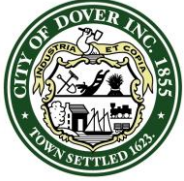


CITY OF DOVER

PLANNING TECHNICAL REVIEW COMMITTEE –AGENDA

Meeting Type: Regular Meeting
Meeting Location: Council Chambers Conference Room – City Hall, Dover NH
Meeting Date: **Thursday, October 6, 2016**
Meeting Time: **10:30 AM**

1. 10:30 AM – 11:15 PM: TRC review for Summit Land Development, LLC (Owner: Double Diamond Holdings South, LLC), Assessor's Map 15, Lot 21-22, zoned I-1, located at 279 Locust Street. (9,930 sq. ft. parking area expansion) (P16-29)



CITY OF DOVER

TECHNICAL REVIEW COMMITTEE MINUTES - P16-26

Application Type: TRC Only Site Plan Review
Applicant(s): Mike Kimball
Owner(s): Triangle Club Inc.
Location: 120 Broadway (Tax Map 27, Lot 291A)
Date: September 15, 2016

INTENT: Site plan to pave an additional 4,000 sq. ft. of parking lot area.

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM #: 1

ACREAGE: 0.28 acres

ZONING DISTRICT: Central Business District (CBD) Downtown Gateway

EXISTING LAND USE: Triangle Club Building

SURROUNDING LAND USE: Commercial and Residential

ZBA ACTION: None

PERMITS REQUIRED: None

WAIVERS REQUESTED: None submitted

ATTENDANCE:

Members:

Chris Parker, Planning
Donna Benton, Zoning
Dan Barufaldi, Economic Development
Dave White, Engineering
Sgt. Marn Speidel, Police

Others:

Mike Kimball, Applicant

PLAN REVIEW:

Planning Comments:

- Impervious Surface Fee required (0.07x4000sf=\$280)
- Please revise plan to add planning file number (P16-26) to all sheets

Police Department Comments:

- Document traffic flow and parking configuration
- Confirm fence will remain in place and go the distance of the new parking lot

Fire/Inspections Comments:

- What's the total number of parking spaces?
- Need to review accessibility plan including striping, location of accessible spaces, signage, and which door is accessible

Engineering Comments:

- Driveway permit is necessary

Economic Development Comments: None

Planning Board Comments: None

Motion to approve without Planning Board review and to pave with a driveway permit made by Dan Barufaldi and seconded by Dave White. Vote: U/A

Motion to adjourn by Sgt. Speidel and seconded by Dave White. Vote: U/A

S:\Department\Planning\Planning_Share\Planning Board\TRC\2016 TRC\MINUTES\2016.09.15_PlanningTechnicalReviewCommittee.Triangle Club.docx

Approval of 8/25/16 Meeting Minutes

Dave White moved to approve the minutes of August 25, 2016. Dan Barufaldi seconded. Vote: U/A.



City of Dover, New Hampshire
SITE REVIEW APPLICATION

RECEIVED
[Revision Date: April 23, 2013]
Planning Office

Office Use Only

Project #:

P16-29

Date Received:

SEP 28 2016

Amount Paid:

Time Received:

Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

Name of Applicant: SUMMITT LAND DEVELOP, LLC Telephone # 749-2800

Address of Applicant: 340 CENTRAL AVE., SUITE 202 DOVER NH 03820

E-Mail Address: CHAD@SUMMITLANDDEV.COM

Name of Property Owner (if different from applicant): _____ Telephone # _____

Address of Property Owner: DOUBLE DIAMOND HOLDINGS SOUTH, LLC
340 CENTRAL AVE., SUITE 202 DOVER NH 03820

PROPERTY INFORMATION

Address of Property: 279 LOCUST STREET

Assessor's Map # 15 Lot(s) # 21

Zoning District(s) I - 1 Overlay District(s) _____

Size of Parcel: 319,469 sq. ft. 7.3 ac. Property Deed: Book 3166 Page: 773

Existing Use of Property: OFFICE BUILDING WITH PARKING

SITE PLAN INFORMATION

Describe Proposed Use: PARKING AREA EXPANSION

Area of Parcel to be Developed: 9,930 sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: N/A

Number of Parking Spaces: Existing 61 Proposed 117

Highway Access (check where applicable): X City Street _____ State Highway _____

Number of Employees Total: N/A In Maximum Shift: _____

Disposition of Parcel:

Building Setbacks:

Building Footprint N/A sq. ft.

