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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

Project: GSA facility gut renovation (2024-073)
Property Owner: 128 Airport Road, LLC
Applicant: Loureiro Engineering Associates, Inc. and Castagna Consulting Group
Project Address: 128 Airport Rd
Tax Map Lot: 752Z 8 and 9

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 the application is not compliant with the Zoning Ordinance, the criteria for completeness are not met, 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 or with Sections 6.01(4), 12, 13.01, 15, and 16.02 of the Site Plan Regulations. Compliance with the aforementioned is required for a complete determination.**
- **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 determines 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 applicant proposes construction of a 4,000-square-foot outdoor storage yard, along with associated site and parking improvements, as part of the renovation of the existing 5,714-square-foot two-story building and landscaped site. The site is the result of a lot merger that was recorded on October 3, 2024, at 12:26 p.m. (Docket Number 202400014172, Book 3869, Page 2069). The lot consolidation merged Tax Map Lot 752Z 9 and Tax Map Lot 752Z 8 into one lot. Per the lot consolidation, the land shall for all purposes be considered a single lot. The single lot comprises 6.2 acres, with 249.42 feet of frontage on Airport Rd.

The site is in the Industrial District. The area directly abutting the site to the north is also in the Industrial District, as well as to the east to the centerline of Airport Rd. The area to the east of the Airport Rd centerline is in the Institutional District. The areas directly adjacent to both the south and west of the site are in the Single-Family Residential District. The project does not involve any exterior changes to the building, any new building construction, or any additions to the building. The site utilizes two existing accesses off of Airport Rd. The accesses will remain, with the northerly access being a one-way entrance and the southerly access being a one-way exit.

Compliance:

The following analysis of compliance with the Zoning Ordinance and Site Plan Regulations is based on an 11-sheet plan set, dated October 16, 2024, revised October 29, 2024; and a 109-page narrative, dated October 16, 2024, revised October 29, 2024.

1. Project Details and Zoning Ordinance Compliance:

| | |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Zoning District: | Industrial (IN) District |
| Existing Use: | US GSA facility (office/warehousing/industrial) |
| Proposed Use: | Remain as US GSA facility with addition of outdoor storage yard (no change to office/warehousing/industrial use) |
| 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 | 6.2 acres |
| Minimum Buildable Land | 20,000 square feet | 6.2 acres |
| Minimum Lot Frontage | 200 feet | 249.42 feet |
| Minimum Front Yard | 50 feet | A portion of the existing building is within the 50-foot front yard setback and is considered non-conforming, with no changes taking place to the building that will increase the nonconformity. The proposed ware yard is over 200 feet from the front lot line, thus meeting the front yard minimum setback requirement. |
| Minimum Rear Yard | 30 feet | Both the existing building and the proposed ware yard are well over 30 feet from the rear property line. |
| Minimum Side Yard | 25 feet | The existing building is more than 25 feet from the side property lines. The proposed ware yard is 25 feet from the north property line and well over 25 feet from the south side property line. |
| Maximum Lot Coverage | 85% or 230,902.50 square feet (271,650 x 0.85 = 230,902.50 square feet) | 23.38% or 53,977 square feet |
| Maximum Building Height | 45 feet | No change to existing two-story building |
| Off-street Parking and Loading | <p>Materials research and testing laboratories 1 space per 800 square feet gross floor area (2,850 divided by 800 = 3.56 or 4 spaces)</p> <p>Office/warehousing/industrial 1 space per 400 square feet gross floor area (8,550 divided by 400 = 21.38 or 21)</p> <p>Outside storage area 1 space per 5,000 square feet of outside storage area (4,000 divided by 5,000 = 0.8 or 1)</p> <p>4 + 21 + 1 = 26 standard spaces 2 accessible spaces</p> <p>No loading spaces required</p> | <p>32 standard spaces 7 compact spaces 2 accessible spaces</p> <p>0 loading spaces</p> |

- 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. New development includes any activity that is subject to review by the Planning Board, the Zoning Board of Adjustment, the Planning Division, the Building Inspector, or any other city official or board that will result in the construction, erection, or creation of new or additional nonresidential floor area; the construction, erection, or creation of one or more new dwelling units, including the installation or siting of a mobile home; the conversion of an existing use to another use; the conversion of a seasonal dwelling to a year-round dwelling; the construction, erection, or creation of 150 or more square feet of gross living area in or attached to a dwelling unit; or the expansion of an existing use that will result in an increase in the demand for public capital facilities that are the subject of this ordinance. The proposed project does not qualify as development, as defined within Section 29.2-1-2. Accordingly, no payment of impact fees is required.
- 1.2 The existing use of the building as office/warehousing/industrial will continue, with the addition of a 4,000-square-foot outdoor storage yard. Both the office/warehousing/industrial use of the building and the proposed outdoor storage yard are allowed uses in the IN District. There are no changes to the existing building, so there is no impact to existing building setbacks or existing building height. Staff notes that no new principal buildings or structures are proposed, excepting the new dumpster enclosure that is outside of required setback areas. The existing site does not exceed the maximum lot coverage requirement, and the additions of the outdoor storage yard and associated site improvements do not exceed the coverage requirement.
- 1.3 The site is not in any overlay districts. The site does not contain any wetlands or wetlands buffers. The site does not contain bluffs or bluff buffers. The site is adjacent to a residential district to both the south and west; however, the submitted materials do not show the required site perimeter buffer between the adjacent residential district and the site's south and west boundaries.
- 1.4 The project is providing more than the required number of standard parking spaces, providing the required number of accessible spaces, and providing additional compact spaces that aren't required. The size of the building and ware yard do not meet the threshold for providing loading spaces. The required parking is located on the site, and the site plan shows that all parking design standards are met; however, a lighting plan was not submitted for staff to determine compliance with applicable lighting standards, and the submitted plans do not show the required 5-foot-wide parking lot perimeter landscaped buffer.

