



Heather Shank
City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

January 16, 2019

Project Summary – Minor Subdivision

Project: Lorna Gagnon Rev. Trust – Minor Subdivision (2019-02)
Property Owners: Lorna Gagnon, Trustee - Lorna Gagnon Revocable Trust of 2001
Address: 121 Portsmouth Street
Map/Block/Lot: 471-Z-15

Determination of Completeness:

Determine the application complete and open the public hearing.

Project Description:

The applicant is proposing to subdivide a 3.467 acre lot into 2 lots with the parent lot (Lot 1) retaining 3.11 acres and new Lot 2 consisting of 0.36 acres in the RS (Single Family Residential) District.

Project Details:

Existing Lot Area: 14.43 acres (628,570.8 square feet)
Zoning: Single Family Residential (RS)
Existing Use: Single Family Residence

Lot Size Required: 12,500 sf
Lot Size Proposed: **Lot 1:** 3.11 acres (151,033 square feet)
Lot 2: 0.36 acres (15,545 square feet)

Lot Frontage Required: 100'
Lot Frontage Provided: **Lot 1:** 100'
Lot 2: 100.4'

Building Setbacks Required: 25' front; 25' rear; 15' side
Building Setbacks Provided: 25' front; 25' rear; 15' side

1. General Comments

- 1.1 The following comments pertain to the 1 sheet plan set titled "Subdivision Plan, Boundary Survey" dated December 18, 2018.
- 1.2 Please see the memo from Engineering Services dated January 7, 2019

1. Technical Review Comments

- 1.1 Correct the scale for the Vicinity Map. The scale must be between 1"=1,000' and 1"=2,000', in accordance with Section 12.05 of the Subdivision Regulations (SDR).

- 1.2 Provide a note on the plan stating “This plan will be recorded at the Merrimack County Registry of deeds and will be kept on file at the City of Concord Planning Division”, in accordance with Section 12.02(3) – Appendix B (SDR).
- 1.3 Provide the zoning district boundaries on the plat, in accordance with Section 12.08(24) (SDR).
- 1.4 Dimension the widths for Lot 1’s existing drive and Lot 2’s proposed driveway, in accordance with Section 12.08(8) (SDR).
- 1.5 Correct the spelling of abutter “Michael Verley Trust” to “Michael Varley Trust”.

2. Recommendations

- 2.1 **Grant Minor Subdivision approval** for the minor subdivision, subject to the following conditions to be fulfilled within one year and prior to endorsement of the final plan by the Planning Board Chairman and Clerk, unless otherwise specified:
 - (1) Address Technical Review Comments, noted above, to the satisfaction of the Planning Division.
 - (2) Address Review Comments from Bryant Anderson, P.E., dated January 7, 2019 to the satisfaction of the Engineering Division.
 - (3) Prior to the final plat being signed by the Planning Board Chair and Clerk, digital information shall be provided to the City Engineer for incorporation into the City of Concord Geographic Information System (GIS) and tax maps. The information shall be submitted in accordance with Section 12.09 of the Subdivision Regulations.
 - (4) The Licensed Land Surveyor shall sign and seal final plans and mylars.
 - (5) The Applicant shall submit two checks for recording the plan at the Merrimack County Registry of Deeds (including a separate check in the amount of \$25.00 for the LCHIP fee). Both checks are to be made payable to the Merrimack County Registry of Deeds.
 - (6) The Applicant shall deliver to Planning, one (1) plan set(s) and one (1) mylar(s) for endorsement by the Planning Board Chairman & Clerk and recording at the Registry of Deeds.

Prepared by: SCD

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David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Bryant A. Anderson, PE
DATE: January 7, 2019
SUBJECT: Subdivision Plan Review, Lorna R. Gagnon Revocable Trust of 2001, 121 Portsmouth Street;
Map 471Z, Lot 15; (2019-02)

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

- *Subdivision Plan*, Boundary Survey, Map 411, Block Z, Lot 15, Lorna R. Gagnon Revocable Trust of 2001, 12 Pine Acres Drive, Unit 100, Concord, NH 03301, prepared by Holdon Engineering & Surveying, Inc., dated December 18, 2018.

As a supplement to any comments offered by the Planning Division, Engineering offers the following design related comments. **With subsequent submissions, the applicant should provide a response letter that acknowledges/addresses each of these comments.**

General Comments

1. All of the lot numbers on the plan, including within the title block, the notes, and the plan view need to be corrected. The correct notation is Map 471Z, Lot 15. The lot number in the title block is incorrect as to the map number; it should be Map 471Z, Lot 15, not Map 411Z, Lot 15. The lot numbers for the abutting parcels should have the notation 471Z-11, not 471-Z-11.
2. The abutting lot labeled as 471-Z-72 and owned by Rardin should be Map 482Z, Lot 72, not 471-Z-72.
3. The title block should have the project location address, 121 Portsmouth Street, not the home address of the property owner, 12 Pine Acres Drive.
4. Within the plan view of Lot 15, please add a note stating that the address is 121 Portsmouth Street.

Engineering Services
City Hall • 41 Green Street • Concord, NH 03301 • (603) 225-8520
engineering@concordnh.gov

5. Proposed Lot 2 will have an address of 123 Portsmouth Street. Please add this info to the plan view.
6. The plan as submitted has the wrong land surveyor's certificate next to Mr. Holden's signature.
7. The following note should be added to the plan: "All utilities shall be installed underground in accordance with Section 26.02(1) of the Subdivision Regulations."
8. A note should be added to the plan stating what the available sight distance is and that it meets the sight distance requirements in Sections 20.09(7) and 21.09(3) of the Subdivision Regulations.
9. The existing sewer main in Portsmouth Street is approximately 15 ft deep along the front of the proposed lot. As such, we anticipate that the sewer service connection will be difficult to install and have increased costs associated with it. A note should be to the plan specifying that the proposed sewer service connection be submitted to the Engineering Services Division for review and approval prior to issuance of a building permit.

Post-Approval/Pre-Construction Items

The following items will need to occur prior to the start of construction (unless otherwise noted).

1. The monumentation for the proposed lot lines will need to be set (prior to recording the plan).
2. The proposed sewer service connection will need to be reviewed and approved by the Engineering Services Division (prior to the issuance of a building permit).
3. The following permit(s) will need to be obtained from the Engineering Services Division:
 - a. Driveway Permit
 - b. Excavation Permit (for work within the ROW)
 - c. Utility Connection Permits (sewer and water services; storm drain connections)
4. Water and Sewer Investment Fees will need to be paid (as part of the utility connection permit process).