Front Yard _____ ft.

Total Building Area _____ sq. ft.

Rear Yard _____ ft.

Paved Area _____ sq. ft. Side Yard: Right _____ ft.
Left _____ ft.

City Water? ____ Yes ____ No How far is city water from the property? _____

City Sewer? ____ Yes ____ No How far is city sewer from the property? _____

BUILDING INFORMATION

Type of Building to be Built: N/A

Height of Building: _____ Finished Floor Elevation: _____

Number of Seats (where applicable) _____

WAIVER REQUESTS

Site Review Regulations section(s) to be waived: N/A

Justification for waiver request(s) (*attach additional sheets as needed*): _____

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) McENEANEY SURVEY ASSOCIATES

Address 24 CHESTNUT STREET Telephone #: 742-0911

Professional License #: 661 E-mail address: KEVIN@SURVEYNH.COM

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) CIVILWORKS NEW ENGLAND

Address 181 WATSON ROAD Telephone #: 742-1954

Professional License #: 7978 E-mail address: SHAIGHT@CIVILWORKSNE.COM

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: _____ Date: _____

Signature of Applicant (*if different from owner*): _____ Date: _____

Signature of Agent: Summit Land Development Date: 9/28/16

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: [Signature] Date: 9/26/16

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

I, and my successors, hereby the City of Dover or its assigns to enter my property for the purpose of completing the site work as required by the approved plan should the letter or credit or other surety be called. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: [Signature] Date: 9/26/16

Signature of Applicant (if different from owner): [Signature] Date:

CERTIFICATION OF FEES

I, and my successors, hereby certify that I understand that the City of Dover collects impact fees, utility investment fees and inspection fees for projects developed in Dover. Said fees must be paid before a Certificate of Occupancy can be obtained for a structure, unless a different payment schedule is agreed to by the applicant and the City prior to approvals being issued by the Dover Planning Board. Additionally, should the property be in "Current Use" it will be subject to the Land Use Change Tax.

Signature of Property Owner: [Signature] Date: 9/26/16

Signature of Applicant (if different from owner): [Signature] Date:

PLANNING BOARD APPLICATION CHECKLIST & FEE SCHEDULE

- A.** If you are submitting an application for Site Review or a Major Subdivision the applicant shall meet with the Technical Review Committee (TRC). Eight (8) copies of the application and eight (8) **folded** copies of the preliminary plan must be submitted.

TRC REVIEW

- B.** Prior to the submission deadline for Planning Board, fifteen (15) copies of the application together with fifteen (15) sets of **folded** plans must be submitted. One (1) 22" x 34" and fourteen (14) 11" x 17" (signed by owner).

X

- C. TOTAL FEE** paid by cash or check made payable to "City of Dover"