Staff has determined that the application as submitted is not compliant with the Zoning Ordinance, specifically noting that the required residential district buffer and parking lot perimeter landscaped buffer are not provided.

2. Site Plan Regulations Compliance and Comments:

- 2.1 Section 2.04 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, at the time the notices are mailed to the abutters notifying of the Board's consideration of completeness. To be determined complete where a variance is being requested from the Zoning Board of Adjustment, the site plan

application must either comply with the Zoning Ordinance, or the applicant must have obtained favorable approval of the required variances prior to the time the notices are mailed to the abutters notifying of the Board's consideration of completeness.

Based upon the items missing from the application as noted above in Items 1.3 and 1.4, the application is not in conformity with the Zoning Ordinance and, therefore, cannot be considered complete as submitted.

- 2.3 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. It does not appear that any conditional use permits are required, nor are any requested.
- 2.4 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.
- 2.5 Per Section 7.02 *Minor Site Plan Application Requirements*, certain items must be submitted as part of the application. The required application form, application fee, and abutters list were all submitted. No conditional use permit applications were submitted, but none appear to be required. No copies of permit applications to state and federal agencies were submitted as required, so notes shall be added to the site plan stating either that none are required, or listing the state and federal agency permit applications that will be submitted for the project. No written requests for any waivers were received as part of the
- 2.6 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 financial guarantee shall be determined by the City Engineer, and the form and sufficiency of the financial guarantee shall be satisfactory to the City Solicitor.
- 2.7 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.

- 2.8 Sections 15.01(1) and (2) require that all items set forth in Section 12 *General Requirements for All Drawings* and Section 13.01 *General Requirements for Documentation* shall be included in the minor site plan application. Items 2.9 through 2.13 below are a listing of the missing items required by Sections 15.01(1) and (2).

- 2.9 Section 12.02(1)(a) *Title Block* requires that the title of the plan be contained in the title block on all plans and drawings. The title block does not appear to contain the title of the plan consistently on all sheets in that the existing conditions plan does not list the title as “GSA facility gut renovation” as seen on the title block on the other sheets in the plan set. For consistency and compliance with this section, the title “GSA facility gut renovation” needs to be added to the title block of the existing conditions plan.
- 2.10 Section 12.02(1)(a) *Title Block* requires that the title block on all plans and drawings contain the name and address of the property owner and the applicant. The name and address of the property owner appears to be missing from the title block on all sheets. The applicant is listed as Castagna Consulting Group on all the sheets but the existing conditions plan, with the owner authorization providing authorization to Loureiro Engineering Associates, Inc. For consistency, both Castagna Consulting Group and Loureiro Engineering Associates, Inc. need to be listed as applicants in the title block on all sheets, and the owner authorization needs to be updated to add Castagna Consulting Group as an authorized applicant.
- 2.11 Section 12.04 *Location Plan* requires that either the site plan or the cover sheet contain a location plan at a minimum scale of 1” = 400”, clearly showing the proposed property to be developed; the property lines; the abutter’s property lines; the names and locations of nearby and adjacent streets; the nearest street intersections; the tax assessor’s map, block, and lot number for abutters; and, the zoning district designations and boundaries. The required location plan is shown on the cover sheet, but the aforementioned information is not shown on the location plan as required.
- 2.12 Section 12.06(4) *Prior Subdivisions or Surveys* requires that plan references for prior recorded subdivisions or surveys on the property proposed for development be shown on both the existing conditions plan and the site plan. While the existing conditions plan lists the plan references, they appear to be missing from the site plan as required.
- 2.13 Section 13.01(1) *Authorization of the Property Owner* and Section 13.01(2) *Application Form* require owner authorization for the applicant to submit the application. The owner authorization lists Loureiro Engineering Associates, Inc. as the applicant, but applicant is listed as Castagna Consulting Group in the plan set. The owner authorization needs to be updated to include Castagna Consulting Group as an authorized applicant.
- 2.14 Section 15.01(4) requires all items set forth in Section 15.03 *Existing Conditions Plan* to be included in the existing conditions plan. Section 15.03 *Existing Conditions Plan* states that where minimal changes are proposed to the site, the Clerk may allow the applicant to reduce the amount or extent of the information to be provided, as long as the proposed extent and impacts of the proposed improvements to the site, and the city at large, can be satisfactorily reviewed and sufficient information is provided on the plan for the Planning Board to act on the application. The Clerk determined that the following items do not need to be included on the existing conditions plan: (2) *Abutters*, (4) *Soils*, (18) *Lighting*, (22) *Abutting Properties*, and (23) *Tabulations*. Items 2.15 through 2.18 below list the information missing from the existing conditions plan that needs to be shown for compliance with Section 15.01(4) and a satisfactory review by the Board.
- 2.15 Section 15.03(1) *Property Lines* requires the property lines of the parcel to be developed be shown, along with bearings and dimensions. The existing conditions plan does not appear to show all the property lines or the bearings and dimensions of all the property lines, and shall be updated to show the full extent of the property.

