

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

PLANNING BOARD
NEW LONDON, NH

DATE APPLICATION FILED: _____

APPLICATION FOR:

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

NAME OF APPLICANT: Robert L. Stahlman

ADDRESS: PO Box 84, Wilmot, NH 03287

DAYTIME PHONE NUMBER: 677-0119 FAX: _____

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

ADDRESS: _____

DAYTIME PHONE NUMBER: _____ FAX: _____

LOCATION OF PROPERTY: _____

TAX MAP/Lot: 84, lot 79 ZONE DISTRICT: Commercial

DESCRIPTION OF USE(S) OF BUILDINGS & LAND: existing office building

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 Pleasant Street

State Highway

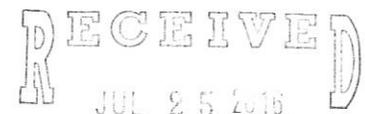
The Zoning Administrator or Land Use Coordinator can assist applicants to identify whether the following natural resource areas will be affected and in which sub-watershed the property is located.

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



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	X		
2.b	Letter of Authorization	X		
2.c	Abutters List	X		
2.d	Application Fee	X		
2.e	Waiver Requests in Writing	X		
2.f	Site Plan Maps - # as directed by Town Planner	X		
1	Boundary survey & lot area	X		
2	Site location map	X		
3	Name(s) of owner(s) of record	X		
4	Abutting landowners within 200 feet of the property line	X		
5	North point, graphic scale, date of preparation & revisions	X		
6	Zone District(s) lines of demarcation	X		
7	Name, address & seal of person or firm preparing plans	X		
8	Shape, size & location of existing & proposed structures	X		
9	Existing structures - photos from all sides		X	
10	Proposed structures - conceptual floor plans & elevations		X	
11	Topography at 2' intervals & steep slope areas existing & proposed grades & drainage systems	X		
12	Groundwater & surface water resources	X		
13	Rock outcroppings & depth to ledge		X	
14	Final plan for streets, driveways, parking spaces, & sidewalks		X	
15	Final wastewater treatment plans		X	
16	Final landscaping plan	X		
17	Final plans for domestic water supply		X	
18	Final fire protection plan		X	
19	Existing & final proposed utility plan	X		
20	Final outdoor lighting plan	X		
21	Final sign plan		X	
22	Final plan for managing surface water drainage	X		
23	Final erosion & sediment control plan during & after construction	X		
24	Final plan of the ROW & traveled surface of all fronting streets		X	
25	Final snow storage plan	X		
26	Final plan for solid waste disposal facility		X	
27	Final plan for outdoor storage/display of materials/merchandise		X	
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	X		
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.

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* Storm Water Maint.
4 Insp. Manual;
Drainage Study

LETTER OF AUTHORIZATION

FROM:

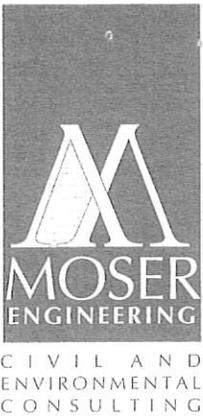
Robert Stahlamn, Trustee
Robert L. Stahlman Rev. Trust
PO Box 84
Wilmot, NH 03287

Mark Moser, PE is authorized to act as agent in matters pertaining to the Site Plan Review Application associated with the proposed parking lot expansion. This letter is required as part of the application process.

Robert Stahlman

Robert Stahlman, Trustee

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July 23, 2016

Lucy St. John
Planning and Zoning Administrator
Town of New London
375 Main St.
New London, NH 03257

RE: Stahlman Office Building/Waiver requests

Dear Lucy,

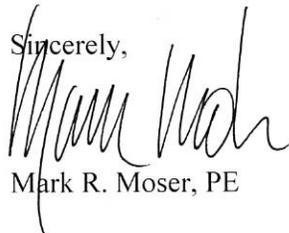
Below are the waiver requests for the above referenced project:

1. SPR Regulation, Article VI. C. 2. (a), requires a minimum of 10' of perimeter landscaped open space from the parking lot. The owner has installed a fence approximately 1' off the lot line for screening. A portion of the access road encroaches within 7' of lot 81. Grass is proposed for all areas between the pavement and the lot lines.
2. SPR Regulation, Article VI. F. 14., requires a minimum setback of 10' from all parking to any lot line in the adjacent Residential Zone. A portion of the access road encroaches within 7' of lot 81.
3. SPR Regulation, Article VI. F. 6., requires that ingress/egress to a parking lot consist of a two-way road measuring 24' to 28' wide. The owner is proposing a 20' wide access road.
4. Land Subdivision Regulation, Section V. L. f., requires that in order to determine a suitable stormwater management location, a test pit be performed by a soil scientist. This project, by involving an increase of greater than 2500 sf of impervious area, is subject to the Stormwater & Erosion Control Design Standards..., of the subdivision regulations (by SPR Regulation, Article VI. G.). Mark Moser, PE has performed the necessary soil analysis to determine the suitability for stormwater management. He is qualified to do so by NH DES standards, and routinely submits data to the State for review and approval.

