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City Planner

CITY OF CONCORD

New Hampshire's Main Street™
Community Development Department

Planning Board

November 17, 2021

Project Summary – Major Site Plan

Project Name: Pembroke Rd (2021-43)
Owner: Perry William H. Family Trust & Perry Barbra M. Trust
Address: Pembroke Road
Map/Block/Lot: 62Z/1

Determination of Completeness:

Determine the application complete and set the public hearing for the December 15, 2021 Planning Board meeting. As part of the motion, determine that the project meets the criteria for a Development of Regional Impact (DRI), per RSA 36:55.

Project Description:

The applicant is proposing an attached multi-family development consisting of 123 workforce housing units in three buildings. The property is located on the north side of Pembroke Road in the vicinity of the intersection of Pembroke Road and Sheep Davis Rd (NH 106) in the Gateway Performance (GWP) District.

Project Details:

Zoning:	Industrial (IN)
Existing Use:	Vacant
Proposed Use:	Multi-family housing
Lot Area Required:	N/A
Lot Area Provided:	10.85 ac (472,685 sf)
Lot Coverage Max:	85%
Existing Coverage:	0%
Lot Coverage Proposed:	22.5% (106,702 sf)
Building Setbacks Required:	15' front, 15' rear, 15' side
Building Setbacks Provided:	347' front, 242' rear, 243' side
Parking Spaces Required:	246 Spaces (including 7 ADA)
Parking Spaces Provided:	204 Spaces (including 7 ADA) <i>CUP Requested</i>

1. General Comments

- 1.1 The following comments pertain to the 33-sheet plan set titled "Brookline Opportunities Workforce Housing" prepared by TF Moran, dated October 20, 2021 and the 4-page architectural plan set prepared by Market Square Architects dated September 24, 2021.
- 1.2 Comments from the Engineering Services Division are provided in the attached memo.

- 1.3 The Applicant appeared before the Architectural Design Review Committee for preliminary comments on November 2, 2021. The Committee suggested that the Applicant look at ways to expand the open space between the buildings. Suggestions included shifting building B or C north, moving parking in the northern portion of the site to the east and west sides and expanding open space in that area, and creating more space between buildings B and C to the maximum extent possible with respect to setbacks, circulation, and drainage.
- The Committee also wanted to see more doors for improved access to the buildings. Specifically, on the northern and southern sides of buildings B and C, as well as doors on all buildings that open up to the open space between the buildings.
- 1.4 The Applicant is working with the City's legal department on an access and maintenance agreement for the waterline line that runs through this property. This will need to be finalized and executed prior to the issuance of building permits.
- 1.5 A traffic study was prepared by TF Moran for this development. The City's on-call traffic consultant reviewed this study. Review comments can be found in the attached memo from VHB.

2. Conditional Use Permits

- 2.1 The Applicant has requested a Conditional Use Permit (CUP) in accordance with Article 28-7-11(f) *Driveway Separation Alternatives* to provide a driveway separation of 70 feet from the nearest driveway and 142 feet from the nearest intersection, where 200 feet of separation is required. The Applicant states that the proposed location has been coordinated with Staff to minimize conflicts with the intersection of Pembroke Rd and NH 106 and to ensure alignment with the driveway of 2 Industrial Dr across the street.
- Given the coordination with Staff on the location of this driveway and the fact that the proposed location meets required sight distances, **Staff supports this CUP** on the condition that the Applicant provide engineering documentation related to the site driveway distances to nearby driveways as indicated in VHB's review memo.
- 2.2 The Applicant has requested a CUP in accordance with Article 28-7-11(b) *Construction of Fewer Parking Spaces* to provide 204 parking spaces where 246 would be required. The Applicant states that as proposed, the 204 spaces would provide a parking ratio of 1.65 and space has been allocated on site for the full parking build-out if the additional spaces are needed in the future.
- Given the Applicant has allocated space to construct the additional parking if needed, the deference reduces the amount of impervious surface constructed on site, and the proposed parking ratio, while less than the City's required 2.0 ratio, is greater than the parking demand ratio of 1.3 or 161 spaces on a weekday as published by the Institute of Transportation Engineers (ITE), **Staff supports this CUP**.
- 2.3 The Applicant has also requested a CUP in accordance with Article 28-4-5(e)1 *Mixed Use Component Required*. The Applicant is requesting this CUP in response to the state-wide need for affordable housing. The Applicant adds that this development will be well screened from adjacent properties with existing mature trees and additional proposed landscaping.
- The site is uniquely situated, by way of its size, location and the proposed configuration of the development to host a residential development in a way that is compatible with the character of the district. Given these reasons and the architectural character of the proposed buildings and the Applicant's intent to preserve many of the existing tree to provide screening, **Staff supports this CUP**.