1. Application fee for the following:

- SUBDIVISION \$150.00 x # _____ new lots created = \$ **X**
- LOT LINE ADJUSTMENT \$200.00 (if more than two lots involved, add \$100.00 per lot) = \$ **X**
- SITE REVIEW - RESIDENTIAL \$100.00 x # _____ per dwelling unit = \$ **X**
- SITE REVIEW - NON-RESIDENTIAL (not to exceed \$10,000)
New construction \$.15 sq. ft. x # _____ sq. ft. = \$ **X**
Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ **X**
- IMPERVIOUS PAVED AREA (for new development) OR IMPERVIOUS PARKING LOT ADDITIONS (not to exceed \$10,000) \$.07 sq. ft. x # **9,930** = \$ **695.10**
- MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ **X**
- CHANGE OF USE (not to exceed \$5,000)
Existing floor space \$.10 per sq. ft. x # _____ sq. ft. = \$ **X**
- CONDITIONAL USE PERMIT \$150.00 x # _____ per application = \$ **X**
- GRAVEL PIT/ EXCAVATIONS - Application fee \$50.00 & Permit fee \$75.00 = \$ **X**
- EXTENSIONS OF/AMENDMENTS TO/WAIVERS FOR AN APPROVED PLAN (\$150.00 minimum) \$50.00 x # _____ per hour of review \$ **X**
- REQUEST FOR REZONING \$150.00 = \$ **X**
- DRIVEWAY WAIVER - \$100.00 application fee = \$ **X**
Letter of rejection from Engineering Department, diagram & letter from owner

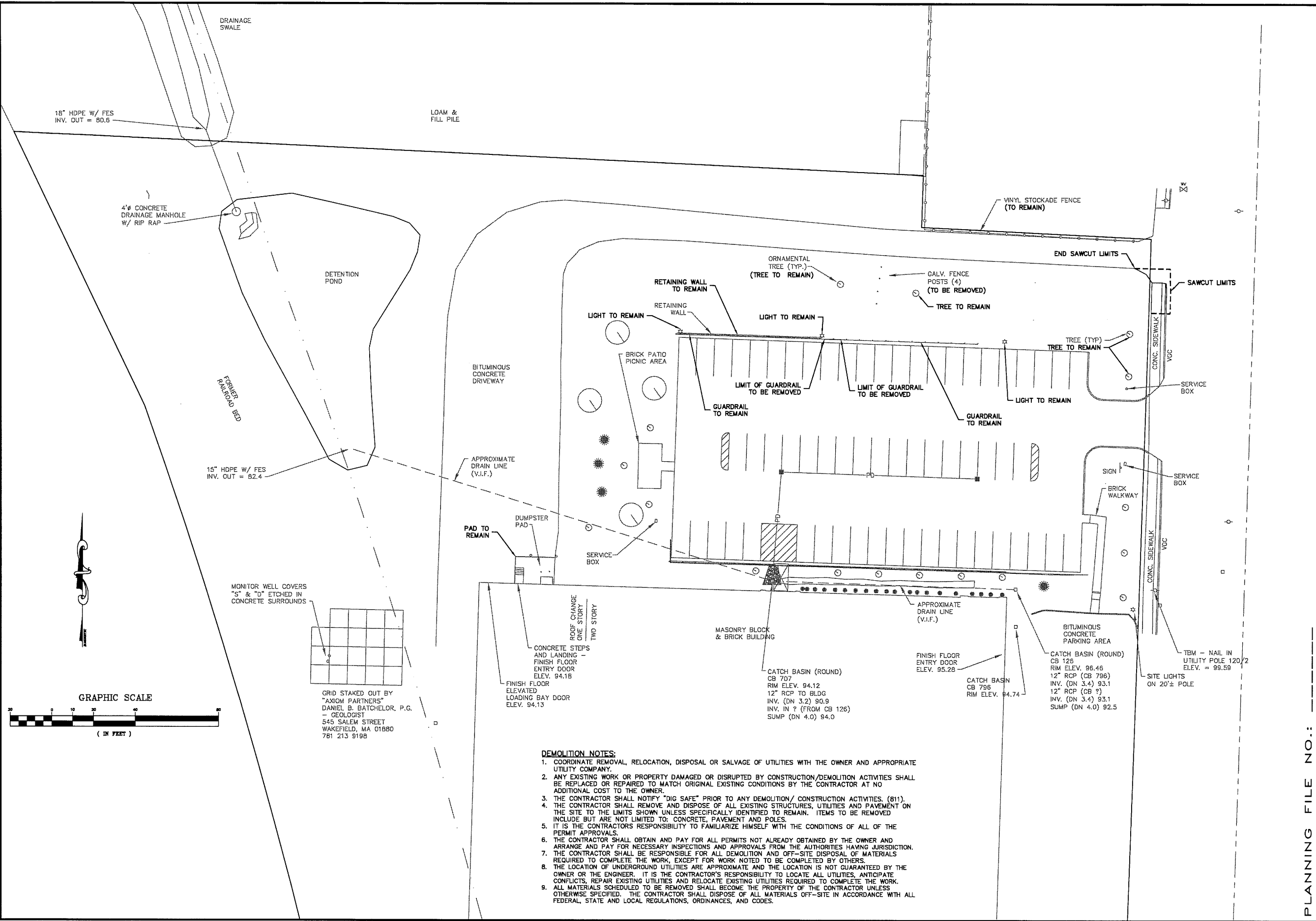
- D. Mailing Labels (Avery 5160)** in triplicate for each abutter, including owner, engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan with names and addresses for notices.