Thank you for your attention to this matter.

Don't hesitate to contact me, if you have any questions.

Sincerely,



Mark R. Moser, PE

POST OFFICE BOX 2165
HENNIKER, NH 03242
TEL: 603 / 428-6624
FAX: 603 / 428-6612

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Monday, July 25, 2016

TO: Planning Board, New London

FROM: Robert Stahlman

REFERENCE: Parking Lot, 74 Pleasant St., Stahlman Office Building
Final Parking Lot Submittal, July 25
Planning Board Hearing, Tuesday, August 9

SUBJECT: Recommended Approvals of Variances on Submittal

The submittal on July 25 has been prepared, drafted and submitted by Mark Moser, Licensed Engineer as requested by the Town Office. Mark has done work for New London for over 20 years dealing with this type of items and has completed the entire final submittal for the proposed parking lot owned by Robert Stahlman.

Robert Stahlman is requesting four changes to the entire final submittal to the Planning Board for final approval.

Request No. 1

Some of the parking lots in the new parking lot are sized at 9' wide by 18' long. The balance of the lots are sized 9' wide by 20' long. The 20' length is a special requirement of the planning board for personal reasons. I have checked throughout the town and found only 18' parking lots including the front parking lot at 74 Pleasant St. The 20' parking positions in the rear lot put a 2' (20' -18') extension of the parking lot closer to the exterior property line. We should not give up the two feet and get closer to the wall at the property line. I also found that the Town Office Building has installed two weeks ago all new 9' x 18' parking spaces on the new entrance road.

A formal request to delete the 9' x 20' parking spaces and substituted 9' x 18' parking spaces.

purchased to install the road way between the two parking lots. The property purchase is absolutely necessary to install the roadway. The purchase is finalized.

Request No. 4

The ongoing hearings on this project started in May and now extend to 4 months. I need to construct the new parking lot and I will spend over \$100,000. Please complete your study and approve the final parking lot at the August 9 meeting so I can start construction immediately and finish within 4 weeks. The approval by the Planning Board will not be a hazard to any person or organization.

Variance Approvals Requested by Robert Stahlman

STORMWATER SYSTEM
INSPECTION AND MAINTENANCE MANUAL

STAHLMAN OFFICE BUILDING-PARKING LOT
(REAR OF BUILDING)

NEW LONDON, NH

The drainage improvements proposed include a stormwater bio-retention basin, and sediment forebays.

In order to assure the long term functionality of this system, inspections shall be performed in accordance with this document.

The landowner is responsible for implementing the requirements of this document.

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INSPECTION CHECKLIST

Inspections shall be performed as indicated by qualified personnel. At least one inspection annually is to be conducted while stormwater discharges are occurring. Records of all inspections shall be maintained as a part of this manual.

INSPECTION DATE: _____ **TIME:** _____

WEATHER: _____ **TEMPERATURE:** _____

INSPECTOR'S NAME: _____ **SIGNATURE:** _____

Sediment Forebays

Inspection Frequency: at least annually

Inspection checklist:

Forebay at Basin #1

Inlet swale stable	yes	no
Check depth of accumulated sediment	sat.	unsat.

Forebay at Basin #2

Inlet swale stable	yes	no
Check depth of accumulated sediment	sat.	unsat.

Stormwater (Bioretention) Basins

Inspection Frequency: at least twice annually, and following any rainfall event > 2.5" in a 24 hr. period

Inspection checklist:

Basin #1

Inlet swale stable	yes	no
Outlet swale stable	yes	no
Outlet riser grate free of debris	yes	no
Vegetation is healthy/adequately pruned	yes	no
Forebay has been inspected	yes	no

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MAINTENANCE LOG

PROPOSED IMPROVEMENTS

Any required or completed maintenance is to be recorded.

Stormwater (Bioretention) Basin

There is one basin. Basin #1 is to be located adjacent to the parking lot.

Maintenance required: removal and replacement of dead or diseased vegetation
removal of invasive species
repair any erosion
replace berm material as needed
remove any debris
If system fails to drain within 72 hours of a storm
 have engineer assess condition
 remove accumulated sediment or reconstruct trench
remove any debris at the inlet and outlet

Maintenance completed:

structure: _____ work performed: _____ date completed: _____
structure: _____ work performed: _____ date completed: _____

Sediment Forebays

These are located just before the stormwater basins noted above.

Maintenance required: Mow embankments at least annually to control woody vegetation
Remove debris
Install gage/measuring device to indicate sediment depth
Remove accumulated sediment when gage indicates 1/2 full

Maintenance completed:

structure: _____ work performed: _____ date completed: _____
structure: _____ work performed: _____ date completed: _____

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