3. Waivers

- 3.1 16.03(11) To provide site signage as a separate submittal at a later date. The Applicant states that a separate signage vendor will be retained to design a monument sign and directional signage and that the signage package would be submitted to ADR for review prior to the issuance of a building permit. Given the site signage would appear before ADR prior to the issuance of a building permit, **Staff supports this waiver.**

- 3.2 21.03 Connection to public sidewalk. The Applicant requests not to construct a sidewalk from the buildings to Pembroke Road, reasoning that that because there is no sidewalk on Pembroke Road in the vicinity of this project, a sidewalk connecting the buildings to the road would be unnecessary. The applicant believes that due to the lack of a sidewalk network on this portion of Pembroke Road and the amenities proposed on-site, a sidewalk connecting the development to the road would be unnecessary.

Staff notes that there are amenities nearby, such as a bakery on Sheep Davis Road, that are well within walking distance. By not providing a sidewalk from the development to Pembroke Road, pedestrian activity is discouraged. Pembroke Road is also on the City's sidewalk construction priority list and will eventually be served by a sidewalk. Due to the future construction of a sidewalk along the entire length of Pembroke Road, and the requirement to construct a sidewalk along the frontage of the property as noted in note 1.4 above, **Staff does not support this waiver.**

- 3.3 22.07(2) Stormwater Recharge. To provide a 2.5-foot separation between the bottom of an infiltration system and groundwater where a 4-foot minimum separation is required. The applicant states that the stormwater management system has been designed in accordance with NHDES Alteration of Terrain regulations which requires 2.5-feet of separations. The applicant believes that by meeting State standards, an appropriate standard of care has been provided.

Engineering is supportive of this waiver on the condition that additional test pits be dug at the location of each proposed bioretention basin to confirm the elevation of the estimated seasonal high groundwater table. **Staff supports this waiver** with this condition.

4. Comprehensive Development Plan Comments

- 4.1 In order for the application to be determined complete, the CDP and Site Plan will need to be amended to show a sidewalk along the frontage of the lot, in accordance with Section 21.02 (SPR). Given a sidewalk on Pembroke Road is planned for in the Comprehensive Master Plan, is on the Sidewalk Construction Priority list, and a sidewalk in this location would connect the proposed development to the commercial plaza immediately to the east, staff would not support a waiver from this requirement.

When the Gateway Performance District was amended to allow residential uses, the intent was to encourage pedestrian activity with the construction of sidewalks along the frontage of new developments. This application is a prime example of this intent of this change with 123 units within walking distance to amenities, on a road planned to host a sidewalk in the future.

- 4.2 Relative to the waiver request in comment 3.2 above, a sidewalk will need to be provided along the site drive in order to determine the application complete. A crosswalk connection from this sidewalk to the sidewalk around the buildings will also need to be provided.
- 4.3 With the proposed location of the site driveway, should the waterline burst under the driveway, all access to and from the site would be cut off. In discussions with the Applicant, the Applicant feels that the proposed location of the driveway is the best location despite the risk posed by crossing the water line. Staff had suggested realigning the driveway to the location opposite Industrial Park Drive; however, there is a utility pole in this location and the Applicant has

concerns over moving the driveway closer to the intersection of Pembroke Road and Sheep Davis Road.