- 2.16 Section 15.03(8) *Parking, Loading, and Access* requires that the location and layout of existing driveways, curb cuts, parking lots, and loading areas, with dimensions and the number of spaces identified by parking bay be clearly shown, labeled, and identified on the existing conditions plan. This required information appears to be missing from the existing conditions plan.
- 2.17 Section 15.03(19) *Setbacks and Buffers* requires that setbacks and buffer yards shall be shown and dimensioned, including residential district buffers. This required information appears to be missing from the existing conditions plan.
- 2.18 Section 15.03(24) *Zoning* requires that the zoning district boundary lines, with labels, be shown on the existing conditions plan. This required information appears to be missing from the existing conditions plan.
- 2.19 Section 15.01(5) requires all items set forth in Section 15.04 *Proposed Site Plan* shall be included in the site plan. Items 2.20 through 2.31 below are a listing of required information that appears to be missing from the site plan.
- 2.20 Section 15.04(1) *Property Lines* requires the showing of all property lines on the site plan, along with bearings and dimensions, of the parcel to be developed. It does not appear that bearings and dimensions are shown for all property lines, nor does it appear that the full northerly and southerly boundary lines are shown, and the westerly boundary line appears to be missing from the site plan.
- 2.21 Section 15.04(4) *Proposed Use* requires that each site plan shall clearly identify each existing and proposed use planned for the site. The building footprint is not identified as existing to remain or proposed, nor is use of the building listed inside the building footprint. For compliance with this section, the building footprint needs to be labeled as an existing building to remain, along with the square footages of each use taking place in the building.
- 2.22 Section 15.04(5) *Addresses* and Section 16.02(7) *Addresses* require that the address of each existing and proposed building and unit be noted on the site plan. For compliance with this section, the address of the existing building needs to be shown inside the building footprint.
- 2.23 The location, size, and invert elevations of existing and proposed sanitary sewers including manholes, catch basins, culverts, and service connections appear to be missing from the site plan as required by Section 15.04(13) *Municipal Sewer*.
- 2.24 The location and size of all existing and proposed water mains and service connections, including hydrants, gates, valves, meter, and other appurtenances appear to be missing from the site plan as required by Section 15.04(17) *Municipal Water Supply*.
- 2.25 Section 15.04(22) *Setbacks and Buffers* requires that the site plan show the location and dimensions of all yard setbacks and residential district buffers. The site plan appears to be missing the perimeter parking buffer, as well as the residential district buffer along the south and west boundaries. The distance from the rear edge of the proposed ware yard to the rear setback also needs to be shown and labeled.
- 2.26 Section 15.04(23) *Zoning* requires that the site plan show the zoning district boundary lines with labels. This required information appears to be missing from the site plan.

- 2.27 The construction detail for the solid waste facility screening appears to be missing as required by Section 15.04(24) *Solid Waste Facilities*. The detail needs to show a solid opaque fence of at least six, but no more than eight, feet in height.
- 2.28 Section 15.04(25) *Outside Storage* requires that the location of proposed outside storage areas be shown noting dimensions, height, and types of material or equipment stored. While the dimensions of the proposed outside storage area are shown, there is no notation on the site plan indicating the types of material or equipment proposed for storage. Additionally, the screening is shown as a chain link fence with a covering. A solid opaque fence must be provided to meet the screening requirement, and chain link with a covering is not a solid opaque fence.
- 2.29 Section 15.04(26) *Lighting* requires that the type and location of existing and proposed outdoor lighting is shown on the site plan. There is a note on the site plan indicating the type of existing outdoor lighting, but the location of such lighting is not depicted on the site plan, nor is it clear if any new lighting is proposed in addition to the existing lighting that will presumably remain. A lighting plan shall be submitted showing existing and proposed lighting, along with a photometric analysis, for compliance with this item.
- 2.30 Section 15.04(27) *Fire Suppression* requires that any existing or proposed fire alarm service and fire suppression system shall be noted on the plans. All fire lanes and fire access shall be noted, shown on the site plan, and dimensioned. There are no notes on the site plan regarding existing or proposed fire alarm service, fire suppression system, fire lanes, or fire access.
- 2.31 Section 15.04(28) *Tabulations* requires a listing of certain tabulations. Some of the required tabulations are noted on the site plan, but the following tabulations appears to be missing: ground coverage of buildings and structures in square feet and percent; ground coverage for parking and loading areas including aisles and internal landscaping in square feet and percent; impervious surface coverage in square feet and percent; interior parking lot landscaping in square feet and percent; calculations of required trees to be provided and number provided; and the residential buffer option selected, area of buffer yard required in square feet, and calculations of the buffer plantings required and provided.
- 2.32 Section 5.01(7) requires construction drawings as set forth in Section 16.02 *Site Plan Requirements*. Items 2.33 through 2.36 below are a listing of items missing that are required for compliance with Section 15.01(7) and Section 16.02.
- 2.33 Section 16.02(14) *Utility Plan* requires a utility plan showing the location, size, and invert elevations of existing and proposed sanitary sewers including manholes; the location and size of all existing and proposed water mains, including hydrants, gates, valves, and meters; and the location and size and type of any other appurtenant facilities or structures associated with the provision of potable water supply and sanitary waste disposal. The plan shall include the profiles of all municipal utilities, as well as the location and size and type of any other underground or overhead utilities including but not limited to gas lines, electric transmission lines, telecommunication lines, steam distribution mains, and fire and police alarm transmission lines. The location of all manholes, transformers, poles, and other appurtenant facilities or structures shall be shown. See also comments from the Engineering Division regarding the utility plan.
- 2.34 Section 16.02(14)(d) requires that the details for any pads, screening walls, or fencing for the solid waste receptacles or dumpsters be shown. While the detail for the pad and enclosure is

shown in the plan set, it does not appear that the required detail for the solid opaque fencing around the dumpsters is shown.

