

APPENDIX E
APPLICATION FOR SITE PLAN REVIEW
MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES

PLANNING BOARD
NEW LONDON, NH

DATE APPLICATION FILED: 03/02/2016

APPLICATION FOR:

- Phase I: Concept Site Plan Review
- Phase II: Preliminary Site Plan Review
- Phase III: Final Site Plan Review

NAME OF APPLICANT: MATTHEW T. CONWAY, LLC

ADDRESS: 756 SEAMANS RD, NEW LONDON, NH 03257

DAYTIME PHONE NUMBER: 603-340-1974 FAX: -

NAME OF PROPERTY OWNER: (SAME)
(If other than applicant)

ADDRESS: -

DAYTIME PHONE NUMBER: - FAX: -

LOCATION OF PROPERTY: 374 MAIN STREET, New London, NH

TAX MAP/Lot: - - ZONE DISTRICT: -

DESCRIPTION OF USE(S) OF BUILDINGS & LAND: 3 APARTMENT UNITS, + 3 COMMERCIAL UNITS. COMMERCIAL UNITS OCCUPIED BY DEAD RIVER, A VISION AHEAD, + 1 IS VACANT

WATER SERVICE: New London/Springfield Water Precinct On-site Water Well

Other: -

SEWER SERVICE: New London Wastewater On-site Septic System

ROAD(S) PROVIDING ACCESS: Town Road MAIN STREET

State Highway -

The Zoning Administrator or Land Use Coordinator can assist applicants to identify whether the following natural resource areas will be affected and in which sub-watershed the property is located.

- SHORELAND OR SHORELAND BUFFER IMPACTED? Yes No
- WETLAND OR WETLAND BUFFER IMPACTED? Yes No
- STEEP SLOPE AREA IMPACTED? Yes No
- PROTECTED STREAM(S) OR STREAM BUFFER(S) IMPACTED? Yes No



Matthew T. Conway, LLC Executive Summary as of March 3, 2016

1. We are asking the Planning Board to approve our Final Site Plan Review for re-opening CB Coburn Fine Gifts & Candy, a retail store, located at 374 Main Street, Unit 1, New London, NH.
2. 374 Main Street consists of 6 rental units – 3 residential apartments, and 3 commercial spaces. Two of those commercial spaces are currently occupied – one by Dead River Oil Company, and the other by A Vision Ahead, a hair stylist. Both of the current commercial tenants have been in the building as tenants since the Fall of 2007.
3. CB Coburn had been a tenant in the building for 32 years, until we closed it in 2010.
4. CB Coburn will be open Tuesday through Saturday 9:30 am – 5:30 pm, and Sundays 11:00 am – 4:00 pm.
5. The normal business traffic will vary by season – we ran the store for 7 years through 2010, and expect similar traffic. July, August, November, and December are significantly busier than the other 8 months. During our busiest 4 months we average 3-4 customers in the store throughout the day, while the other 8 months average 1-2 customers in the store throughout the day.
6. The store will be selling fine chocolates, fudge, candies, plates, mugs, paper goods, jams, jellies, gift baskets, and candles.
7. The number of employees will be 1 or 2. During slower periods of the week there will be 1 employee, and there will be 2 employees during busier periods.
8. There is no unusual demand for utility services.

Appendix G of the Final Site Plan Review Checklist lists Item Numbers 2.f (1-30). One of the items in this part of the Appendix is the Executive Summary, which is included above.

For the other items, we are asking the Planning Board to waive our need to provide these items. We are making no physical changes of any kind to the inside or the outside of the building, or to the land. This property has had commercial tenants over the past 13 years of my ownership which have included retail, office, and hair stylist tenants, with no problems or issues with respect to parking, noise, etc. The Planning Board has approved our use of the commercial tenants of the property for retail, and for office space, in the past.

To address the issues included in Item 2.f in Appendix G of the Final Site Plan Review Checklist - We had received approval from the Planning Board for the last physical renovation that was completed during the Summer of 2007, and the property improvements approved by the Planning Board at that time included:

1. A 3 level deck system on the back of the building to allow for 2 egresses (doors) for each of the 6 units in the building.
2. 78 heat and smoke sensors connected to a centrally monitored fire alarm system.
3. A paved 16 space parking lot, that included an approved storm drain



APPENDIX F: MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES PRELIMINARY SITE PLAN REVIEW CHECKLIST of APPLICATION REQUIREMENTS

