

Memo

To: PB Case #24-001 Site Plan File
From: Rudy Cartier, Chair
cc: Meeting attendees
Date: February 22,2024
Re: Pre-application Review Meeting with applicant to review required document submittals

Meeting Purpose

The purpose of this meeting was to pre-review the documents and submittals for the Carr Site Plan Application. This meeting was conducted on Thursday, February 22, 2024. The pre-review was for informational purposes only and no decisions on application completeness were made.

Attendees were:

Rudy Cartier, Planning Board Chair
Judi Lindsay, Planning Board Member
Joseph Coronati, Project Engineer
Robert Carr, Applicant (via telephone)

Discussion Items:

R. Cartier began the meeting by noting that this meeting was to pre-review the documents required for a Site Plan application proposed for land owned by Robert Carr, 669 High Street - Map 405 - Lot 48 on High Street in Candia, NH Jones and Beach Engineering, engineers for the project, was invited to assist in determining if the documentation was submitted.

A review of the plans and documents showed the submittals appeared to be complete with the following deficiencies noted:

- Section I, Line 5: Scale of Plan (1" =20' minimum)
 - Scale of Plan submitted as 1" = 50'
 - Waiver requested.
- Section II, Line 10: Boundary line of site shown.
 - Boundary lines are not all shown.
 - Waiver requested.
- Section II, Line 11: Bearings and distances shown.
 - Bearings and distances not all shown.
 - Waiver requested.

- Section II, Line 13: Plans drawn in ink on transparent mylar.
 - Mylar not submitted.
 - Mylar to be submitted upon final plat approval.
- Section II, Line 14: Existing grades shown.
 - Existing grades are not all shown.
 - Waiver requested.
- Section II, Line 17: Use of all abutting properties shown with all structures there on and access roads.
 - Structures not shown.
 - Add abutting properties existing structures.
- Section II, Line 20: Special features, natural and man-made, affecting site or giving it character (see list).
 - Several items (such as streams and wetlands) not fully shown for part of site/
 - Waiver requested.
- Section III, Line 2: Proposed streets, including names.
 - Proposed streets not shown.
 - Proposed streets to be determined.
- Section III, Line 3: Proposed drives, parking spaces and sidewalks.
 - Sidewalks not shown.
 - Sidewalks to be added.
- Section III, Line 5: Widths of streets, drives and sidewalks shown.
 - Widths of sidewalks not shown.
 - Sidewalk details to be added.
- Section III, Line 7: Size and location of all proposed and public utilities.
 - Water supply information not provided.
 - Add water supply information.
- Section III, Line 10, Drainage Calculations /Report
 - Drainage Calculations/Report not submitted.
 - Waiver requested.
- Section III, Line 11: Circulation plan provided.
 - Circulation plan not provided.
 - Provide circulation plan.
- Section III, Line 12(a): Pavement and road profiles.
 - Information not provided for access road/driveway to rear barn.
 - Provide specifications and location for access to rear barn (including wetlands crossings).
- Section III, Line 12(c): Curbing.
 - Information on curbing was not provided.
 - Provide details on curbing.
- Section III, Line 14: Solid Waste Disposal Plan
 - Solid waste disposal plan not provided.
 - Add a note concerning solid waste disposal requirements.
- Section III, Line 25 Timetable for construction and completion of buildings, improvements, and landscaping.

- Timetable not provided.
 - Provide timetable for above.
- Section III, Line 17 Location of any fire suppression system as required by the Fire Department.
 - No fire suppression information provided.
 - Add fire suppression system requirements per Fire Departments and regulations.
- Section III, Line 19: All required State, Federal and Local permits, and permit numbers.
 - Permits not provided.
 - Permits will be required to be submitted prior to final plat approval.
- Section III, Line 22: SWPPP
 - SWPPP not provided.
 - SWPPP will be required to be submitted prior to final plat approval.
- Section III Line 23: Sight Distance Plan
 - Sight distance plan not submitted.
 - Driveway approval from NHDOT will be required to be submitted prior to final plat approval.
- Section IV, Line 3: Review letter by Fire Department
 - Letter not provided.
 - Provide letter from Fire Department review.
- Section IV, Line 3: Review letter by Police Department
 - Letter not provided.
 - Provide letter from Police Department review.
- Section IV, Line 7: Drainage calculations and report.
 - Drainage calculations and report not provided.
 - Waiver requested.
- Section V: Engineering Review.
 - The plans and drawings are required to be reviewed by Stantec, the Town of Candia's engineering consultants, prior to the Public Hearing for the project.

The above is a summary of the informational review of the application documentation and are recommendations only. The full Board will need to review and determine compliance with the requirements for application acceptance.