



**LEBANON MINOR SITE PLAN COMMITTEE
NOVEMBER 14, 2024 - 1:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 986 254 939#). If you have trouble accessing this meeting, please [email nathan.reichert@lebanonnh.gov](mailto:nathan.reichert@lebanonnh.gov).

2. Notice of Regional Impact

3. Public Hearing Items

- A. **BRI Hanover Street, LLC, 190 Hanover Street Ext (Tax Map 48, Lot 5), zoned R-O-1:** Applicant proposes to convert the third story of the existing office building to three (3) residential units. **PB2024-44-MSP**
- B. **254 DC HWY, LLC, 254 Dartmouth College Highway (Tax Map 109, Lot 65), zoned GC:** Applicant proposes (a) to construct a +/-544 sq. ft. addition to the existing building to be used as a garage for the cleaning and vacuuming of vehicles and (b) install a 12 ft. by 40 ft. storage trailer per Section 211.2 of the Zoning Ordinance. **PB2024-45-MSP**

4. Other Business

5. Approval of Minutes

- A. July 11, 2024

6. Adjournment

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to [LebanonNH.gov/Live](https://lebanonnh.gov/live) where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

CITY OF LEBANON APPLICATION FOR

SPECIAL EXCEPTION	☐	☒	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: Elizabeth and Rory Loughran TEL.#: (808) 384-7235, (808) 447-7679

MAILING ADDRESS: PO Box 245, Lebanon, NH. 03766

E-MAIL ADDRESS: bripropertynh@gmail.com

CO-APPLICANT, AGENT, OR LESSEE:

NAME: TEL.#:

MAILING ADDRESS:

E-MAIL ADDRESS:

PROJECT LOCATION:

TAX MAP #: 48 LOT#: 5 PLOT #: ZONE: R-0-1

STREET ADDRESS OF PROJECT: 190 Hanover St Ext, Lebanon, NH 03766

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☒ YES ☐ NO **HISTORIC DISTRICT** ☐ YES ☒ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Convert commercial office space on top floor, of a 3-story building, into 3 apartments (two 1-bed units and one 2-bed unit). No change to footprint of building, or exterior of building. No change to 24 existing parking spaces. Addition of 3 kitchens and 3.5 Baths within existing building and footprint.

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☒ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC**

USE: Offices of Willowbrook Prosthetics

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on November 14, 2024, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER:  DATE: 10/16/24

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: _____ DATE: _____

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #



City of Lebanon, New Hampshire

APPLICATION FOR MINOR SITE PLAN REVIEW

SUPPORT STATEMENT

Office Use Only Date Received: _____ Application No.: _____

I. APPLICATION CHECKLIST [per §3.2.B.7 of the Site Plan Review Regulations]

An [Application](#), completed in full and signed by the property owner [§3.2.B.7.a]

This *Support Statement*, completed in full and signed by the applicant [§3.2.B.7.b]

Payment of the appropriate filing fees [§3.2.B.7.c]

A completed [Public Hearing Notification List](#) [§3.2.B.7.d]

A digital copy of the site plan set, prepared in accordance with the requirements of §3.2.B.7.e, in .PDF format

Optional: photos and any other materials in support of your application

II. PROJECT DESCRIPTION

Describe your proposed project with as much detail as possible, including but not limited to changes to the use(s), to the exterior of the building, and to the site. You can respond in the space provided below or on a separate sheet of paper.

Convert commercial office space on top floor, of a 3-story building, into 3 apartments (two 1-bed units and one 2-bed unit). No change to footprint of building, or exterior of building. No change to 24 existing parking spaces. Addition of 3 kitchens and 3.5 Baths within existing building and footprint.

III. SITE PLAN TECHNICAL CHECKLIST

The site plan shall:	Info. Provided
<u>3.2.B.7.e</u> - Be scaled	☒
<u>3.2.B.7.e</u> - Be prepared utilizing the current approved site plan as a base map, if available	☒
<u>3.2.B.7.e</u> - Identify all abutters	☒
<u>3.2.B.7.e.i</u> - Indicate the site location	☒
<u>3.2.B.7.e.i</u> - Indicate the address of the subject property	☒
<u>3.2.B.7.e.i</u> - Indicate the zoning classification of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe the size, shape, and use of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	☒
<u>3.2.B.7.e.ii</u> - Describe proposed changes to site topography, drainage, hydrologic features, vegetation, and other natural features	☒

The site plan shall:	Info. Provided	Not Applicable
3.2.B.7.e.iii - Show the size, dimensions, location, and height (as applicable) of: - existing structures - proposed structures - expansions to existing structures - landscaping - parking areas - walkways / ramps - driveways - lighting fixtures - stormwater control devices - exterior waste receptacles - exterior equipment - utilities - all other improvements	☒ ☐ ☐ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☐	☐ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☒
3.2.B.7.e.iv (Article VI design compliance) - Identify or show: where/how stormwater will be discharged	☒	X
3.2.B.7.e.v (Zoning Ordinance compliance) - Identify or show: - setbacks (in ft.) of existing buildings and structures - setbacks (in ft.) of proposed buildings and structures - existing use(s) of property - proposed use(s) of property - size of each existing and proposed non-residential unit - number of existing and proposed dwelling units - number of existing on-site parking spaces - for each use, the number of required parking spaces per Section 607 of the Zoning Ordinance - total proposed number of on-site parking spaces	☒ ☐ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒	☐ ☒ X X ☐ ☐ ☐ ☐ ☐

I hereby attest that to the best of my knowledge all of the information on this Support Statement and in the accompanying Minor Site Plan application materials and documentation is true and accurate.


 Signature of Applicant

10/28/24
 Date

Table 1

	EXISTING	PROPOSED	REQUIRED	
Use	Commercial Office Space	Mixed-Commerical Office/residential		
Apartments (units)	0	3		
Commercial (Office space) (sq. ft.)	4481	2934		
Parking spaces	24	Unchanged	16.2	
Commercial	24	15	11.7	
Residential	0	9	4.5	
Setbacks				
Front (ft.) (approx.)	30	Unchanged	20	
Rear (ft.) (approx.)	90	Unchanged	20	
Left (SW) (ft.) (approx.)	35	Unchanged	15	
Right (NE (ft.) (approx.)	40	Unchanged	15	

190 Hanover St Ext Parking Requirements--proposed

	Units	Sq Ft	Requirement	# of spaces Required
1 bedroom	2		1.5/unit	3
2 bedroom	1		1.5/unit	1.5
Commercial (office)		2934	1/250 sf.	11.736
Total				16.236
	Unit#	Sq Ft	Use	
Existing use	1	2934	Commercial	
	2	1547	Commercial	
Proposed use	1	2934	Commercial	
	2	500	1 bed	
	3	455	1 bed	
	4	575	2 bed	

190 Hanover St Ext Pictures

Site Location



Building area



190 Hanover St Ext Pictures

Front of
building



Right Side
of Building



190 Hanover St Ext Pictures

Rear of Building



CERTIFIED NOTIFICATION LIST

Notice shall be sent by certified mail to the Owner; Applicant, if different from Owner; Abutters; Holders of conservation, preservation, or agricultural preservation restrictions (as defined under RSA 477:45) on the subject property; the holders of easements, rights-of-way, and other restrictions; and every engineer, architect, land surveyor, or soil or wetlands scientist whose seal appears on any plan submitted to the Board; and any other persons required by RSA 676:4, I(d). The names and mailing addresses shall be furnished by the Applicant.

672:3 Abutter. – "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

Source. 1983, 447:1. 1986, 33:2. 2002, 216:1, eff. July 15, 2002.

PLEASE PROVIDE NAMES & MAILING ADDRESSES FOR ALL PERSONS LISTED ABOVE.