- 1. Certified letters fee: # of abutters _____ X \$8.00 = \$ **X**
- 2. Applicant & Owner, engineer, architect, land surveyor or soil scientist
Certified letters fee # _____ of x \$8.00 = \$ **X**
- 3. First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ **X**
- 4. Creating/Printing Abutter Labels fee per sheet _____ x \$10.00 = \$ **X**

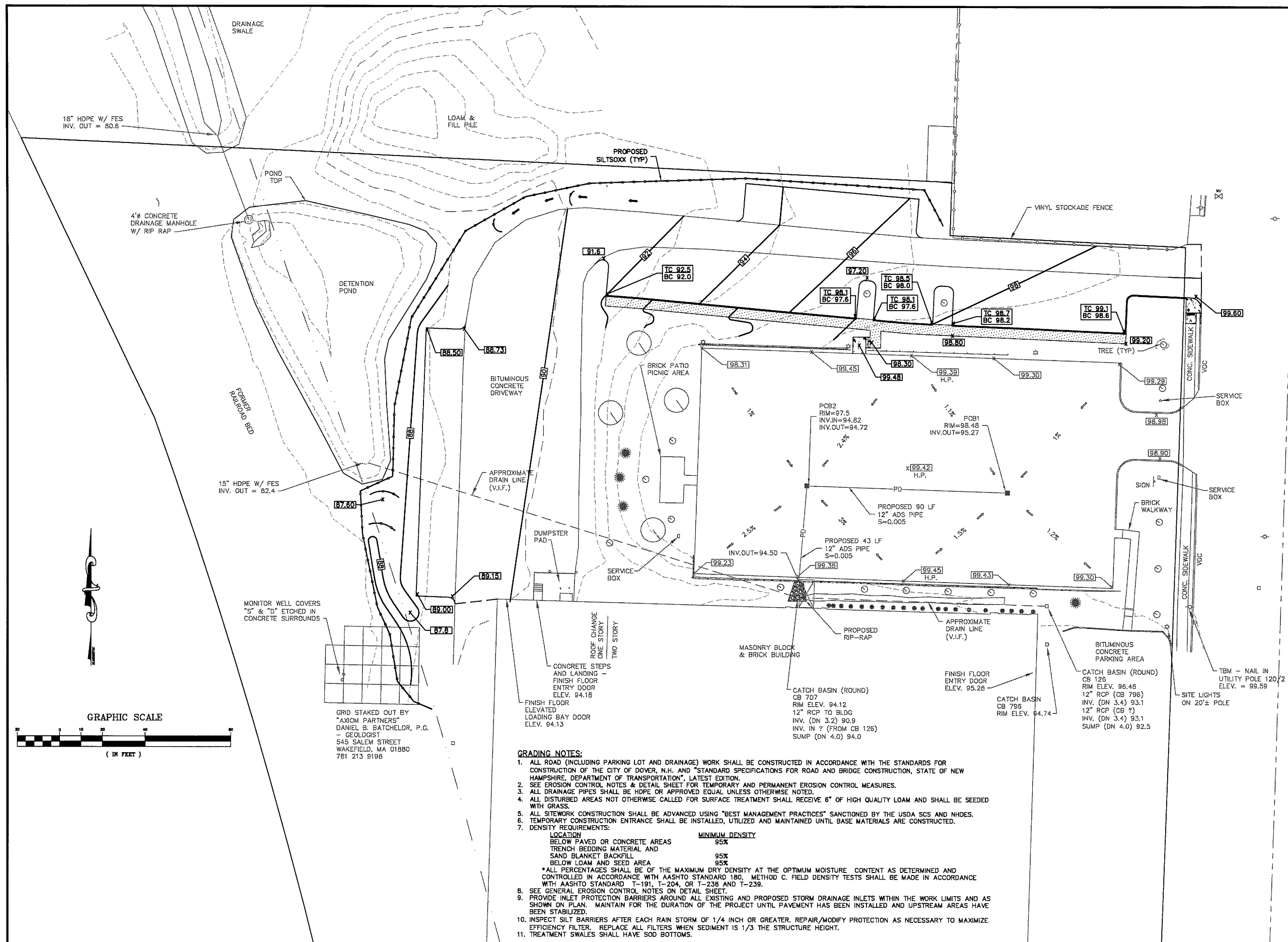
- E. Foster's newspaper public notice fee** \$ **80.00**

