC; a 9-sheet architectural plan set titled “103 N. State St”, dated April 14, 2026, with revisions through June 10, 2026, prepared by Inscription Architects; a 31-page stormwater management statement, dated June 17, 2026, prepared by Stonefield Engineering and Design, LLC; a 39-page Stormwater Operations & Maintenance Plan, dated March 18, 202, prepared by Stonefield Engineering and Design, LLC; a 1-sheet vehicle maneuvering exhibit dated April 15, 2026, with revisions through June 17, 2026, prepared by Stonefield Engineering and Design, LLC; a 1-sheet existing conditions plan dated November 2025, prepared by Richard D. Bartlett & Associates, LLC; and, three, 3-page waiver request forms.

1. Project Details and Zoning Ordinance Compliance:

Zoning District:	Civic Performance (CVP) District
Existing Use:	Office
Proposed Use:	Multi-family Residential (21 Units)
Overlay Districts:	
Flood Hazard (FH) District	None
Shoreland Protection (SP) District	None
Historic (HI) District	None
Penacook Lake Watershed (WS) District	None
Aquifer Protection (AP) District	None
Wetland:	None
Wetland Buffer:	None

Zoning Code Item	Required	Existing	Proposed
Minimum Total Area	N/A	20,652-square-feet	No Change
Minimum Buildable Land	N/A	Not Provided	Not Provided
Minimum Lot Frontage	80 feet	92 feet	No Change
Minimum Front Yard	15	10.9 feet	No Change
Minimum Rear Yard	15	96.3 feet	No Change
Minimum Side Yard	15	0 feet	No Change
Maximum Lot Coverage	80%	74.7%	72.9%
Maximum Building Height	45 feet	30 feet (2 stories)	No Change
Off-Street Parking	1 space per unit 21 units = 21 spaces	Not Provided	21 Spaces
Accessible Parking Spaces	1-25 required parking spaces = 1 accessible space to be provided	Not Provided	1 Accessible Space provided

2. General Comments:

- 2.1 Per Section 6.01(4) of the Site Plan Regulations, staff was unaware of any nonconformities with the Zoning Ordinance at the time the abutter notifications were mailed on April 3, 2026.
- 2.2 Per Section 6.01(5) *Conditional Use Permits*, where a conditional use permit is required, no site plan application may be considered complete without a complete conditional use permit application. Conditional use permit applications will be considered concurrently with the site plan application. Two conditional use permit applications have been submitted in conjunction with this major site plan application as noted in Section 6 of this report.

- 2.3 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.
- 2.4 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) *Soils*, to not provide soil data on the existing conditions plan.
 - 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(8) *Parking, Loading and Access*, to not provide dimensions and number of spaces identified by parking bay.
 - d. Section 15.03(17) *Solid Waste and Outside Storage*, to not provide the location of existing solid waste and outside storage facilities.
 - e. Section 15.03(23)(a), (b), (c), (d), (e), and (f), to not require the applicant to provide the required tabulations on the existing conditions sheet.
- 2.5 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(2) *Abutting Property*, to not provide abutting property information on the site plan.
 - b. Section 15.04(3) *Parcel Information*, to not require parcel information to be added to the parcel on the site plan. Instead, a certificate of ownership note will be added to the site plan and the property address will be added to the building on the site plan.
 - c. Section 15.04(6) *Topography*. The applicant has provided a separate grading and drainage sheet as part of the plan set.
 - d. 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.
 - e. Section 15.04(13) *Municipal Sewer*. The applicant has provided a separate Utility Plan sheet as part of the plan set.
 - f. 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.
 - g. Section 15.04(15) *Landscaping*. The applicant has provided a separate landscaping sheet as part of the plan set.
 - h. Section 15.04(17) *Municipal Water Supply*. The applicant has provided a separate Utility Plan Sheet as part of the plan set.
 - i. Section 15.04(19) *Other Utilities*. The applicant has provided a separate Utility Plan Sheet as part of the plan set.
 - j. Section 15.04(26) *Lighting*. The applicant has provided a separate Lighting Sheet as part of the plan set.
 - k. Section 15.04(23) (b), (c), (d), (f), to not provide certain tabulations on the site plan.
- 2.6 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.