- 4.4 In order to encourage use of the open space between the buildings, staff requests that additional doors fronting on the open space and the addition of walkways within the open space area be provided.
- 4.5 Provide a crosswalk from the sidewalk around the buildings to the sidewalk connecting to the dog park.

5. Technical Review Comments

- 5.1 On the Existing Conditions Plan, Site Plan, and Comprehensive Development Plan (CDP), provide a minimum scale for the Location Map of 1" = 400'. Also provide zoning district boundaries, the property lines and the map-block-lot numbers of abutting properties in accordance with Section 12.04 of the Site Plan Regulations (SPR).
- 5.2 On the Existing Conditions Plan, delineate the GWP/IN zoning district boundary along Pembroke Road, in accordance with Section 15.03(24) (SPR).
- 5.3 On the Existing Conditions Plan, provide a scale bar, in accordance with Section 12.02 (SPR).
- 5.4 Provide and dimension the setback lines on the Site Plan, in accordance with Section 15.03(19) (SPR).
- 5.5 On the Landscape Plan, both the autumn brilliance service berry and the pin oak are given the label "AG". It appears the pin oak should be "QP". Please revise.
- 5.6 On the Landscape Plan, American Elm trees are proposed. Given their susceptibility to Dutch elm disease, staff recommends exploring options for other native shade trees to replace the elms.
- 5.7 A NH Licensed Landscape Architect shall stamp and sign the Landscape Plan, in accordance with Section 16.02(1) (SPR).
- 5.8 Dimension the widths of all sidewalks on site, in accordance with Section 16.02(21) (SPR).
- 5.9 On the Site Plan and the CDP, correct note 4 to reflect the standards for the Gateway Performance District, as opposed to the Opportunity Corridor District provided.

6. Recommendations

- 6.1 Pending the submission of a revised CDP and Site Plan showing a sidewalk connection from the buildings to a new sidewalk along the site's frontage on Pembroke Road, Staff recommends determining the application complete.
- 6.2 Staff recommends that the Board set a public hearing for the Comprehensive Development Plan and Site Plan approval at the December 15, 2021 meeting for the attached multi-family development.

Prepared by: SCD

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

David Cedarholm, PE
City Engineer

MEMORANDUM

TO: Sam Durfee, Senior Planner
FROM: Gary Lemay P.E., Associate Engineer
DATE: November 4, 2021
SUBJECT: Brookline Opportunities Workforce Housing – Engineering Plan Review,
Pembroke Road;
Map 622Z, Lot 1; Project 2021-043

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

- *Site Development Plans*, Brookline Opportunities Workforce Housing, prepared by TFMoran, dated October 20, 2021
- *Stormwater Management Report*, Brookline Opportunities Workforce Housing, prepared by TFMoran, dated October 20, 2021
- Other associated waiver requests, CUP applications, and narratives

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.

Site Plans

Cover Sheet

1. Within the title block, Tax Map 62Z Lot 1 should be Tax Map 622Z Lot 1. This needs to be corrected on every sheet.
2. In the Abutters under General Information, Tax Map 62Z Lot 2 owned by Gateway Plaza, should be Tax Map 622Z Lot 2.
3. In the Abutters under General Information, Tax Map 62Z Lot 3 owned by Martell Monument should be Tax Map 622Z Lot 3, and is now owned by DCS Properties, LLC.
4. The property will have the address of 195 Pembroke Road. Please add this to the title block. This needs to be added to every sheet.