- F. Digital Version of the Plan** or Archive Fee \$1.00 x # _____ per sheet of plan set = \$ _____

TOTAL FEE \$ **695.10**

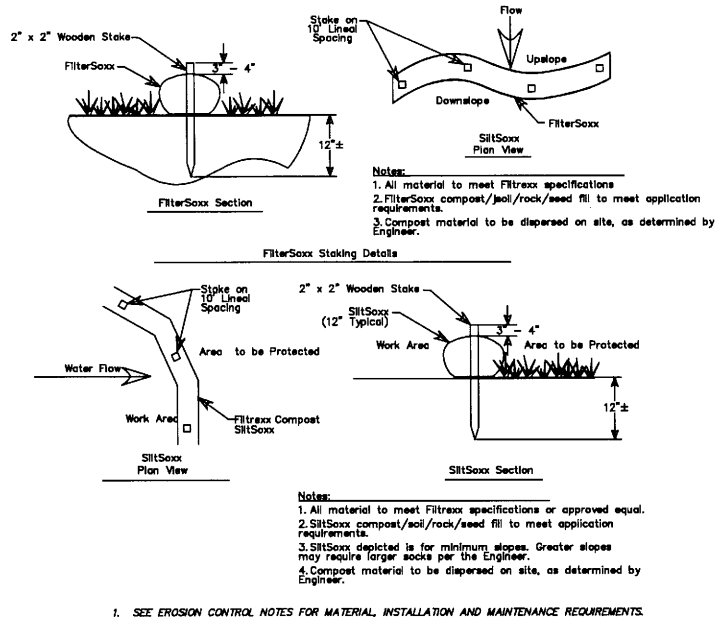


PLANNING FILE NO.:		DEMOLITION PLAN - LOWER PARKING		279 LOCUST STREET LOWER PARKING LOT CONSTRUCTION		2	
DATE: 9-23-18		SCALE: AS SHOWN		DRAWN BY: SRD		DESIGN BY: SRD	
APPROVED BY: SRD		PROJECT NO: 1222		FILE: SITE.DWG		NO.	
REVISION		APPROD		DATE		CIVIL WORKS NEW ENGLAND	
181 Watson Road, P.O. Box 1166		Dover, New Hampshire 03820		(603) 742-0443		DOUBLE DIAMOND HOLDINGS SOUTH LLC 340 CENTRAL AVENUE SUITE 202 DOVER, NH 03820	