- 2.7 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.
- 2.8 The Fire Department reviewed the application and provided the following general comments:
- a. Unit 1F appears on every floor in the plan. Is this a design error?
 - b. Apartment unit numbers identification and location to be reviewed for consistency - LL, 100, 200 etc. along with, if possible, apt. 101 is below 201, 201 is below 301 etc..
 - c. Sprinkler Suppression system will be required.
 - d. Fire alarm system will be required.
- 2.9 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 10, 2026.
- 2.10 The General Services Division notes that this property has a history of internal sanitary sewer issues.
3. **Site Plan Regulations Determination of Completeness:**
The items below are missing 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 The application provided all the information required, or has otherwise requested a waiver from the required information (See Section 5 of this report), and the Board deemed the application complete on May 20, 2026.

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.**

- 3.2 Per Section 13.02(8) *State and Federal Permits*, and prior to final approval, copies of approval for any required State or Federal Permits shall be provided to the City Planning Division.
- 3.3 Per Section 21.01 *General Requirements*, the sidewalk from the accessible parking space appears to be graded in such a way that there is potential ponding in the winter/spring seasons. Specifically, the running slope of the sidewalk shall be graded to provide proper drainage. The sidewalk goes up from the ramp (292.65), then down (292.60), then back up again near the crossing (292.98). It is unclear why the dip in the middle is necessary and it appears as though it could be removed.
- 3.4 Provide the City of Concord Planning Board Approval Block on the architectural cover sheet and include a sheet index, or provide the approval block on the architectural elevations separately, or incorporate the architectural elevations into the civil plan set and include in the sheet index on the cover sheet. Staff can provide a template as a .pdf, .dwg, or .jpg, if requested.



- 3.5 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 10, 2026.

4. Variances:

- 4.1 At the meeting held on July 1, 2026, the Zoning Board of Adjustment granted the requested variance as follows:
- a. Section 28-7-7(f) *Driveway Width* to allow for a 20-foot driveway width where 24 feet is required for two-way traffic flow on Tax Map 6414/Z Lot 1 located at 103 N State St in the Civic Performance (CVP) District. (ZBA-0442-2026)

5. Waivers:

- 5.1 The applicant requests a waiver from the following section(s) of the Site Plan Regulations:
- a. Section 12.03 *Plan Certification*, 15.02(1) *Preparation*, and 16.02(1) *Preparation*, to not require a New Hampshire Licensed Landscape Architect to prepare, sign or seal the landscape plans.
 - b. Section 21.05 (2) *Width*, to allow for a 4-foot wide sidewalk on site where normally 5-feet is required.
 - c. Section 18.19 *Curbing and Guardrails*, to allow for the use of asphalt curb on site, where normally only vertical or sloped granite curbing is allowed per Section 3.02.C Curb of the City of Concord Construction Standards and Details.
 - d. Section 18.17 *Tree Plantings*, to require only 8 parking area trees where 10 would normally be required.
 - e. Section 29.04 *Building and Façade Lighting*, to not require compliance with the uniformity ratio, as the applicant is replacing, not relocating existing building fixtures as part of the conversion.

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 granting the waivers identified in Item 5.1(a), (b), (d), and (e). However, based on the analysis provided, staff does not support granting the waiver identified in Item 5.1(c), as there does not appear to be a specific circumstance prohibiting the applicant from using the granite curbing listed in our Construction Standards for both offsite and onsite improvements.

6. Conditional Use Permits:

- 6.1 The applicant requests approval for a conditional use permit pursuant to Section 28-4-5(e)(1) *Mixed Use Component Required* to waive the requirement to provide a nonresidential use on a lot larger than 20,000-square-feet that is located within the Civic Performance (CVP) District.

Staff reviewed the applicant's analysis of the required criteria (included with provided supplemental materials) from Section 28-9-4(b) *Conditional Use permits*. **Staff recommends the Board find that the criteria is satisfied by the applicant's proposal.**

- 6.2 The applicant requests approval for a conditional use permit pursuant to Section 28-7-8(c)(2) *Separation of Driveways in Nonresidential Districts* and Section 28-7-11(f) *Driveway Separation Alternatives*, to waive the requirement of two hundred (200) feet of separation between proposed driveways and intersections and driveways on adjacent lots located on collector and arterial streets.