- 2.35 Section 16.02(16) *Lighting Plan* requires a lighting plan that show the light levels in foot candles for all site and exterior building lighting, with the size, type of fixture, and wattage noted for all fixtures. The required lighting plan was not included in the application package showing compliance with this section.
- 2.36 Section 16.02(22) *Construction Details* requires construction details for all utilities, driveways, parking areas, pavement markings, sidewalks, 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 Concord Construction Standards and Details. It appears that not all required details are provided, and it also appears that some of the details provided are not from Concord Construction Standards and Details. Where there is a detail contained in the Concord Construction Standards and Details, including but not limited to landscaping details, that detail shall be utilized and shown in the plan set, unless it is shown to conform, by meeting, or exceeding the requirements of the City of Concord Construction Standards and Details.

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.

- 2.37 As required by Section 17.02(1), easements to be conveyed to the City shall be noted or otherwise described on the site plan and shall be recorded at the Merrimack County Registry of Deeds in a form to be approved by the City Solicitor, Clerk of the Board, and the City Engineer. Staff notes that a drainage easement is required for the proposed catch basin proposed by the City in Airport Rd right-of-way. See comments from the Engineering Division regarding this easement. The required easement deed shall be prepared by the applicant and submitted to the City for review. The site plan sheet shall be updated to depict the easement and either the site plan sheet, or a separate easement plan, shall be recorded at the Merrimack County Registry of Deeds. The easement deed shall be in a form to be approved by the City Solicitor, Clerk of the Board, and City Engineer.
- 2.38 As required by Section 17.04 *Addressing*, the address of the existing building shall be noted inside the building footprint that is depicted on the site plan.
- 2.39 Section 18.02 *Parking Lot Design Policy* references safe pedestrian and vehicle movement, as well as non-residential parking lots being screened from view from abutting residential uses wherever possible. The site plan does not show any proposed crosswalks between parking spaces and the building to provide safe access from vehicles to the building. The site plan and landscaping plan do not show the parking lot screening from abutting residential uses.
- 2.40 Section 18.10 *Driveway Widths* requires driveways of at least 14 feet in width for one-way traffic flow. The northerly one-way driveway is 13.22 feet at its narrowest point, which doesn't meet the requirement. Either a waiver needs to be requested and approved to allow a 13.22-foot-wide one-way driveway where a 14-foot width is required, or the northerly one-way driveway needs to be increased to at least 14 feet in width.
- 2.41 Landscaping and screening in residential district buffers shall be provided as set forth in Section 28-4-2 *Buffer Requirements for Residential District Boundaries* in the Zoning Ordinance for

- compliance with Section 18.11 *Perimeter Buffers*. In addition, buffer plantings shall be provided in accordance with Section 26 *Buffers and Screening* and Section 27 *Landscaping and Erosion Control*. The required residential district buffer along the south and west boundary is not shown on either the site plan or landscaping plan as required, along with the required buffer plantings.
- 2.42 Section 18.12 *Perimeter Landscaping* prohibits off-street parking, loading areas, and vehicular storage or display areas within five feet of any lot line. Additionally, perimeter parking lot landscaping is required as per Article 28-7 *Access, Circulation and Parking* of the Zoning Ordinance and Section 27 *Landscaping and Erosion Control* of the Site Plan Regulations. The distance between the parking area and the northerly boundary line is not labeled, so it is unclear if this requirement is being met. Additionally, neither the site plan nor the landscaping plan show the required perimeter parking lot landscaping.
- 2.43 The dimensions of all landscape areas need to be clearly depicted and labeled for compliance with Section 18.15 *Other Landscaped Areas*. Landscape areas outside the parking lot, and not associated with either the required perimeter landscaping or required residential district buffers shall be a minimum of four feet wide, and a minimum of six feet wide if trees are to be planted in the landscape area. Dimensions need to be labeled on the site plan and landscape plan to confirm compliance with this requirement.
- 2.44 It does not appear that the landscaping plan shows compliance with Section 18.17 *Tree Plantings* as required by the regulation.
- 2.45 Without a lighting plan, staff is unable to determine compliance with Section 18.18 *Lighting*. A lighting plan shall be provided showing compliance with the Zoning Ordinance and Site Plan Regulations.
- 2.46 The required curbing does not appear to be clearly depicted and labeled on the site plan. For compliance with Section 18.19 *Curbing and Guardrails*, the required curbing shall be clearly depicted and labeled on the site plan.
- 2.47 Section 18.21 *Snow Storage* requires provisions for snow storage in all parking areas and snow storage areas shall be shown on the site plan. Snow storage areas shall be functional and designed to avoid damage to landscaping, not impede site drainage, not block pedestrian ways, and not hinder vehicular access or block site lines at intersections. The required snow storage provision does not appear to be included in the site plan.
- 2.48 Section 20.06 *Solid Waste Facility Screening* requires a solid opaque fence not less than six feet high around the solid waste/dumpster area. The detail for the solid opaque fence appears to be missing from the plan set to determine compliance with this requirement.
- 2.49 Section 21.02 *General Requirements* and Section 21.02 *Sidewalks Required* require that public sidewalks shall be provided as shown on the sidewalk plan. Sidewalks shall be required adjacent to the site along projects on city streets within the urban growth boundary. When an isolated section of sidewalk is 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. The site is in an area that shows sidewalks on the sidewalk plan. There are no existing sidewalks on either side of the site. Accordingly, a condition of approval shall be to pay an in-lieu sidewalk fee for placement in the City escrow account for the future construction of sidewalk.