Existing Conditions Plan

5. Please add a text scale (in addition to the bar scale) to the existing conditions plan, per SPR 12.02.
6. Within the title block, Tax Map 62Z Lot 1 should be Tax Map 622Z Lot 1. This also needs to be corrected in the Notes.
7. The abutting lot shown as 62Z-3 owned by Martell Monument should be 622Z-3, and is now owned by DCS Properties, LLC. This needs to be corrected on every sheet.
8. The abutting lot shown as 62Z-2 owned by Gateway Plaza, should be 622Z-2. This needs to be corrected on every sheet.
9. Please dimension the width of the water pipe and pole line ROW easement going diagonally through the property.
10. Please add tabulations to the existing conditions plan, per SPR 15.03 (23).
11. Please show zoning district boundary lines, per SPR 15.03 (24).
12. Please add the site soil identification and classification information to the Existing Conditions Plan, per SPR 15.03 (4).
13. Please include the size and material of the water mains in and adjacent to the site, per SPR 15.03 (10).

Comprehensive Development Plan

14. Within the title block, Tax Map 62Z Lot 1 should be Tax Map 622Z Lot 1. This also needs to be corrected in the Notes.
15. Please change Building A to Building 1; Building B to Building 2; and Building C to Building 3. This needs to be changed on every subsequent sheet. The building numbers will be a part of the final location addresses. Please submit floor plans for review. By way of example, the floor plans should label the units starting at 101 – 114 for the first floor; 201 – 214 for the second floor; and 301 – 314 for the third floor, etc., depending on how many units there are on each floor. Therefore, the final addresses will have the following format (not all addresses are listed):
 - a. 195 Pembroke Road, Bldg. 1, Unit 101;
 - b. 195 Pembroke Road, Bldg. 1, Unit 102;
 - c. 195 Pembroke Road, Bldg. 1, Unit 210;
 - d. 195 Pembroke Road, Bldg. 1, Unit 307;
 - e. 195 Pembroke Road, Bldg. 2, Unit 108;
 - f. 195 Pembroke Road, Bldg. 3, Unit 206.

16. A note with all addresses for each building will eventually need to be added to the plan set.

17. Please specify the maximum proposed building height in feet – currently listed as “3-stories”.

Site Preparation and Demolition Plan

18. Please add a callout noting the construction entrance shall be built consistent with City of Concord Detail E-1 (shown on sheet D-01).

19. Please eliminate text conflict with the lot area and the clear and grub detail.

Overall Site Layout Plan

20. Within the title block, Tax Map 62Z Lot 1 should be Tax Map 622Z Lot 1. This also needs to be corrected in the Notes.

21. Please change Building A to Building 1; Building B to Building 2; and Building C to Building 3. The building numbers will be a part of the final location addresses.

22. Please provide exterior dimensions for each of the proposed buildings on the site, per SPR 15.04 (10).

23. Please add parking bay space numbering to the Overall Site Layout Plan.

24. Please add the required and provided handicap spaces tabulations, per SPR 15.04 (28).

25. Please dimension the driveway and drive aisle widths.

Site Layout Plan

26. Please address similar comments from the Overall Site Layout Plan.

27. Please dimension the proposed drainage-related curb breaks.

28. Per SPR 18.21, please include designated snow storage areas in the site plan.

29. Please clarify that proposed sidewalk widths are 5 feet exclusive of curbing. Typically 0.5 feet is assumed for integrated concrete curbing width.

30. How will integrated concrete curbing be used with a bituminous sidewalk?

31. Please add a tipdown for the proposed dog park sidewalk, dimension the proposed width, and identify the proposed material.

32. While the length of the driveway does not exceed the maximum 1,000 foot length noted in SPR 19.08, Engineering would encourage the developer explored a secondary emergency-only connection with a neighboring property.

33. The proposed driveway does not appear to meet the City’s common driveway standard for greater than eight dwelling units (City Construction Standards detail D-12). This

detail would require sloped (or vertical) granite curbing within the City ROW, a 26-foot-wide roadway, and a 5-foot-wide sidewalk adjacent to a 5-foot-wide grass panel.

- a. Engineering would support a CUP to reduce the driveway width to less than 26 feet, as long as zoning and fire codes are still met.
34. Per SPR 21.02, please add 5-foot-wide sidewalks along the property's frontage on Pembroke Road to the plans.
- a. A minimum 6-foot-wide grass strip should be included between the roadway edge and the sidewalk.
 - b. If the existing ROW is not wide enough to accommodate a 5-foot-wide sidewalk and 6-foot-wide (minimum) grass panel, additional ROW easement should be provided along the property where necessary.
35. Per SPR 21.03 (and Construction Standards detail D-12), please add a sidewalk along the proposed driveway to connect to the public street.
36. The proposed dumpsters on site must be screened per Zoning Ordinance 28-7-14.