Map & Lot Number: 48-5	Map & Lot Number:
Property Owner: BRI Hanover St Ext, LLC PO Box 245 Lebanon, NH. 03766	Applicant, Co-Applicant, Agent, or Lessee: Rory and Elizabeth Loughran PO Box 245 Lebanon, NH. 03766
Map & Lot Number: 48-4, 48-2	Map & Lot Number: 64-33
Marchese Richard TTEE PO Box 720 Middleton, MA. 01949	Lebanon School District 20 Seminary Hill West Lebanon, NH. 03784
Map & Lot Number: 48-6	Map & Lot Number:
Constance Kroner 194 Hanover St Ext Lebanon, NH. 03766	

SITE PLAN REVIEW		
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees will also be required. See note on page 2.		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

OTHER		
-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES) -EXTENSION REQUESTS -CONDITIONAL USE PERMITS		
		TOTALS
FILING FEE	\$250.00	\$250.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$
**Engineering Review fees may also be required. See note below.		

MINOR SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$150.00	\$150.00
NOTIFICATION FEE (see note below)	Current USPS rate per certified notice (see below) X <u>4</u> notices	\$ <u>22.16</u> (abutter certified)
TOTAL DUE		\$ 172.16

ENGINEERING REVIEW FEES:

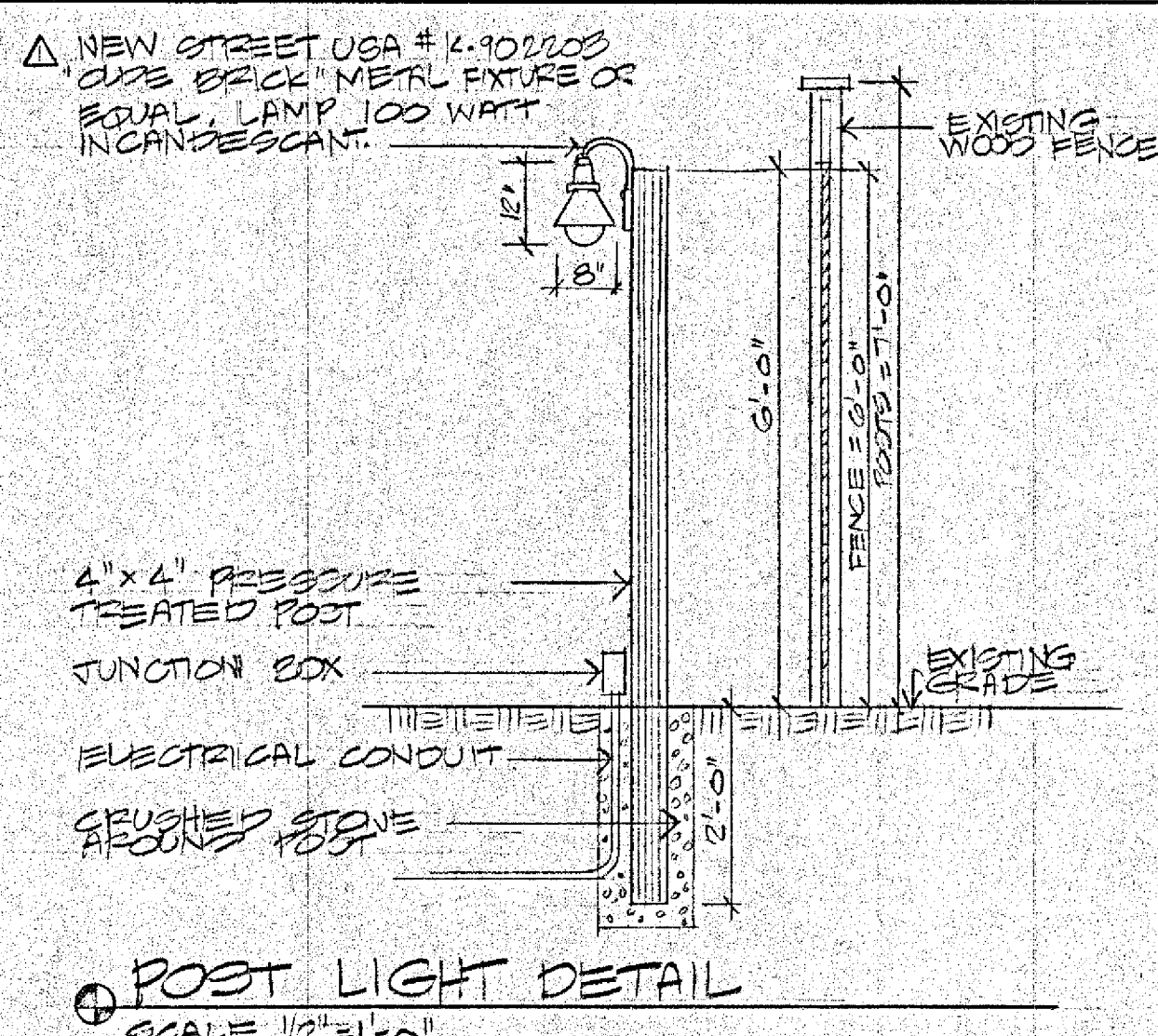
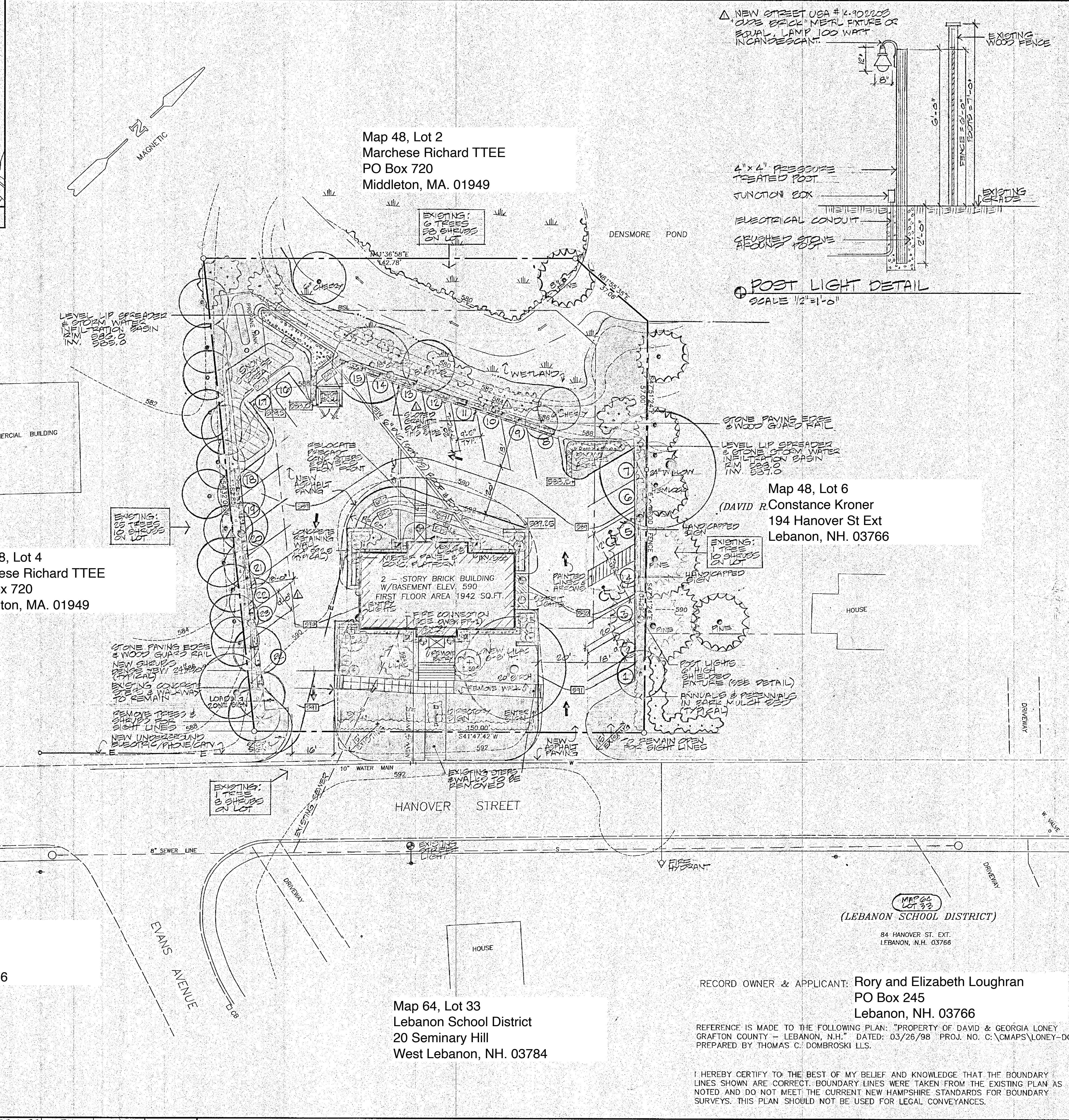
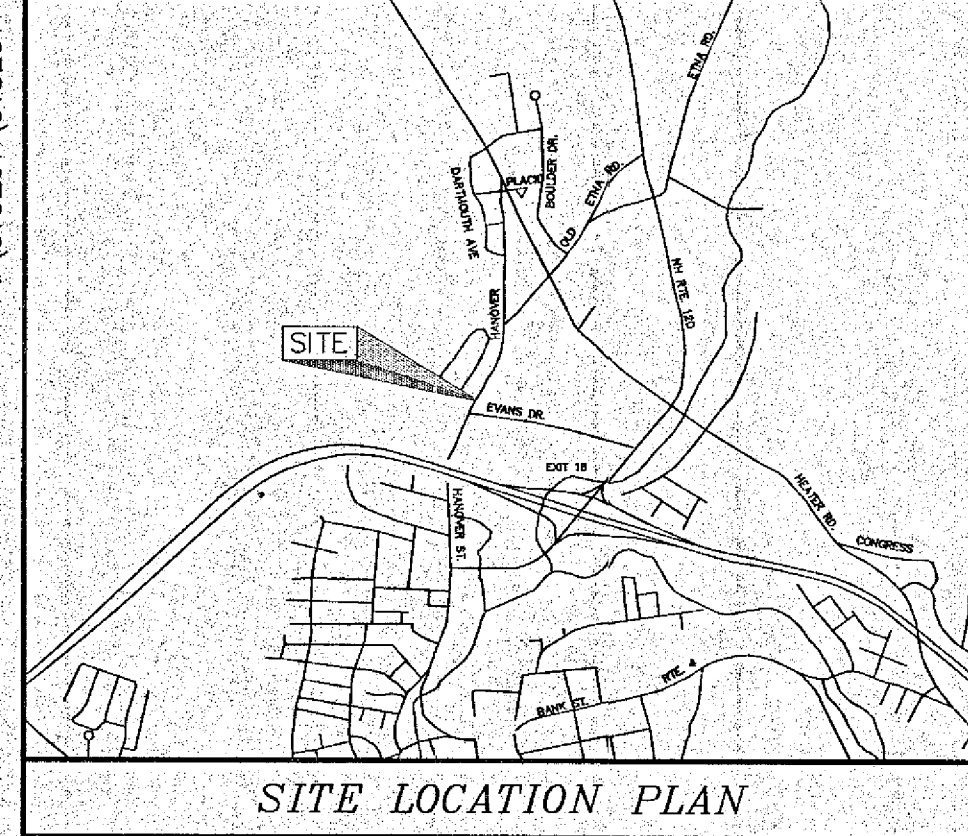
After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