- 2.50 The Fire Department and General Services Department had no comments.
- 2.51 The Assessing Department noted that the entire 6.2-acre parcel is not being shown in its entirety on the site plan, along with bearings and dimensions.
- 2.52 The Engineering Division provided comments in a separate memorandum, dated November 1, 2024, hereinafter included and incorporated as part of this staff report.

3. Variances:

- 3.1 No variances are requested.

4. Waivers:

- 4.1 No waivers are requested.

5. Conditional Use Permits:

- 5.1 No conditional use permits are requested.

6. Architectural Design Review:

- 6.1 Architectural design review is not necessary for this application.

7. Conservation Commission:

- 7.1 No appearances before the Conservation Commission are necessary for this application.

8. Recommendations:

- 8.1 Staff recommended at the beginning of the staff report that the **Planning Board determine the application incomplete. Should the Planning Board determine the application complete and proceed with the public hearing, staff recommends that the Planning Board continue the public hearing to a date certain of December 18, 2024,** to allow the applicant the opportunity to address the compliance issues noted in the staff report.

Should the Planning Board choose to close the public hearing, staff recommends that the Planning Board discuss and adopt the findings of fact, which include: information provided in staff reports; the applicant's submitted 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 motion outlined below:

- 8.2 Grant site plan approval for the 4,000-square-foot outdoor storage yard, parking lot configuration, and associated site improvements, subject to the following precedent and subsequent conditions:

(a) **Precedent Conditions** – Per Section 7.08(9) *Expiration of Approval*, approved site plans shall meet all precedent conditions and obtain the signature of the Chair and Clerk of the Planning Board within one year of the date of the Planning Board meeting where conditional final approval was granted; otherwise said plans shall be null and void. Precedent conditions are as follows:

- 1. **Revise the plan set to show full compliance with the Site Plan Regulations**, including but not limited to, the following:
 - a. Section 12.02(1)(a) *Title Block* requires that the title of the plan be contained in the

title block on all plans and drawings. The title block does not appear to contain the title of the plan consistently on all sheets in that the existing conditions plan does not list the title as “GSA facility gut renovation” as seen on the title block on the other sheets in the plan set. For consistency and compliance with this section, the title “GSA facility gut renovation” needs to be added to the title block of the existing conditions plan;

- b. Section 12.02(1)(a) *Title Block* requires that the title block on all plans and drawings contain the name and address of the property owner and the applicant. The name and address of the property owner appears to be missing from the title block on all sheets. The applicant is listed as Castagna Consulting Group on all the sheets but the existing conditions plan, with the owner authorization providing authorization to Loureiro Engineering Associates, Inc. For consistency, both Castagna Consulting Group and Loureiro Engineering Associates, Inc. need to be listed as applicants in the title block on all sheets, and the owner authorization needs to be updated to add Castagna Consulting Group as an authorized applicant;
- c. Section 12.04 *Location Plan* requires that either the site plan or the cover sheet contain a location plan at a minimum scale of 1" = 400", clearly showing the proposed property to be developed; the property lines; the abutter's property lines; the names and locations of nearby and adjacent streets; the nearest street intersections; the tax assessor's map, block, and lot number for abutters; and, the zoning district designations and boundaries;
- d. Add plan references to the site plan for compliance with Section 12.06(4) *Prior Subdivisions or Surveys*;
- e. Update the owner authorization to include Castagna Consulting Group as an authorized applicant for compliance with Section 13.01(1) *Authorization of the Property Owner* and Section 13.01(2) *Application Form*;
- f. Section 15.03(1) *Property Lines* requires the property lines of the parcel to be developed be shown, along with bearings and dimensions;
- g. Section 15.03(8) *Parking, Loading, and Access* requires that the location and layout of existing driveways, curb cuts, parking lots, and loading areas, with dimensions and the number of spaces identified by parking bay be clearly shown, labeled, and identified on the existing conditions plan;
- h. Section 15.03(19) *Setbacks and Buffers* requires that setbacks and buffer yards shall be shown and dimensioned, including residential district buffers;
- i. Section 15.03(24) *Zoning* requires that the zoning district boundary lines, with labels, be shown on the existing conditions plan;
- j. Section 15.04(1) *Property Lines* requires the showing of all property lines on the site plan, along with bearings and dimensions, of the parcel to be developed;
- k. Section 15.04(4) *Proposed Use* requires that each site plan shall clearly identify each existing and proposed use planned for the site. The building footprint is not identified as existing to remain or proposed, nor is use of the building listed inside the building footprint. For compliance with this section, the building footprint needs to be labeled as an existing building to remain, along with the square footages of each use taking place in the building;
- l. Section 15.04(5) *Addresses* and Section 16.02(7) *Addresses* require that the address of each existing and proposed building and unit be noted on the site plan. For compliance with this section, the address of the existing building needs to be shown inside the building footprint;
- m. The location, size, and invert elevations of existing and proposed sanitary sewers including manholes, catch basins, culverts, and service connections appear to be