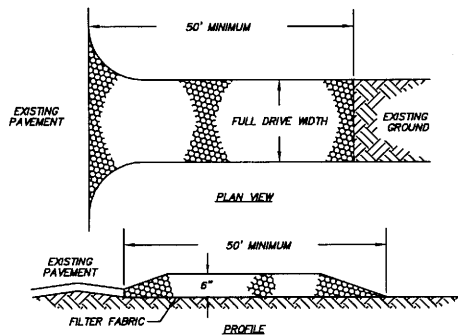


PLANNING FILE NO.: -----

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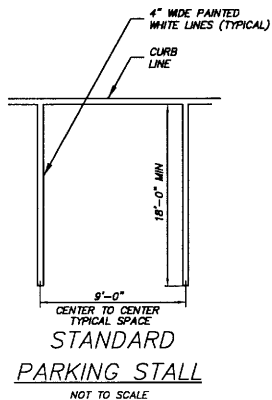
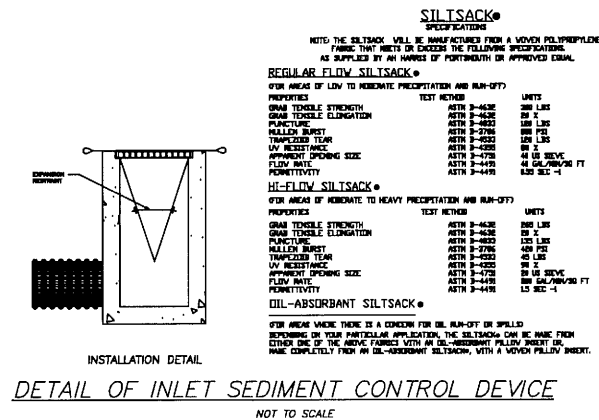
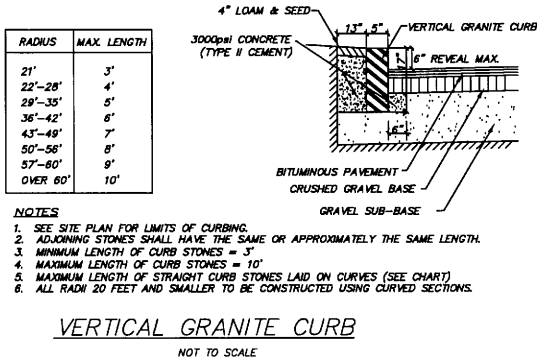
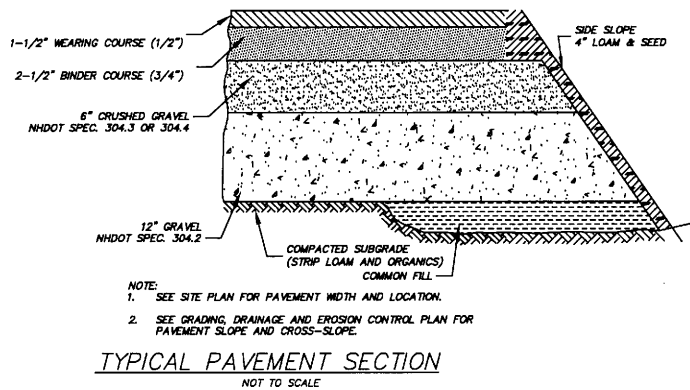
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NOT TO SCALE



NOTES:

1. SEE EROSION CONTROL NOTES FOR MATERIAL, INSTALLATION AND MAINTENANCE REQUIREMENTS.

STABILIZED CONSTRUCTION ENTRANCE
NOT TO SCALE



PLANNING FILE NO.: -----													
DETAILS - LOWER PARKING													
5	279 LOCUST STREET LOWER PARKING LOT CONSTRUCTION	DOUBLE DIAMOND HOLDINGS SOUTH LLC 340 CENTRAL AVENUE SUITE 202 DOVER, NH 03820											
			DATE: 9-23-16										
			SCALE: AS SHOWN										
			DRAWN BY: SRD										
			DESIGN BY: SRD										
			APPROVED BY: SRD										
			PROJECT NO: 1222										
			FILE: SITE.DWG										
			NO.										
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			APPD										
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			CIVIL ENGINEERS										
			181 Watson Road, P.O. Box 1166										
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