NOTIFICATION FEE: CURRENT FEE as of January 2024 is \$5.54 per certified notice

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).

PA 515297/515297



SITE INFORMATION:
Map 48, Lot 5
Zoning district: R-O-1
Proposed Use: Mixed-use, Commercial/Residential
Area of Lot: 0.66 Acres (28,890 SQ FT)
Gross Area of Building: 1942 x 3 = 5826 SQ FT
Parking Required: 2934 / 250 = 11.7 cars
1.5 x 3 = 4.5 cars
Total = 16.2 cars
Parking Proposed: 24 cars
Building Height: 3 Story, 44' high (Maximum Allowed)
Setbacks: Front 20', Side 15', Rear 20'
Lot Coverage: 6.7% (25% Allowed)
Wetland District: 3450 SQ FT

LANDSCAPE CALCULATIONS:
7.2.C.1 REQUIRED LANDSCAPE AREA:
TOTAL LOT 28,890 SQ. FT. X 25% = 7,223 SQ. FT.
TOTAL PROPERTY LINE = 614 LIN. FT. X 12' = 7,368 SQ. FT.
EXISTING LANDSCAPE AREA = 10,223 SQ. FT.
7.2.C.2 REQUIRED TREES: 7,223 SQ. FT. / 300 = 24 TREES
EXISTING TREES = 33 TREES
7.2.C.2 REQUIRED SHRUBS: 7,223 SQ. FT. / 300 X 2 = 48 SHRUBS
EXISTING SHRUBS = 82 SHRUBS
PROPOSED SHRUBS = 16 SHRUBS
7.2.G.1. TOTAL PARKING AREA = 10,725 SQ. FT.
REQUIRED ISLANDS = 10,725 X 5% = 536 SQ. FT.
PROPOSED ISLANDS = 668 SQ. FT.
7.2.G.2.2 REQUIRED TREE SHADING 10,725 SQ. FT.
WAIVER REQUESTED DUE TO EXISTING TREES.
7.2.H. STREET TREES:
WAIVER REQUESTED DUE TO SIGHT LINES.
7.2.G.3. EVERGREEN/DECIDUOUS MIX - WAIVER REQUESTED FOR EXISTING

SITE PLAN NOTES:
1. SEE SHEET 2 FOR DETAILS & GENERAL NOTES.
2. SEE BUILDING PLAN SET FOR ELEVATIONS, MECHANICAL, & ELECTRIC LAYOUT & EQUIPMENT.
3. ALL DISTURBED AREAS AND SLOPES TO BE SEEDED & MULCHED.

LEGEND

- PROPERTY LINE
- SETBACK LINE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- ELECTRIC, PHONE, CATV
- SEWER LINE
- WATER LINE
- SITE LIGHTING
- DRAIN INLET
- GUARD RAIL, STONE
- LANDSCAPE AREA
- EXISTING TREE
- EXISTING SHRUBS
- PROPOSED TREE
- PROPOSED SHRUBS

** Planning File Copy **

RECEIVED
PLANNING DIVISION
APR 27 1998
Grafton County
COMMUNITY DEVELOPMENT

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY
1	4.27.98	LIGHTS SOUTH PARKING, WEST CURB	JSK	JSK	