- missing from the site plan as required by Section 15.04(13) *Municipal Sewer*;
- n. The location and size of all existing and proposed water mains and service connections, including hydrants, gates, valves, meter, and other appurtenances appear to be missing from the site plan as required by Section 15.04(17) *Municipal Water Supply*;
 - o. Section 15.04(22) *Setbacks and Buffers* requires that the site plan show the location and dimensions of all yard setbacks and residential district buffers. The site plan appears to be missing the perimeter parking buffer, as well as the residential district buffer along the south and west boundaries. The distance from the rear edge of the proposed ware yard to the rear setback also needs to be shown and labeled;
 - p. Section 15.04(23) *Zoning* requires that the site plan show the zoning district boundary lines with labels;
 - q. The construction detail for the solid waste facility screening appears to be missing as required by Section 15.04(24) *Solid Waste Facilities*. The detail needs to show a solid opaque fence of at least six, but no more than eight, feet in height;
 - r. Section 15.04(25) *Outside Storage* requires that the location of proposed outside storage areas be shown noting dimensions, height, and types of material or equipment stored. While the dimensions of the proposed outside storage area are shown, there is no notation on the site plan indicating the types of material or equipment proposed for storage. Additionally, the screening is shown as a chain link fence with a covering. A solid opaque fence must be provided to meet the screening requirement, and chain link with a covering is not solid opaque fence;
 - s. Section 15.04(26) *Lighting* requires that the type and location of existing and proposed outdoor lighting is shown on the site plan. There is a note on the site plan indicating the type of existing outdoor lighting, but the location of such lighting is now depicted on the site plan, nor is it clear if any new lighting is proposed in addition to the existing lighting that will presumably remain;
 - t. Section 15.04(27) *Fire Suppression* requires that any existing or proposed fire alarm service and fire suppression system shall be noted on the plans. All fire lanes and fire access shall be noted, shown on the site plan, and dimensioned. There are no notes on the site plan regarding existing or proposed fire alarm service, fire suppression system, fire lanes, or fire access;
 - u. Section 15.04(28) *Tabulations* requires a listing of certain tabulations. Some of the required tabulations are noted on the site plan, but the following tabulations appears to be missing: ground coverage of buildings and structures in square feet and percent; ground coverage for parking and loading areas including aisles and internal landscaping in square feet and percent; impervious surface coverage in square feet and percent; interior parking lot landscaping in square feet and percent; calculations of required trees to be provided and number provided; and the residential buffer option selected, area of buffer yard required in square feet, and calculations of the buffer plantings required and provided;
 - v. Section 16.02(14) *Utility Plan* requires a utility plan showing the location, size, and invert elevations of existing and proposed sanitary sewers including manholes; the location and size of all existing and proposed water mains, including hydrants, gates, valves, and meters; and the location and size and type of any other appurtenant facilities or structures associated with the provision of potable water supply and sanitary waste disposal. The plan shall include the profiles of all municipal utilities, as well as the location and size and type of any other underground or overhead utilities including but not limited to gas lines, electric transmission lines, telecommunication lines, steam distribution mains, and fire and police alarm

- transmission lines. The location of all manholes, transformers, poles, and other appurtenant facilities or structures shall be shown. Compliance with this section can be achieved by showing all the required information on the site plan and requesting a waiver from submitting the required utility plan to instead show the required information on the site plan;
- w. Section 16.02(14)(d) requires that the details for any pads, screening walls, or fencing for the solid waste receptacles or dumpsters be shown. While the detail for the pad and enclosure is shown in the plan set, it doesn't appear that the required detail for the solid opaque fencing around the dumpsters is shown;
 - x. Section 16.02(16) *Lighting Plan* requires a lighting plan that show the light levels in foot candles for all site and exterior building lighting, with the size, type of fixture, and wattage noted for all fixtures. The required lighting plan was not included in the submitted materials;
 - y. Section 16.02(22) *Construction Details* requires construction details for all utilities, driveways, parking areas, pavement markings, sidewalks, 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 Concord Construction Standards and Details. It appears that not all required details are provided, and it also appears that some of the details provided are not from Concord Construction Standards and Details. Where there is a detail contained in the Concord Construction Standards and Details, that detail shall be utilized and shown in the plan set;
 - z. As required by Section 17.02(1), easements to be conveyed to the City shall be noted or otherwise described on the site plan and shall be recorded at the Merrimack County Registry of Deeds in a form to be approved by the City Solicitor, Clerk of the Board, and the City Engineer. A drainage easement is required for the proposed catch basin proposed by the City in Airport Rd right-of-way. Easement deed shall be prepared by the applicant and submitted to the City for review. The site plan sheet shall be updated to depict the easement, and the site plan sheet, or separate easement plan, shall be recorded at the Merrimack County Registry of Deeds. The easement deed shall be in a form to be approved by the City Solicitor, Clerk of the Board, and City Engineer.
 - aa. As required by Section 17.04 *Addressing*, the address of the existing building shall be noted inside the building footprint that is depicted on the site plan;
 - bb. Section 18.02 *Parking Lot Design Policy* references safe pedestrian and vehicle movement, as well as non-residential parking lots being screened from view from abutting residential uses wherever possible. The site plan does not show any proposed crosswalks between parking spaces and the building to provide safe access from vehicles to the building. The site plan and landscaping plan do not show the parking lot screening from abutting residential uses;
 - cc. Section 18.10 *Driveway Widths* requires driveways of at least 14 feet in width for one-way traffic flow. The northerly one-way driveway is 13.22 feet at its narrowest point, which doesn't meet the requirement. Either a waiver needs to be requested and approved to allow a 13.22-foot-wide one-way driveway where a 14-foot width is required, or the northerly one-way driveway needs to be increased to at least 14 feet in width;
 - dd. Landscaping and screening in residential district buffers shall be provided as set forth in Section 28-4-2 *Buffer Requirements for Residential District Boundaries* in the Zoning Ordinance for compliance with Section 18.11 *Perimeter Buffers*. In addition, buffer plantings shall be provided in accordance with Section 26 *Buffers and*