Staff reviewed the applicant's analysis of the required criteria (included with provided supplemental materials) from Section 28-9-4(b) *Conditional Use permits*. **Staff recommends the Board find that the criteria is satisfied by the applicant's proposal.**

7. Architectural Design Review:

- 7.1 The applicant appeared before the Architectural Design Review Committee on May 5, 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.

8. Conservation Commission:

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

9. Recommendation:

- 9.1 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:

- 9.2 **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 12.03 *Plan Certification*, 15.02(1) *Preparation*, and 16.02(1) *Preparation*, to not require a New Hampshire Licensed Landscape Architect to prepare, sign or seal the landscape plans.
 - b. Section 21.05 (2) *Width*, to allow for a 4-foot wide sidewalk on site where normally 5-feet is required.
 - c. Section 18.17 *Tree Plantings*, to require only 8 parking area trees where 10 would normally be required, with the condition that it is the removal of the two Honey Locust (GLE) tree's, located in the rear of the property which are removed to total the count of 8 trees.
 - d. Section 29.04 *Building and Façade Lighting*, to not require compliance with the uniformity ratio, as the applicant is replacing, not relocating existing building fixtures as part of the conversion.
- 9.3 **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 18.19 *Curbing and Guardrails*, to allow for the use of asphalt curb on site, where normally only vertical or sloped granite curbing is allowed per Section 3.02.C Curb of the City of Concord Construction Standards and Details.
- 9.4 **Grant the conditional use permit** for Section 28-4-5(e)(1) *Mixed Use Component Required* to not require a nonresidential use on a lot larger than 20,000-square-feet that is located within the Civic Performance (CVP) District
- 9.5 **Grant the conditional use permit** for Section 28-7-8(c)(2) *Separation of Driveways in Nonresidential Districts* and Section 28-7-11(f) *Driveway Separation Alternatives*, to not require 200-foot separation be maintained between adjacent driveways on adjacent lots located on collector and arterial streets.
- 9.6 **Grant Architectural Design Review approval** for the conversion of an existing 15,341-square-foot office building into 21 residential dwelling units and associated site improvements at Tax Map 6414Z Lot 1, addressed as 103 North State Street in the Civic Performance (CVP) District as submitted.
- 9.7 **Grant major site plan approval** for the conversion of an existing 15,341-square-foot office building into 21 residential dwelling units and associated site improvements at Tax Map 6414Z Lot 1, addressed as 103 North State Street in the Civic Performance (CVP) 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 21.01 *General Requirements*, the sidewalk from the accessible parking area shall be graded to provide proper drainage for the running slope, in addition to the cross slope.
 - b. Provide the City of Concord Planning Board Approval Block on the architectural cover sheet and include a sheet index, or provide the approval block on the architectural elevations separately, or incorporate the architectural elevations into the civil plan set and include in the sheet index on the cover sheet.
 2. 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 10, 2026
 3. 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
 4. 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.
 5. 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
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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 10, 2026

SUBJECT: Prop. Multi-Family, Res. Adaptive Reuse- Major Site Plan
Engineering Review
103 N. State Street, Map 6414Z, Lot 1; City Project 2026-028

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

- Response letter by Stonefield Engineering and Design, dated June 17, 2026
- Stormwater Management Statement by Stonefield Engineering and Design, dated June 17, 2026
- Proposed Multifamily Residential Adaptive Reuse Plans by Stonefield Engineering and Design, dated June 17, 2026
- Truck Movement Exhibit by Stonefield Engineering and Design, dated June 17, 2026
- Waiver Request Form- from City of Concord Site Plan Regulations (CSPR) Sections 21.05(2) and City of Concord Construction Standards and Details (CCSD) by Stonefield Engineering and Design, received June 18, 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. Waivers

- a. The applicant is applying to waive CSPR 21.05(2), which requires a 5' width for sidewalks, in order to use a 4' sidewalk. Engineering supports this waiver

request as the site is limited with space to accommodate a sidewalk and driveway on site.