Future Parking Plan

37. The proposed additional parking does not show any proposed curbing; please also add additional spot elevations to show positive drainage around the edge of each parking area.
38. There appears to be a tree in the eastern proposed future parking area; please add a callout noting where a new tree will be located if the future parking is built.

Grading and Drainage Plan

39. Please re-orient the emergency outlet for bioretention area #9 away from the City ROW and toward the interior of the property.
40. Several of the proposed bioretention areas have emergency outlets aimed directly at neighboring properties; level spreaders may be needed to spread the flow out more gradually (in the event of an emergency overflow).
41. Please add additional spot elevations (left, centerline, right) along the driveway as it approaches Pembroke Road and at the edge of Pembroke Road to determine water movement near the ROW. The proposed inlet for bioretention area #9 may be prone to backups after and during plowing events. The grading should be adjusted to eliminate the risk of backups causing runoff overflow into the City ROW. The driveway profile should be adjusted to provide better safeguarding against off-site overflow.
42. The proposed curb breaks for each bioretention area appear rather narrow and could be problematic under winter conditions due to a snowmelt or rain-on-snow event where the

snowbanks will block the inlets. How is the applicant proposing to ensure proper year-round functionality of the proposed drainage system?

43. Please round off the square-shaped bioretention contours to reflect how the ponds will be constructed, similar to bioretention area #9.
44. Please confirm minimum slopes of 1% are maintained throughout the driveway and parking areas; the area in front of Building A may need further spot elevations to confirm positive drainage.
45. Please include the outlet elevation for FES #1. The pipes leading to this FES are flat, and may be prone to backup and sediment deposition if the FES is set too low.
46. Why are the pipes set flat leading to FES #1? Were perforated pipe considered in this application to increase infiltration? Was any consideration given to infiltrating catch basins?
47. Laying drainage pipes flat, particularly when backwatered from the downstream bioretention area, will be particularly prone to sediment deposition.
 - a. Were deep sumps for the yard drains considered to prevent sediment deposition within the flat pipe?
 - b. Please update the stormwater inspection and maintenance manual to include regular inspections of the yard drains and flat pipe leading to bioretention area #6.

Utility Plan

48. Please revise the plans to show a manhole where the tie-in to City sewer occurs on Pembroke Road.
49. Please add labels to note the size, material, slope, and length of each sewer run between manholes.
50. Please add a note to the plan sets, if not already included, specifying and ductile iron pipe shall be zinc-coated per the City of Concord Construction Standards.
51. Engineering would like to discuss the water line layout to the side of Building A.
52. There appears to be a missing gate valve where the water line tees in front of Building A.
53. The domestic water services are proposed to be 3"; City standards do not allow 3" water pipe and require either 2" or 4" pipe as they are more commonly-found sizes.
54. This site is located in a special sewer investment district; special investment fees are based on the meter size, not the service size (e.g., a smaller meter may be placed on a 4" service).
55. Please note the proposed material for the domestic water services.

- 56. Please confirm that the proposed hydrant locations have been coordinated with the Fire Department for appropriateness.
- 57. City Construction standards (Section 5.03.C.5) require that fire hydrants can be fed by a run of not more than 20 feet of 6" pipe; otherwise the feeds must be upsized to 8".
- 58. City Construction Standards, section 6.03 (F) require rigid foam insulation for storm drain installations with less than 3 feet of cover; please confirm if and where insulation may be needed for the proposed storm drain system, as well as adding a detail for insulating storm drain pipes.