- Screening* and Section 27 *Landscaping and Erosion Control*. The required residential district buffer along the south and west boundary is not shown on either the site plan or landscaping plan as required, along with the required buffer plantings;
- ee. Section 18.12 *Perimeter Landscaping* prohibits off-street parking, loading areas, and vehicular storage or display areas within five feet of any lot line. Additionally, perimeter parking lot landscaping is required as per Article 28-7 *Access, Circulation and Parking* of the Zoning Ordinance and Section 27 *Landscaping and Erosion Control* of the Site Plan Regulations. The distance between the parking area and the northerly boundary line is not labeled, so it is unclear if this requirement is being met. Additionally, neither the site plan nor the landscaping plan show the required perimeter parking lot landscaping;
 - ff. The dimensions of all landscape areas need to be clearly depicted and labeled for compliance with Section 18.15 *Other Landscaped Areas*. Landscape areas outside the parking lot, and not associated with either the required perimeter landscaping or required residential district buffers shall be a minimum of four feet wide, and a minimum of six feet wide if trees are to be planted in the landscape area. Dimensions need to be labeled on the site plan and landscape plan to confirm compliance with this requirement;
 - gg. It does not appear that the landscaping plan shows compliance with Section 18.17 *Tree Plantings* as required by the regulation;
 - hh. A lighting plan shall be provided showing compliance with the Zoning Ordinance and Site Plan Regulations, or a waiver must be requested and granted to not provide a lighting plan;
 - ii. The required curbing does not appear to be clearly depicted and labeled on the site plan. For compliance with Section 18.19 *Curbing and Guardrails*, the required curbing shall be clearly depicted and labeled on the site plan;
 - jj. Section 18.21 *Snow Storage* requires provisions for snow storage in all parking areas and snow storage areas shall be shown on the site plan. Snow storage areas shall be functional and designed to avoid damage to landscaping, not impede site drainage, not block pedestrian ways, and not hinder vehicular access or block site lines at intersections. The required snow storage provision does not appear to be included in the site plan;
 - kk. Section 20.06 *Solid Waste Facility Screening* requires a solid opaque fence not less than six feet high around the solid waste/dumpster area. The detail for the solid opaque fence appears to be missing from the plan set to determine compliance with this requirement;
 - ll. Per Section 21.01 *General Requirements* and Section 21.02 *Sidewalks Required*, an in-lieu sidewalk fee shall be delivered to the City for placement in the City escrow account prior to the final approval of the plan set.
- 2. The plan set shall be revised to address compliance comments noted in the memorandum from the Engineering Division, dated November 1, 2024.
 - 3. The site plan shall list all approved variances, waivers, and conditional use permits with the section numbers and description, and date of approval. Any item for which a variance, waiver, or conditional use permit has not been specifically requested and specifically granted shall be shown on the plan set as fully complying with the applicable requirement, standard, detail, or regulation.
 - 4. The plan set shall comply with all engineering requirements as set forth in the Site Plan Regulations, Concord Construction Standards and Details, and Concord Municipal Code.
 - 5. Upon notification from the Planning Division that the plan set complies with Planning Board conditions, the Zoning Ordinance, Site Plan Regulations, and Concord

Construction Standards and Details, the applicant shall deliver to the Planning Division two full-size plan sets and one 11x17 plan set for endorsement by the Planning Board Chair and Clerk. The plan sets shall contain the signature and seal of the appropriate licensed professionals as outlined in the Site Plan Regulations.

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

1. 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 specifically requested and granted.
2. Per Section 7.08(7) *Building Permits and Certificates of Occupancy*, no building permit shall be issued where site plan approval is required 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 public and private improvements have been completed, and all conditions of a site plan approval established by the Planning Board have been satisfactorily addressed as determined by the Clerk of the Planning Board.
3. Per Section 7.08(8) *Change of Use*, no change of use approved by the Planning Board shall be allowed to commence operation on a property or within a building without being in full compliance with the approved site plan, architectural design review approval, and any applicable conditional use permits.
4. Per Section 27.07(8) *Maintenance* the applicant or their successors 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.
5. Per Section 27.11 *Site Stabilization Guarantee* a site stabilization guarantee shall be provided to ensure the site is properly stabilized. The guarantee shall be in a form of a cash deposit or a letter of credit from a New Hampshire bank. 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.
6. Per Section 36.02 *Conditions* the applicant has the duty to comply with the approved site plan and any reasonable conditions set forth by the Planning Board for design, dedication, improvement, and restrictive use of the land.
7. Per 36.15 *Compliance with Regulations* 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 may be issued for any building, structure, site improvement, or change of use prior to site plan approval and the satisfactory completion of any pre-construction conditions of Planning Board approval. The Clerk shall not approve any certificate of occupancy, nor shall any use of a building or site commence, unless the proposed improvements, and the proposed use of land or buildings, is found to comply with the approved site plan and the conditions of Planning Board approval.
8. Per 36.24 *Inspections* the Community Development Department shall be responsible for inspecting the site plan improvements for conformity with the approved plans and conditions of Planning Board approval. The City may assess the application for all or a portion of the cost, including overhead, of the necessary inspections. No certificate of occupancy shall be issued until the development has been completed according to the approved plans.
9. Per Section 36.25 *As-Built Plans* the applicant's engineer or surveyor shall submit to the City Engineer a detailed as-built survey for all site plans showing the location of buildings, structures, utilities, parking and loading areas, driveways and access, as well as