SITE PLAN FOR
190 HANOVER STREET
HANOVER STREET - LEBANON, NEW HAMPSHIRE

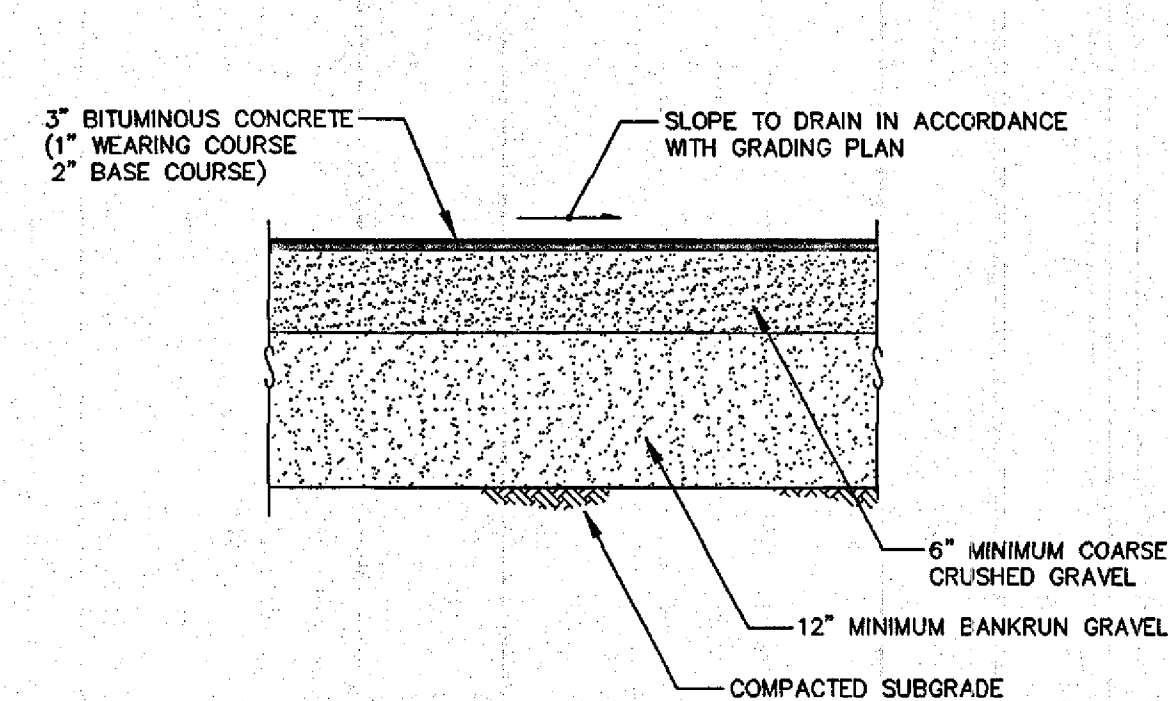
THOMAS C. DOMBROSKI
LAND SURVEYOR
19 MYRTLE STREET
CLAREMONT, NEW HAMPSHIRE 03743
(603) 542-2518

JAMES S. KENNEDY
LANDSCAPE ARCHITECT
494 HANOVER CENTER ROAD
ETNA, NEW HAMPSHIRE 03750
(603) 643-6446

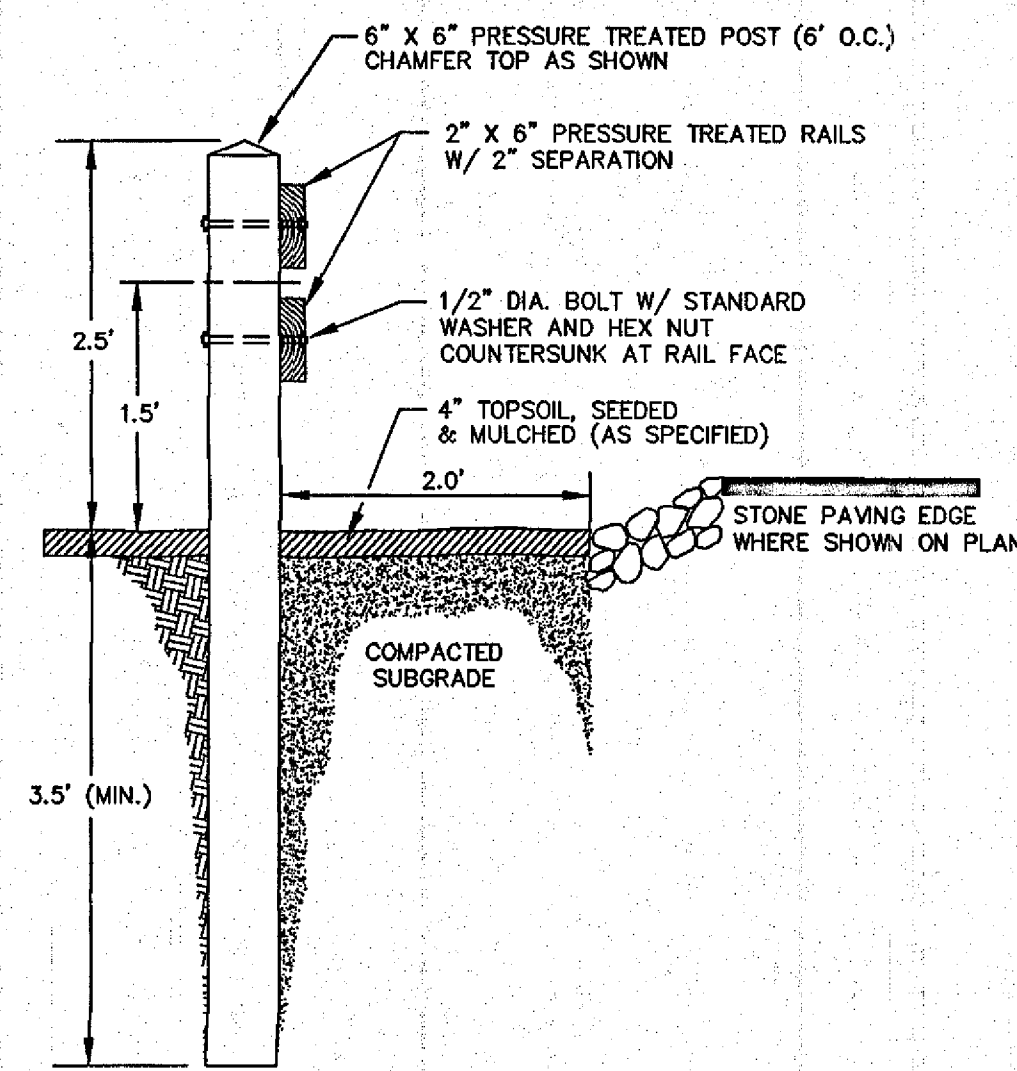
T&M ASSOCIATES, INC.
ENGINEERS & SURVEYORS
254 DARTMOUTH COLLEGE HIGHWAY
LEBANON, NEW HAMPSHIRE 03766
(603) 448-1295