- b. The applicant is applying to waive CCSD Section 3(2)(C), which requires granite curb, in order to use bituminous curb. Engineering does not support this waiver. Granite curb is the City standard for its superior durability over asphalt. The applicant has not provided evidence of an extraordinary hardship or practical difficulty preventing the use of granite.

2. General

- a. **Comment not fully addressed.** *Provide any State and Federal permits required, pursuant to CSPR 13.02(8).* The applicant acknowledges this comment.

3. Stormwater Management Plan

- a. Comment addressed.

4. Sheet C-2: Existing Conditions Plan

- a. Comment addressed.
- b. Comment addressed.
- c. Comment addressed.
- d. Comment addressed.
- e. Comment addressed.
- f. Comment addressed.
- g. Comment addressed.

5. Sheet C-4: Site Plan

- a. **Comment not fully addressed.** *Asphalt curb and curb transitions are not allowed, pursuant to CCSD Section 3(3)(C) and CSPR 18.19. Please replace them with granite.*

Per Section 4.01 of the Site Plan Regulations, regulations apply to on site and off site features. Please replace the asphalt curb with vertical granite curb as shown on Detail C-1 on Sheet C-13. A waiver will be required if bituminous

curbing is still desired—one that Engineering will not support. A waiver is being applied for—one that Engineering will not support.

- b. Comment addressed.
- c. **Comment not fully addressed.** *Please show a striped, accessible path of travel from the handicap unloading area to the front entrance, pursuant to 2010 ADA Standards requirements and CSPR 21.04, and as referenced in ADA Note (5) on Sheet C-5.*

End the accessible path at the Limit of Proposed Flush Opening at the end of the landing. Ensure this path is outside of the 24' drive aisle. Show the path 5' wide and the striping 3' apart, pursuant to CCSD Detail M-4 on Sheet C-13. A waiver is being applied for the 5' wide path.

- d. **Comment not fully addressed.** *Please provide a detail with elevations for the main (side) entrance, steps, handicap ramp, and accessible path of travel. Since these are construction plans, please included the detail in this plan set. This set will be used for construction. Please provide this detail in the next submission. This will need to be reviewed prior to final plan approval.*

- e. Comment addressed.
- f. Comment addressed.
- g. Comment addressed.

- h. **Comment not fully addressed.** *Show driveway flares where the proposed drive connects to N. State Street, as required in Detail D-5 on Sheet C-13, and pursuant to CSPR 18.10.*

Show the driveway flares at 45 degrees from the ROW line for 5' along the sidewalk on both sides of the drive. Show the stop bar parallel with the ROW line. The flare distances used are 6', however, it is noted that if the curb reveal is 7" (City standard) the flare would need to be increased to 7' to not exceed the 8.3% slope required by ADA.

- i. **Comment not fully addressed.** *Show a callout for the onsite curbing to be vertical granite.*

Please remove the Asphalt Curb Detail on Sheet C-12 and replace the Proposed Asphalt Curb callouts on Sheet C-4 with Proposed Vertical Curb callouts, pursuant to CCSD Section 3(2)(C). The applicant is applying for a waiver—one that Engineering will not support.

- j. Comment addressed. *Add CCSD Detail M-8, Single Dumpster Pad, to a detail sheet, pursuant to CSPR 20.07.*

Replace the Wooden Fence Trash Enclosure Detail with Detail M-8. The fence portion of the detail may be kept. Pursuant to Detail M-8, Note 1, ensure the refuse bins can be unloaded with a single turning movement with a 35' front-loading truck. According to the Vehicle Maneuvering Exhibit (Trash) only a 28.742' truck was used with at least 3 movements. Applicant will not utilize a dumpster-type trash receptacle therefore comment is no longer applicable.

- k. Comment addressed.
- l. Comment addressed.
- m. **Comment not fully addressed.** *This sheet and subsequent sheets should include the boundary line data.
Please darken and increase the height of the boundary text to match the boundary text on the Existing Conditions Plat, Sheet 1 of 1. Please darken the boundary text. It is difficult to read on a printed plan.*
- n. Comment addressed.
- o. **New comment.** A ramp is shown next to the handicap ramp unloading area. Is a ramp needed at this location? It is unclear if the area between the concrete transition ramp and the driveway is raised or at grade.