for any public improvement required by the City Engineer. The as-built survey shall also be submitted in digital format and media conforming to the Engineering Division's as-built checklist.

10. Per Section 36.27 *Release of Financial Guarantees* a release of any financial guarantee assurance shall not be undertaken until the Clerk of the Planning Board and the City Engineer have ascertained that all site related improvements, or required public improvements, have been constructed in conformance with the approved plans and specifications.

Prepared by: AMS



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

Michael S. Bezanson, PE
City Engineer

MEMORANDUM

TO: Anne-Marie Skinner, City Planner
FROM: Paul Gildersleeve, PE, Project Manager
DATE: November 1, 2024
SUBJECT: GSA Facility Gut Renovation – Minor Site Plan Application
Engineering Review
128 Airport Road; Map 752-Z, Lot 9; City Project 2024-073

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

- Minor Site Plan Application plans by Loureiro Engineering Associates, Inc., dated October 16, 2024
- Minor Site Plan Application Narrative, by Loureiro Engineering Associates, Inc., 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.

General Plan Set Comments

1. On the cover sheet's vicinity map, show the airport, pursuant to City of Concord, NH Site Plan Regulations (ie CSPR) 12.05(2) and 15.01(1).
2. A drainage easement is required for the proposed catch basin proposed by the City of Concord in Airport Road ROW, on the southeast corner of the site, pursuant to CSPR 13.02(2), 15.01(2), and 15.04(12). To build this 10'x4' easement, ensure the catch basin is located 32' from the southeast property corner of the site. The current location of this catch basin is not correct. Also, the easement for the 52" storm sewer pipe to the south of the property is not shown in the right location. Please show this easement on the plans in the right location. Refer to HL Turner plan.

Sheet 1 of 1: Existing Conditions Plan

1. Pursuant to CSPR 15.03(9), please confirm there are two water mains in Airport Road running parallel. City of Concord records show only one 12" water main. Also, City of Concord GIS shows a water service from Airport Road into the east side of the building. Please show this line and its size and material. Concerning drainage, although the plan on sheet 1 of 1 shows a 52" drainage pipe, the City of Concord GIS shows a 42" pipe located south of this location. Please confirm size and location of this pipe.
2. The datum adjacent to the north arrow shows NAD83; however, CSPR 15.03(3) states the datum will be the North American Vertical Datum (NAVD88). Revise the datum to NAVD88.

Sheet C-3: Site Layout

1. The proposed utilities are located on Sheet C-3, but not the existing utilities. Create a separate Utility Plan sheet and show both the proposed and existing utilities in this sheet, pursuant to CSPR 15.01(7) and 16.02(14).
2. The City of Concord GIS shows a water service line from Airport Road to the east side of the existing building. Please show this water service, along with its size and material, pursuant to CSPR 15.01(7) and 16.02(14). The Engineering Division can provide utility information on request.
3. State what the material and thickness the ware yard surface is.

Sheet C-4: Grading and Drainage

1. Darken the existing lines.
2. The scale for the drawing shows 30 scale; however, it does not scale to 30 scale. Ensure the scale is correct on this and all drawings.
3. Show any proposed grading, including spot elevations, within the proposed paved areas and the proposed dumpster pad.
4. Revise the existing utilities on this sheet and the Utility Sheet to include the information in the attached Plan and Profile Sheet: Airport Road, HL Turner Group, dated October 1, 1998. Ensure the 52" storm sewer line shown on Sheet C-4 ties into the storm manhole on Airport Road, shown on the hatched area in the above-noted Turner Group plan.

Sheet C-5: Erosion and Sediment Control

1. Turn proposed grading on and darken existing grading and line types, pursuant to CSPR 15.04(14) and 16.02(12)(b).

2. Show on this sheet the limit of disturbance and the tree protection shown on Sheet C-2, pursuant to CSPR 15.04(14) and 16.02(12)(b).
3. Silt sack is shown as inlet protection; however, Detail E-2 on Sheet C-6 shows Stone and Block Grate Inlet Protection. Revise to match.

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)

Pursuant to CCSPR 13.02 (8), 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:
 - 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 shall apply for the required Engineering permits listed above and provide an estimate of the anticipated number of inspections for review by Engineering. The Applicant shall provide a project schedule when applying for the required permits.

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

4. Establish a performance surety (bond, letter of credit, or cash deposit) for work within the Right-of-Way and proposed public improvements or common private

improvements per Subdivision Regulation 10.09, prior to subdivision plat signature (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.