SCALE: 1" = 20'
DESIGNED BY: JSK
DRAWN BY: JSK
CHECKED BY: JSK
DATE: 04/14/97
PROJ. NO. 515297

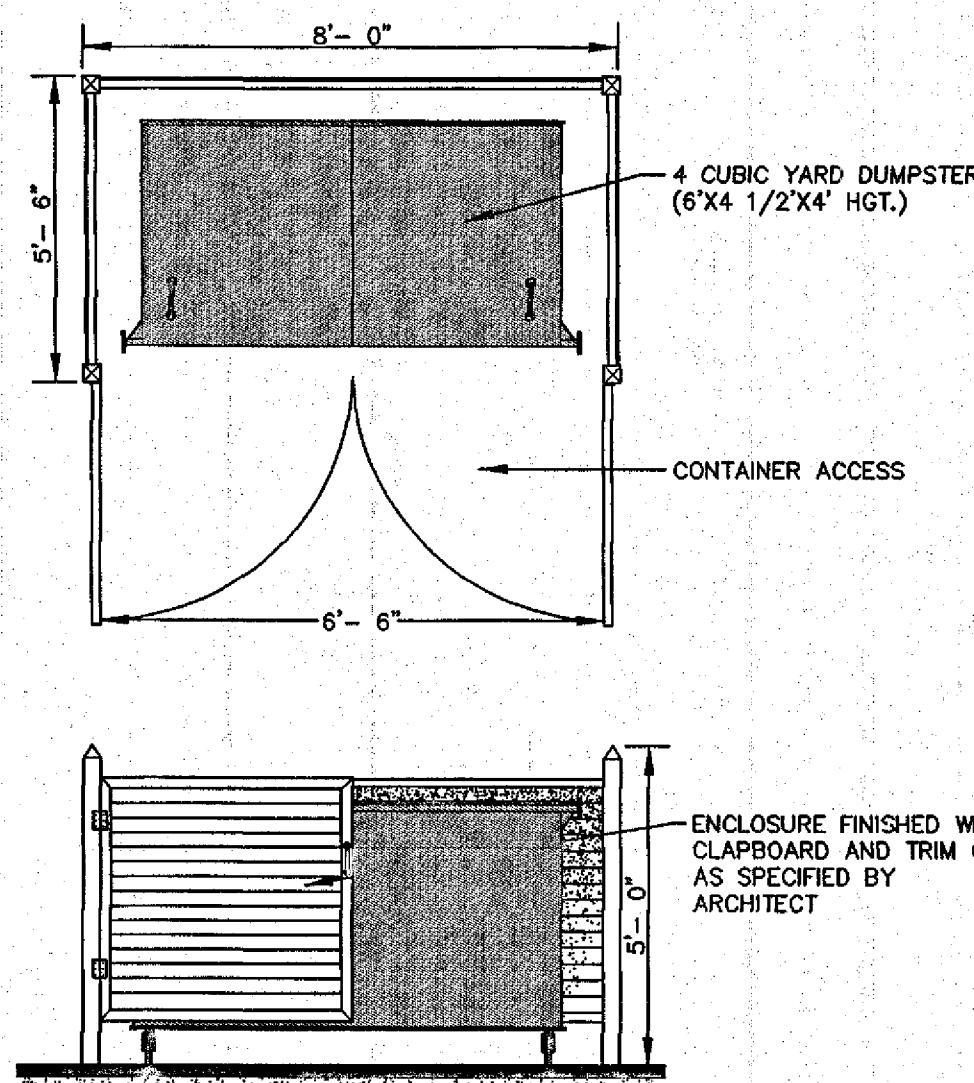
1
SHEET



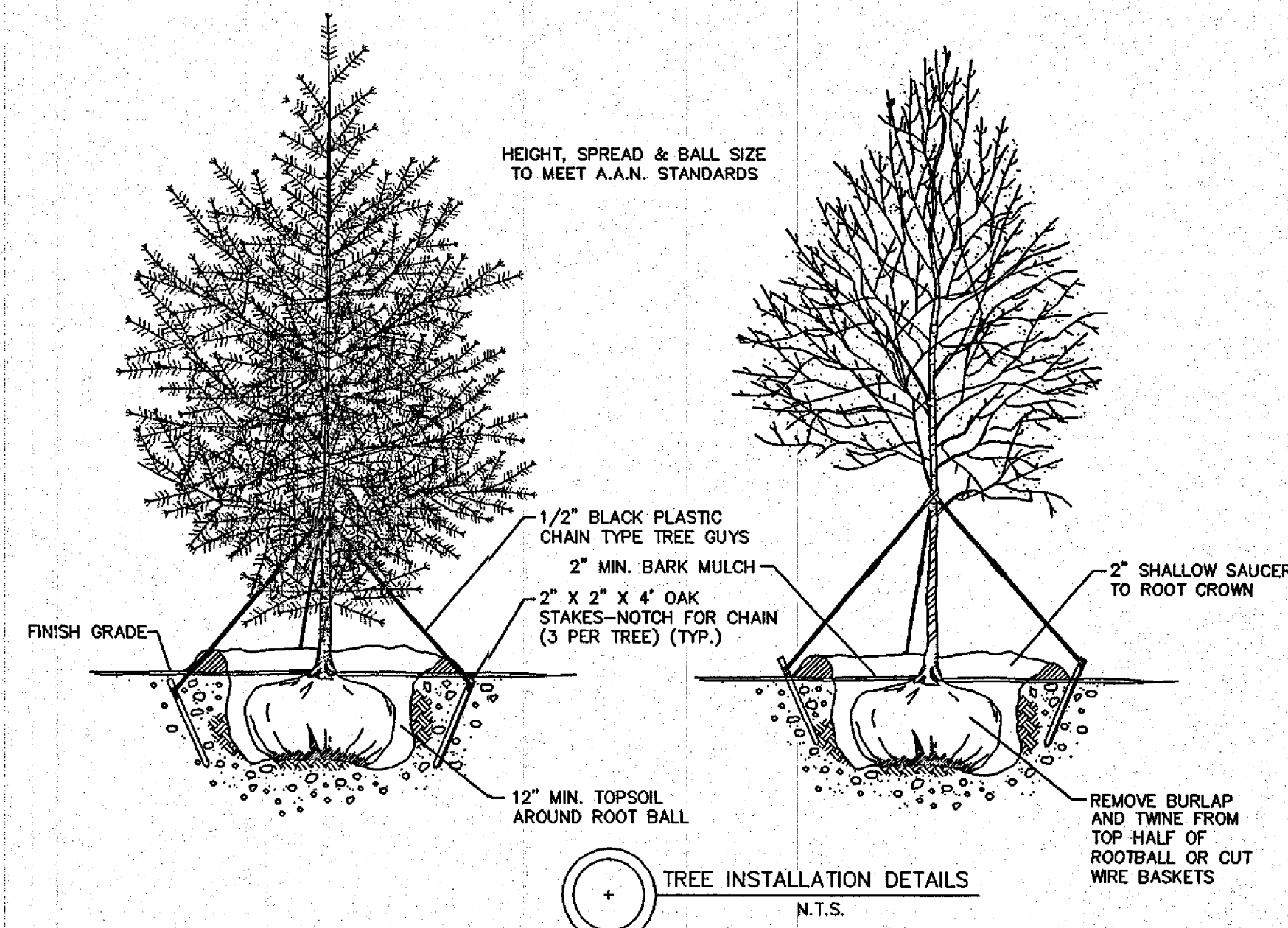
ACCESS ROAD & PARKING LOT TYPICAL
N.T.S.



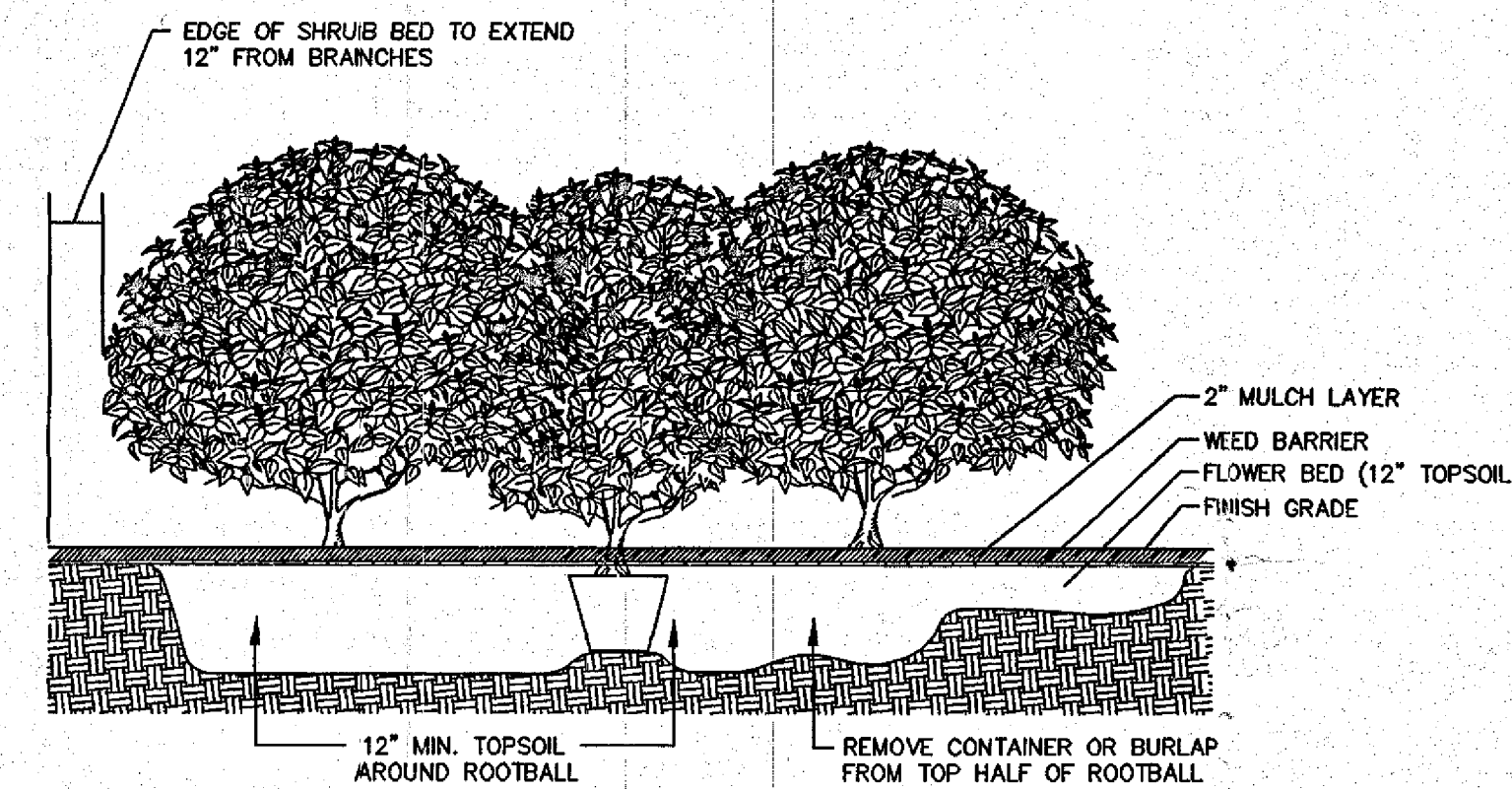
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N.T.S.