6. Sheet C-5: Grading Plan

- a. **Comment not addressed.** *Please show grades at the driveway entrance that reflect the 2% slope required by Detail D-5 on Sheet C-13. The intent is to create a high point in the driveway entrance to separate street runoff from parking lot runoff.

Pursuant to Detail D-5, move the ridge line approximately 10' behind the sidewalk and grade 2% from the ridgeline to the edge of street pavement. The ridgeline appears to be on the back line of the sidewalk. Please move it approximately 10' into the site from the back of sidewalk and grade to the edge of the street pavement at 2%, pursuant to Detail D-5.*
- b. **Comment not fully addressed.** *The curb heights shown are only 0.5'; however, 7" vertical granite curbing shown on Sheet C-13 requires a 0.58" height. Please revise the TC and BC height differential to be 7".

The curb heights are still only 0.5'. Please increase them to 0.58', or 7". If the waiver to use bituminous curb instead of granite curb is not approved, please increase the curb heights to 0.58'.*

7. Sheet C-6: Stormwater Management and Utility Plan

- a. **Comment not fully addressed.** *The existing 1" domestic water service is not large enough to support this proposed development. Consider using the existing 6" fire line for domestic purposes also, or upsize the 1" pipe, pursuant to CSPR 15.04(17) and 16.02(14)(a), and 23.04(6).*

Since the existing 1" water line is shown as cut and capped, please show the existing 6" fire line with a proposed extension and connection to the building. Show a proposed domestic line with valve connecting to both the 6" fire line and the existing building. State the size of the domestic water line connecting to the 6" fire line. Also, add a shut-off valve for the domestic feed (but not the fire service).

- b. Comment addressed.
- c. **New comment.** On the callout "Proposed 56 LF 6" PVC Building Drain @ 2% slope," replace "Drain" with "Sewer."

8. Sheet C-9: Soil Erosion and Sediment Control Details

- a. Comment addressed.
- b. Comment addressed.

9. Sheet C-12: Construction Details

- a. Comment addressed.
- b. Comment addressed.
- c. Comment addressed.
- d. Comment addressed.
- e. **Comment not fully addressed.** *Remove the Asphalt Curb Detail.*

Pursuant to CCSD Section 3(2)(c), only granite curb is allowed. Therefore, please remove the asphalt curb detail. Applicant is applying for a waiver to use the asphalt curb.

- f. **Comment not fully addressed.** *In the Reinforced 6" Concrete Mat Detail, Note (2), replace 1" thickness with "thickness shall be a minimum depth of 1/4 thickness of slab," pursuant to CCSD Section 3(3)(O)(4). Show a callout on plan view of this detail, or remove the detail from this sheet.*

In the Reinforced 6" Concrete Mat Detail, Note (2), replace 1" thickness with 1.5". This detail has been replaced with the Reinforced Concrete Walkway Detail. Please revise this detail to show 6" of crushed stone base and not 4" as currently shown.

- g. Comment addressed.

10. Sheet C-13: Construction Details

- a. **Comment not addressed.** *Callout on plan view the location of the Slope to Vertical Granite Curb Transition and the Vertical Granite Curb Details reference.*

Please provide a callout on plan view for both of these details. Since there is no sloped granite (edging) curbing called out on the site plan, please remove this detail. If the waiver for the use of bituminous curb is not approved, please remove the phrase on the Vertical Granite Curb Detail stating "Public Right-of-Way."

- b. Comment addressed.

State/Federal Permits

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

NHDES Sewer Connection Permit

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

Post-Approval/Pre-Construction Requirements

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

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

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

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

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

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

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

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

Construction Requirements

1. Shop drawings/submittals shall be submitted to Engineering for the proposed water, sewer, drainage improvements as applicable.
2. Per Site Plan Regulation 12.09, prior to issuance of a Certificate of Occupancy (CO), the contractor shall submit digital as-built drawings that are to the satisfaction of Engineering and conforming to the Engineering as-built checklist. A copy of the as-built drawing requirements is available on the Engineering Services Division section of the City of Concord website.