Sewer Plan and Profile

- 59. Please relocate the sewer service for Building A so that it ties into a manhole (matching the other building tie-ins).
- 60. Please note any areas on the sewer profile that will require insulation (min. 4 ft cover in grassed areas, 6 ft cover in paved areas).
- 61. City standards require force main material (manhole to manhole) if crossing over a water line; can the sewer be re-oriented to pass at least 18" underneath the water main?
- 62. Engineering generally suggest (but does not require) designing to a slope above 0.006 when sites can accommodate it to improve constructability and reduce the chance of relaying pipe if it is laid slightly flatter than designed (below the minimum slope).
- 63. Please add the proposed sewer main material in the sewer profile.

Details

- 64. The detail for the broad crested weir refers to an emergency spillway detail for rip-rap dimensions. Please include the size and dimensions of the rip-rap on this detail or clarify the sheet where the emergency spillway detail can be found (is it referring to the cross-section above this detail?).

Drainage Report

- 65. Engineering supports the requested waiver of SPR 22.07 (2) requiring 4-feet of separation between the bottom of an infiltrative system and the seasonal high groundwater table. The applicant is proposing a 1-foot separation from the bottom of the filter media to the seasonal high groundwater table; this is consistent with current NHDES Alteration of Terrain regulations.
 - a. Engineering's support of the waiver is conditional on additional test pits (beyond the ones already completed) being dug at each proposed bioretention basin to confirm the elevation of the estimated seasonal high groundwater table. This information shall be provided to engineering prior to final approval of the Site Plans.

66. Please provide an electronic copy of the pre- and post-development HydroCAD files used for this site.

General Comments

67. Please add a turning movement plan showing that City fire trucks can safely navigate the site without encroachments, per SPR 28.01.

68. Prior to final Engineering approval of the design plans, a fire protection engineer shall provide, on their letterhead, a document certifying that the new proposed water service line is adequately sized and designed for the proposed site conditions, including addressing whether domestic water is also tapped off of the same line.

69. Engineering supports the driveway location CUP and agrees with the proposed location where it enters Pembroke Road.

70. Please confirm that contact has been made with DOT about potential traffic impacts on 106 and Pembroke, or any other intersections that may be of interest to DOT.

71. Engineering has started a conversation with the Legal Department for the purpose of creating an agreement with the developer that states that in the event that the City needs to excavate to repair or replace the water main, that the City will not be responsible for replacing any private improvements constructed by the developer. The agreement would need to run with the land, and be valid against all subsequent property owners, and would be in addition to the existing easement deed recorded at MCRD Book 514, Page 605. In addition, even though that easement deed gives the City the right to place utility poles, the poles that are in the easement are not owned by the City. The developer should start a discussion with the pole owner for a joint use agreement, or whatever document the pole owner deems necessary.

72. Engineering encourages, but does not require, the following wildlife-friendly erosion control practices:

- a. Use temporary erosion and sediment control products that either do not contain netting, or that contain netting manufactured from 100% biodegradable non-plastic materials such as jute, sisal, or coir fiber. Degradable, photodegradable, UV-degradable, oxo-degradable, or oxo-biodegradable plastic netting (including polypropylene, nylon, polyethylene, and polyester) are not equivalent alternatives. Netting used in these products should have a loose-weave wildlife-safe design with movable joints between the horizontal and vertical twines, allowing the twines to move independently and thus reducing the potential for wildlife entanglement.
- b. Avoid the use of silt fences reinforced with metal or plastic mesh or if possible recommend the use of erosion control berms.
- c. When no longer required, temporary erosion and sediment control products should be removed promptly from the project site.

- d. Use nonwoven coir fabric when a surface fabric treatment is required for erosion control and stabilization, such as 100% biodegradable coconut fiber mat or equal as reviewed and approved by the project design engineer.
- e. Use woven coir fabric when site conditions warrant. The outer layer of woven coir fabric should be a high strength, continuously woven mat (i.e., without seams) and made of 100% coconut fiber.