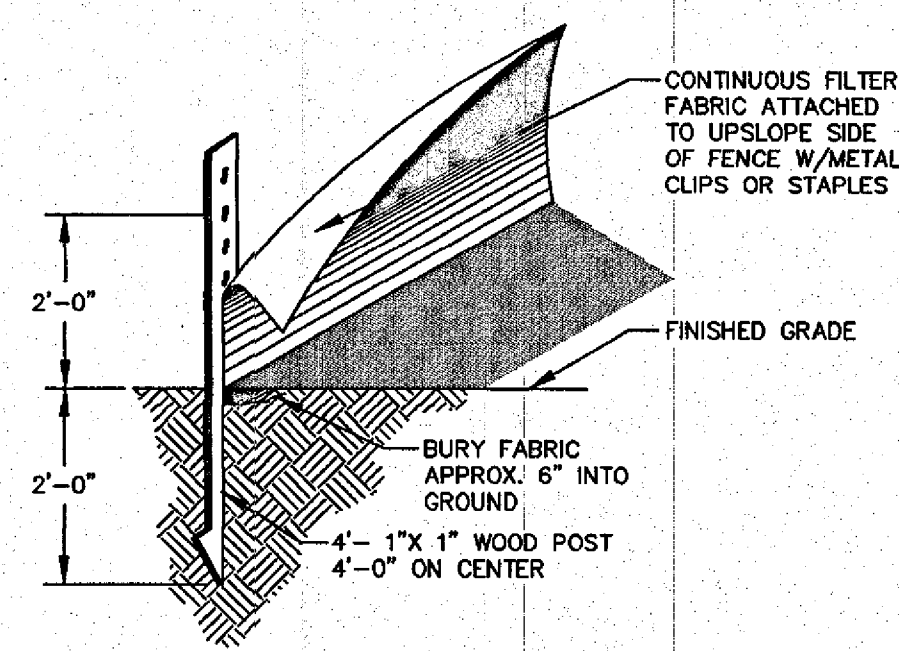
SCREENED DUMPSTER DETAIL
N.T.S.



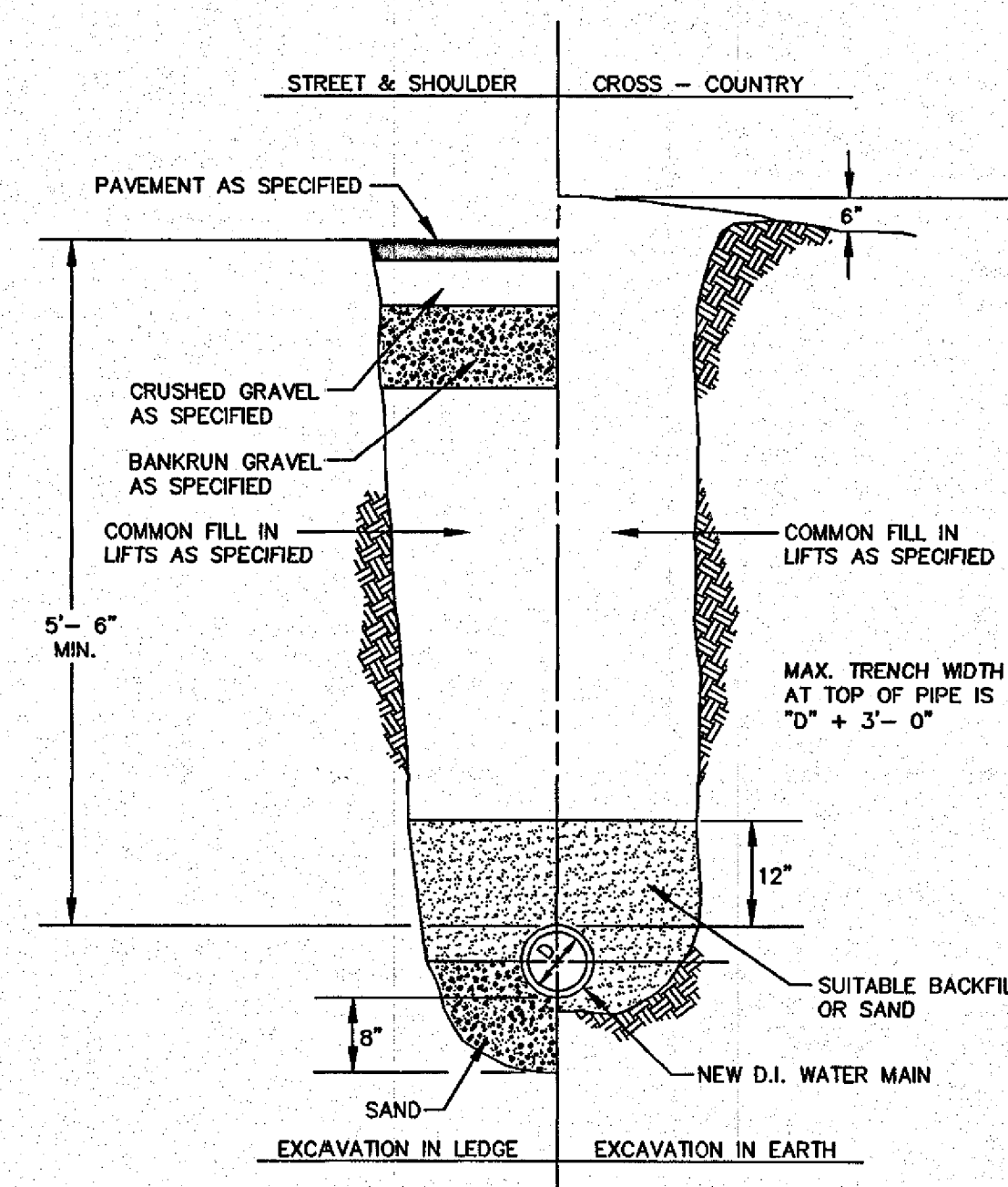
TREE INSTALLATION DETAILS
N.T.S.