#	Application Requirement	Submitted	Not Applicable	Waived by PB
2.a	Application Form	✓		
2.b	Letter of Authorization		✓	
2.c	Abutters List	✓		
2.d	Application Fee	✓		
2.e	Waiver Requests in Writing	✓		
2.f	Site Plan Maps - # as directed by Town Planner			
1	Estimated area & distances & directions of boundaries		✓	
2	Name(s) of owner(s) of record	✓		
3	Abutters list	✓		
4	Site location map	✓		
5	North point, graphic scale, date of preparation & revisions		✓	
6	Zone District(s) lines of demarcation		✓	
7	Name, address & seal of person or firm preparing plans			✓
8	Preliminary plan of existing & proposed structures			✓
9	Existing structures - photos from all sides			✓
10	Proposed structures - architectural style concept & exterior for all proposed buildings & additions building materials			✓
11	General topography & steep slope areas			✓
12	Direction of flow of surface water			✓
13	Groundwater & surface water resources			✓
14	Rock outcroppings & depth to ledge			✓
15	Preliminary plan for streets, driveways, parking & sidewalks			✓
16	Preliminary wastewater treatment plans			✓
17	Preliminary landscaping plan			✓
18	Preliminary plans for domestic water supply			✓
19	Preliminary fire protection plan			✓
20	Existing & preliminary proposed utility plan			✓
21	Preliminary outdoor lighting plan			✓
22	Preliminary sign plan	✓		
23	Preliminary plan for managing surface water drainage			✓
24	Prelim. erosion & sediment control plan during & after construction			✓
25	Prelim. plan of the ROW & traveled surface of fronting streets			✓
26	Preliminary snow storage plan			✓
27	Preliminary plan for solid waste disposal facility			✓
28	Prelim. plan for outdoor storage/display of materials/merchandise			✓
29	Executive Summary to include:	✓		
a	Hours & days of operation	✓		
b	Estimate of normal business traffic	✓		
c	Description of proposed use(s)	✓		
d	Number of employees	✓		
e	Any unusual demand for utility service	✓		
f	Additional information to clarify proposal			✓
30	Special impact studies required by PB			✓



APPENDIX G - MULTI-FAMILY RESIDENTIAL & NON-RESIDENTIAL USES
FINAL SITE PLAN REVIEW CHECKLIST of APPLICATION REQUIREMENTS

#	Application Requirement	Submitted	Not Applicable	Waived by PB
2.a	Application Form	✓		
2.b	Letter of Authorization		✓	
2.c	Abutters List	✓		
2.d	Application Fee	✓		
2.e	Waiver Requests in Writing	✓		
2.f	Site Plan Maps - # as directed by Town Planner			
1	Boundary survey & lot area		✓	
2	Site location map	✓		
3	Name(s) of owner(s) of record	✓		
4	Abutting landowners within 200 feet of the property line	✓		
5	North point, graphic scale, date of preparation & revisions		✓	
6	Zone District(s) lines of demarcation		✓	✓
7	Name, address & seal of person or firm preparing plans			✓
8	Shape, size & location of existing & proposed structures			✓
9	Existing structures – photos from all sides			✓
10	Proposed structures - conceptual floor plans & elevations			✓
11	Topography at 2' intervals & steep slope areas existing & proposed grades & drainage systems			✓
12	Groundwater & surface water resources			✓
13	Rock outcroppings & depth to ledge			✓
14	Final plan for streets, driveways, parking spaces, & sidewalks			✓
15	Final wastewater treatment plans			✓
16	Final landscaping plan			✓
17	Final plans for domestic water supply			✓
18	Final fire protection plan			✓
19	Existing & final proposed utility plan			✓
20	Final outdoor lighting plan			✓
21	Final sign plan	✓		✓
22	Final plan for managing surface water drainage			✓
23	Final erosion & sediment control plan during & after construction			✓
24	Final plan of the ROW & traveled surface of all fronting streets			✓
25	Final snow storage plan			✓
26	Final plan for solid waste disposal facility			✓
27	Final plan for outdoor storage/display of materials/merchandise			✓
28	Executive summary	✓		
	a Hours & days of operation	✓		
	b Estimate of normal business traffic	✓		
	c Description of proposed use(s)	✓		
	d Number of employees	✓		
	e Any unusual demand for utility service	✓		
	f Additional information to clarify proposal	✓		
30	Special impact studies required by PB			✓

NOTE #1: The numbering of this checklist corresponds with the numbering in the Site Plan Review Regulations for a Final Site Plan Review Application.



LOCATED OVER AN AQUIFER?

Yes No

CURRENT USE:

Does the proposed Site Plan affect land held in Current Use?

Yes No

CONSERVATION EASEMENT:

Does the Site Plan affect land held in a Conservation Easement?

Yes No

SURFACE WATER B SUB-WATERSHED: *N/A*

- Pleasant Lake - Blackwater River
- Little Lake Sunapee/Murray Pond
- Goose Hole Pond
- Otter Pond

- Lake Sunapee
- Lyon Brook/Kezar Lake
- Messer Pond/Clark Pond/Kezar Lake

CERTIFICATION BY APPLICANT

I certify that this Site Plan Review Application, including the supporting plan and documents, has been completed in accordance with the Site Plan Review Regulations of the Town of New London.

I certify that this Site Plan Review Application, including the supporting plan and documents, complies with the standards specified in the New London Site Plan Review Regulations, unless a specific waiver has been applied for and granted by the Planning Board.

I certify that I will continue to comply with the standards specified in the New London Site Plan Review Regulations on an on-going basis.

I understand and agree that if I propose to change the use or layout of the site from the approved site plan that I will contact the Planning Board, or its designee, to see if a new application for an amended Site Plan Review is required.

I agree to obtain all the subsequent Town permits needed for this Site Plan Review Application including the required Certificate of Occupancy Permit before the property can be used.

Further, I agree to comply with all required inspections during construction and to pay for all required inspection services.

In making this application, I agree to permit the members of the Planning Board and its agents to enter upon the subject property for the purpose of inspecting the property for the application.

DATE: *03/02/2016*

SIGNATURE OF PROPERTY OWNER

Mauro T Conway

SIGNATURE OF AGENT FOR PROPERTY OWNER
(Need letter of authorization from property owner)

