



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: Laura Smith Tewksbury Rev. Trust Indenture – Minor Subdivision (2019-01)  
Property Owners: 1993 Laura Smith Tewksbury Rev. Trust Indenture  
Address: 63 Ridge Road  
Map/Block/Lot: 96-Z-86

### **Determination of Completeness:**

Determine the application complete and open the public hearing.

### **Project Description:**

The applicant is proposing to subdivide a 2.51 acre lot into 2 lots with the parent lot (Lot 1) retaining 1.73 acres and new Lot 2 consisting of 0.79 acres in the RS (Single Family Residential) District.

### **Project Details:**

Existing Lot Area:	2.51 acres (109,371 square feet)
Zoning:	Single Family Residential (RS)
Existing Use:	Single Family Residence
Lot Size Required:	12,500 sf
Lot Size Proposed:	<b>Lot 1:</b> 1.73 acres (69,695 square feet) <b>Lot 2:</b> 0.79 acres (18,891 square feet)
Lot Frontage Required:	100'
Lot Frontage Provided:	<b>Lot 1:</b> 289' <b>Lot 2:</b> 147'
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 Plat of the land of the 1993 Laura Smith Tewksbury Revocable Trust Indenture" prepared by Richard D. Bartlett & Associates, LLC, dated December 2018.
- 1.2 Please see the memo from Engineering Services dated January 7, 2018.

### **2. Waivers**

- 2.1 The applicant has requested a waiver to Section 12.05 of the Subdivision Regulations (SDR) to scale the Vicinity Map at 1"=2,600' where a scale between 1"=1,000' and 1"=2,000' is required. The applicant reasons that the 1"=2,600' scale adequately indicates the property location. Given the

regulations require a scale between 1"=1,000' and 1"=2,000' and the fact that it would be a minor adjustment; **staff does not support** this waiver.

### 3. Technical Review Comments

- 3.1 A NH Certified Wetland Scientist shall stamp the plat, in accordance with Section 12.03(5) (SDR)
- 3.2 Any waivers requested must be noted on the plat, in accordance with Section 12.02(3) – Appendix B (SDR).
- 3.3 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).
- 3.4 Provide tabulations for the existing impervious surface areas, in accordance with Section 12.02(3) – Appendix B (SDR).
- 3.5 Provide a note on the plan stating that the property is served by municipal sewer and water service, in accordance with Section 12.02(3) – Appendix B (SDR).
- 3.6 Dimension the width of driveway for the parent lot, in accordance with Section 12.08(8) (SDR).

### 4. Recommendations

- 4.1 **Deny the waiver** request for Section 12.05 to show a scale outside the required range on the grounds that it would be a minor adjustment to comply with the regulations.
- 4.2 **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, 2018 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) Any waiver(s) granted by the Board must be noted on the final plat.
  - (6) 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.
  - (7) 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

*S:\Plan\Development Review\Project Files\2019\2019-01\_Tewksbury\_MIS\Reports and Letters*



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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, 1993 Laura Smith Tewksbury Revocable Trust Indenture, 63 Ridge Road; Map 96, Block 2, Lot 86; (2019-01)

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

- *Subdivision Plat*, 1993 Laura Smith Tewksbury Revocable Trust Indenture, 63 ridge Road, Concord, NH, Map 96, Block 2, Lot 86, prepared by Richard D. Bartlett & Associates, LLC, dated December 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.**

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**General Comments**

1. The proposed lot will have an address of 65 Ridge Road. Please add this info to the plan view.
2. 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."
3. The plan should show the approximate location of the existing sewer stub that connects to SMH 2663 and heads towards the proposed lot. In addition, the plan should note that the sewer service for the new lot should connect to this stub.
4. The location of the proposed driveway should be shown on the plan. In addition, sight distance triangles should be provided for the driveway to demonstrate that it meets the sight distance requirements in Sections 20.09(7) and 21.09(3) of the Subdivision Regulations. It appears that clearing of existing vegetation and an easement over portions of Lot 86 will be required to achieve adequate sight distance to the east.

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

5. There is an existing (unused) curb cut just east of the proposed lot line. This curb cut should be removed prior to final approval or a sight line easement should be provided over the proposed lot to provide a means of obtaining adequate sight distance to the west if the curb cut is used for a driveway in the future.

### **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 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)
3. Water and Sewer Investment Fees will need to be paid (as part of the utility connection permit process).