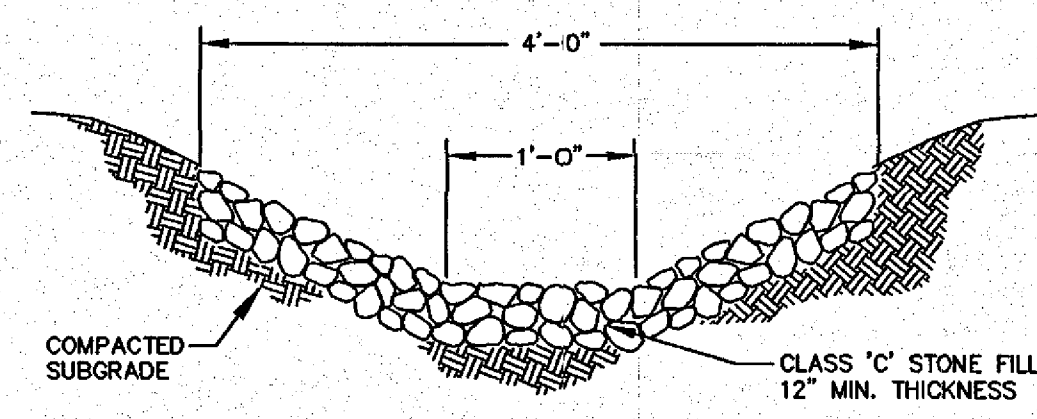
SHRUB & FLOWER BEDS
N.T.S.



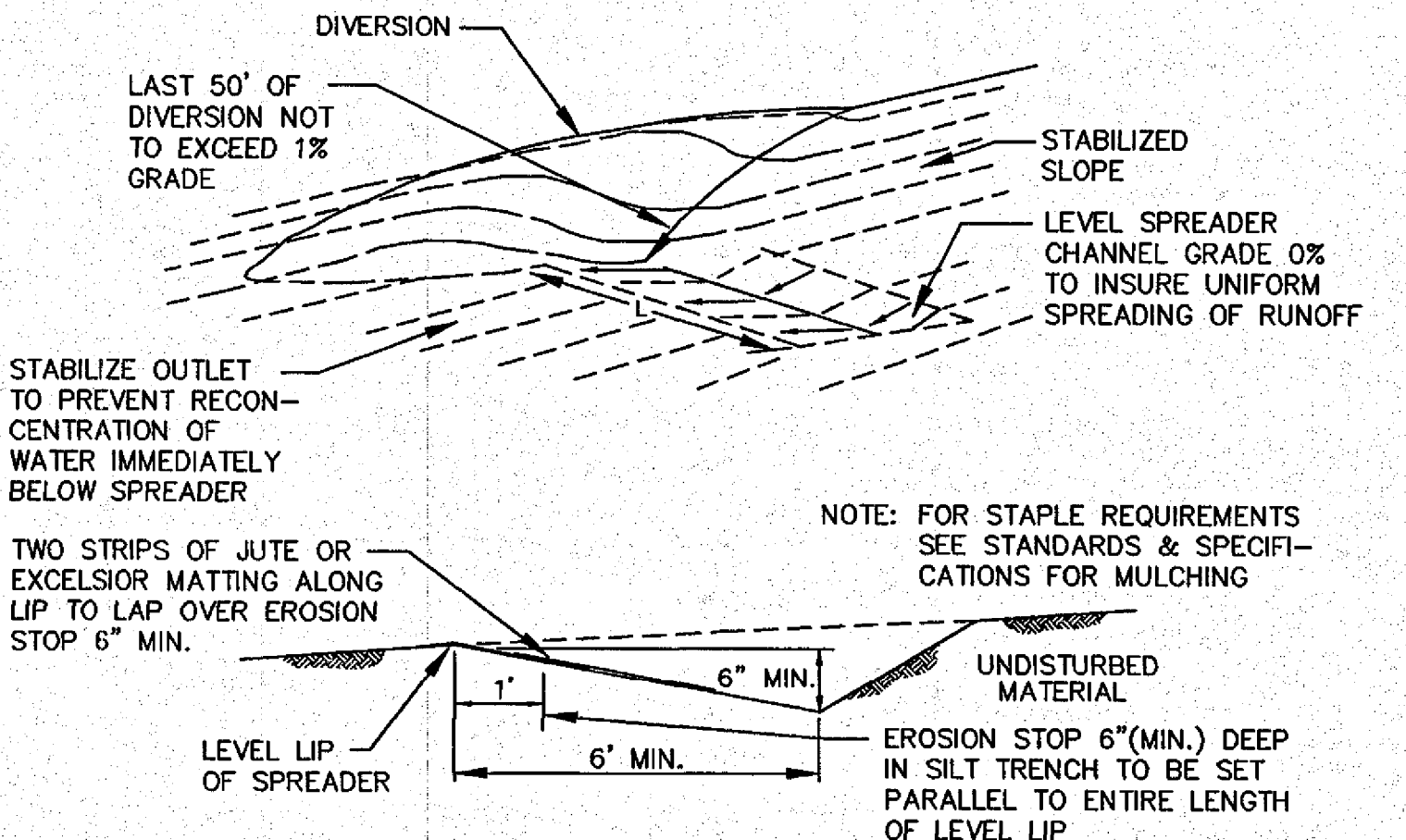
SILT FENCE
N.T.S.



TYPICAL DUCTILE IRON WATER MAIN TRENCH DETAIL
N.T.S.



STONE LINED DITCH DETAIL
N.T.S.



LEVEL LIP SPREADER
N.T.S.

GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF LEBANON CONSTRUCTION STANDARDS AND SPECIFICATIONS.
2. LOCATION AND SIZE OF EXISTING PIPES AND OTHER UNDERGROUND UTILITIES ARE NOT WARRANTED TO BE EXACT OR COMPLETE.
3. EXPLORATORY EXCAVATION SHALL BE REQUIRED TO VERIFY LOCATION AND SIZE OF EXISTING UTILITIES AND APPURTENANCES.
4. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING ELECTRIC, CABLE TELEVISION AND TELEPHONE UTILITIES PRIOR TO COMMENCEMENT OF WORK. DIG SAFE SHALL BE NOTIFIED AT LEAST 3 WORKING DAYS PRIOR TO ANY WORK.
5. CITY OF LEBANON PUBLIC WORKS PERSONNEL SHALL BE NOTIFIED A MINIMUM OF 48 HOURS PRIOR TO ANY UTILITY TIE-IN CONSTRUCTION. UTILITY CONSTRUCTION MAY ONLY BEGIN AFTER AUTHORIZATION FROM PUBLIC WORKS PERSONNEL.
6. THE CITY OF LEBANON SHALL BE NOTIFIED PRIOR TO ANY ROADWAY OR WORK REQUIRING TRAFFIC IMPEDANCE. CONSTRUCTION MAY ONLY BEGIN AFTER AUTHORIZATION FROM CITY PERSONNEL.
7. THE ENGINEER SHALL BE NOTIFIED PRIOR TO CONSTRUCTION IF THERE ARE ANY DISCREPANCIES IN PLANS OR EXISTING DATA. CONSTRUCTION SHALL NOT PROCEED WITHOUT WRITTEN PERMISSION FROM THE ENGINEER.
8. ALL EROSION CONTROL FACILITIES SHALL BE MAINTAINED AS OFTEN AS REQUIRED BY WEATHER CONDITIONS.
9. DITCHES AND OTHER RUNOFF COLLECTION AREAS SHALL BE MAINTAINED BOTH DURING AND AFTER CONSTRUCTION TO ENSURE THE PROPER REMOVAL OF SEDIMENT.
10. ALL SLOPES GREATER THAN 3:1 (3 HORIZONTAL TO 1 VERTICAL) SHALL BE STABILIZED USING MULCH NETTING. ADDITIONAL STABILIZATION MEASURES NECESSARY SHALL BE IMPLEMENTED AS REQUIRED.
11. GRADING SHALL BE DIRECTED TOWARD CATCH BASINS AND SWALES UNLESS OTHERWISE SHOWN ON PLANS OR DIRECTED BY THE ENGINEER IN WRITING.
12. ALL DRAINAGE FACILITIES SHALL BE INSTALLED IN EXISTING GROUND UNLESS OTHERWISE SHOWN ON PLANS OR DIRECTED BY THE ENGINEER IN WRITING.
13. ALL HANDICAP PARKING SPACES SHALL BE DESIGNATED WITH PAINTED HANDICAP SYMBOLS AND SIGNS. PAINT TO BE FEDERAL HANDICAP BLUE.
14. SNOW REMOVAL WILL BE PERFORMED IN ACCORDANCE WITH THE CURRENT PRACTICE OF STORING THE SNOW ON-SITE.
15. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR CONSTRUCTION ON THIS SITE UNLESS RETAINED FOR CONSTRUCTION INSPECTION SERVICES.
16. NEW WORK IDENTIFIED BY _____