73. Please add the following notes to the plan set, if not already incorporated:

- a. All work shall be performed in accordance with the City of Concord's Construction Standards and Details (latest edition), and City standards shall take precedence in case of any details or plans in conflict.
- b. All utilities shall be installed underground in accordance with Section 25.02(1) of the Site Plan Regulations
- c. Per Site Plan Regulation 12.09, upon completion of construction the contractor shall submit as-built drawings to the Engineering Services Division prior to issuance of a Certificate of Occupancy.
- d. The contractor shall set up a preconstruction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc.
- e. The contractor shall obtain an Excavation Permit from the Engineering Services Division for work within the ROW or City easements (such as the water line easement).
- f. The contractor shall obtain Utility Connection Permits from the Engineering Services Division for the proposed water service, sewer service, and storm drain connection(s), if applicable. Individual permits will be required for each connection.
- g. The contractor shall obtain a Driveway Permit from the Engineering Services Division for the proposed driveway.
- h. A Temporary Traffic Control Plan (TTCP) will be required for all work in and adjacent to the City ROW that will require lane closures. The TTCP shall be submitted to the ESD for review and approval a minimum of two weeks prior to the construction activities that require the lane closure(s).

74. Comments on the traffic study are pending review at this time.

75. Per Site Plan Regulation 13.01 (6), please include a copy of all State and Federal permit applications associated with this project prior to final plan approval.

State/Federal Permits

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

- EPA Construction General Permit – Notice of Intent
- FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) – Notice of Proposed Construction or Alteration (Form FAA 7460-1)
 - May be needed due to proximity to the airport during construction if cranes will be used.
- NHDES Alteration of Terrain Permit
- 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 Items

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

1. Prior to engineering sign-off on the building permit, the applicant/contractor shall:
 - a. Set up a pre-construction meeting with the Engineering Services Division to discuss construction requirements, site inspections, associated fees, schedules, etc. Any 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.
2. The following permit(s) will need to be obtained from the Engineering Services Division:
 - a. Driveway Permit
 - b. Encumbrance Permit (for work that will encumber the ROW, public sidewalks, and/or metered parking spaces)
 - c. Excavation Permit (for work within the ROW [or within City Easements])
 - d. Utility Connection Permits (sewer and water services)
3. The contractor shall submit a Temporary Traffic Control Plan (TTCP) for all work in and adjacent to the City ROW that will require lane closures or occur adjacent to the edge of road. TTCP must be submitted to Engineering for review and approval a minimum of two weeks prior to the pre-construction meeting.
4. Per Site Plan Regulation 27.11, establish a financial guarantee (letter of credit, or cash deposit) for site stabilization. The surety amount for this project has been set at \$85,000 based on an 11 ac disturbance area. The surety shall be established prior to scheduling the pre-construction meeting.

5. Establish a performance surety (bond, letter of credit, or cash deposit) for work within the right-of-way. 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. The surety shall be established at least one week prior to the pre-construction meeting.
6. Per Site Plan Regulation 36.24 The Applicant is responsible for paying engineering inspection fees to ensure work is consistent with City standards and the approved plan set. An advanced deposit must be established for all anticipated site construction inspection fees.
 - a. The deposit amount is determined by Engineering based on the project schedule and estimated services; actual inspection fees are based on actual services rendered (i.e., hourly billing rate).
 - b. Prior to scheduling the pre-construction meeting, a template estimating the initial fee deposit (available upon request to engineering) shall be filled out by the Applicant for review by Engineering, as well as a project schedule and itemized cost estimate for use in establishing the deposit amount.
 - c. The deposit shall be submitted at least a week prior to the pre-construction meeting.
7. Water and Sewer Investment Fees will need to be paid (as part of the utility connection permit process).
 - a. The Applicant is located within a special sewer investment district; the backup information to calculate these costs has been provided to the Applicant's engineer.
8. Shop drawings/submittals shall be submitted to Engineering for the proposed water, sewer, and drainage improvements.
9. Prior to the construction of any future site improvements the applicant/owner shall consult the Planning Division to determine if Site Plan Approval will be required.
10. 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 are available on the Engineering website.