MISCELLANEOUS DETAILS FOR
190 HANOVER STREET
LEBANON, NEW HAMPSHIRE

T&M ASSOCIATES, INC.
ENGINEERS & SURVEYORS
254 DARTMOUTH COLLEGE HIGHWAY
LEBANON, NEW HAMPSHIRE 03766
(603) 448-1295

SCALE: 1"= AS SHOWN
DESIGNED BY: FDM
DRAWN BY: MDN
CHECKED BY: FDM
DATE: 04/10/98
PROJ. NO. 515297

2
SHEET 2 OF 2

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

APPLICATION FOR

SPECIAL EXCEPTION	☐	☐	SITE PLAN REVIEW
VARIANCE	☐	☐	SUBDIVISION
MOTION FOR REHEARING	☐	☐	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	☐	☐	CONDITIONAL USE PERMIT

☐ OTHER _____

PROPERTY OWNER (APPLICANT):

NAME: 254 DC HWY LLC. TEL.#: 603-448-0538

MAILING ADDRESS: 1032 RT 12-A PLAINFIELD NH 03781

E-MAIL ADDRESS: DOOR TO DOOR DRIVING SERVICES@GMAIL.COM

CO-APPLICANT, AGENT, OR LESSEE:

NAME: PAUL ROBERTS TEL.#: 603-727-8731

MAILING ADDRESS: 254 DC HWY LEBANON NH 03766

E-MAIL ADDRESS: NITPMR@GMAIL.COM

PROJECT LOCATION:

TAX MAP #: 109 LOT#: 65 PLOT #: _____ ZONE: GC

STREET ADDRESS OF PROJECT: 254 DARTMOUTH College Hwy LEBANON NH 03766

IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☐ YES ☒ NO

FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

CONSTRUCT A 16 x 34 GARAGE ON SITE

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL
PROPOSED ☐ VACANT ☐ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☒ COMMERCIAL ☐ INDUSTRIAL

IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC** USE: OFFICE

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on November, 2024, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: [Signature] DATE: 10-17-24

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: [Signature] DATE: 10-17-24

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #



City of Lebanon, New Hampshire

APPLICATION FOR MINOR SITE PLAN REVIEW

SUPPORT STATEMENT

Office Use Only Date Received: _____ Application No.: _____

I. APPLICATION CHECKLIST [per §3.2.B.7 of the Site Plan Review Regulations]

An Application, completed in full and signed by the property owner [§3.2.B.7.a]

This Support Statement, completed in full and signed by the applicant [§3.2.B.7.b]

Payment of the appropriate filing fees [§3.2.B.7.c]

A completed Public Hearing Notification List [§3.2.B.7.d]

A digital copy of the site plan set, prepared in accordance with the requirements of §3.2.B.7.e, in .PDF format

Optional: photos and any other materials in support of your application

II. PROJECT DESCRIPTION

Describe your proposed project with as much detail as possible, including but not limited to changes to the use(s), to the exterior of the building, and to the site. You can respond in the space provided below or on a separate sheet of paper.

Build A 16 x 34 Garage on the Back of the Building.
Single Story Structure

III. SITE PLAN TECHNICAL CHECKLIST

The site plan shall:	Info. Provided
<u>3.2.B.7.e</u> - Be scaled	☒
<u>3.2.B.7.e</u> - Be prepared utilizing the current approved site plan as a base map, if available	☐
<u>3.2.B.7.e</u> - Identify all abutters	☒
<u>3.2.B.7.e.i</u> - Indicate the site location	☒
<u>3.2.B.7.e.i</u> - Indicate the address of the subject property	☒
<u>3.2.B.7.e.i</u> - Indicate the zoning classification of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe the size, shape, and use of the subject property	☒
<u>3.2.B.7.e.ii</u> - Describe relevant information about existing site topography, drainage, hydrologic features, vegetation, and other natural features	☒
<u>3.2.B.7.e.ii</u> - Describe proposed changes to site topography, drainage, hydrologic features, vegetation, and other natural features	☒

The site plan shall:	Info. Provided	Not Applicable
3.2.B.7.e.iii - Show the size, dimensions, location, and height (as applicable) of: • existing structures • proposed structures • expansions to existing structures • landscaping • parking areas • walkways / ramps • driveways • lighting fixtures • stormwater control devices • exterior waste receptacles • exterior equipment • utilities • all other improvements	☒ ☒ ☒ ☐ ☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☒ ☒ ☐ ☐
3.2.B.7.e.iv (Article VI design compliance) - Identify or show: • where/how stormwater will be discharged	☐	X
3.2.B.7.e.v (Zoning Ordinance compliance) - Identify or show: • setbacks (in ft.) of existing buildings and structures • setbacks (in ft.) of proposed buildings and structures • existing use(s) of property • proposed use(s) of property • size of each existing and proposed non-residential unit • number of existing and proposed dwelling units • number of existing on-site parking spaces • for each use, the number of required parking spaces per Section 607 of the Zoning Ordinance • total proposed number of on-site parking spaces	☒ ☐ ☒ ☒ ☒ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☒ ☐ ☒ ☐ ☐ ☐

I hereby attest that to the best of my knowledge all of the information on this Support Statement and in the accompanying Minor Site Plan application materials and documentation is true and accurate.


Signature of Applicant

Date 10-17-2024

254 DARTMOUTH COLLEGE HWY, LEBANON NH

ZONED: General Commercial

ACRES: 1.6 Acres

CURRENT USE; Office building and Parking lot – DOOR to DOOR Driving Services

Property is located on Dartmouth College Highway (AKA US Route 4) two properties east of LaPlante Road, Lebanon NH. The Property has 228' of "Road Frontage" with two separate driveway access points. Additionally, there is a Right of Way (ROW) on the east side of the property that provides access to the upper tier of the property (which is natural forestation). The lower portion of the property is flat, landscaped with a paved parking lot which is approximately 120 in from the Street. The remaining back part of the land is uphill from the parking lot is forest and ground growth.

DRAINAGE SYSTEM:

- A Swail line drainage line is placed at the back of the parking lot lined with a landscaping mat and covered with 2 and 3 in stone for erosion control.
- B. Culverts are in place at the back of the property taking the water forward across the lot to a large culvert located under the main roadway for water control.
- C. Storm drains are in placed in the parking lot which again carries the water to the drainage culverts. The drainage system has been in place for many years and serves the property without compromise.

LANDSCAPE Several shrubs and trees have been planted on the property to the street side. The front street side is green maintained lawn with several apple trees planted. The front of the building is also landscaped with plantings and finished off with bark mulch.

PROPOSED CHANGES TO PROPERTY:

The applicant is seeking to install a garage bay on the backside of the structure with limited visibility from the street. The building consists of a wooden structure attached to the current building 16 x34 in size. Very limited number of modifications need to be made. The purpose of the garage is to clean and vacuum vehicles before going on dispatched jobs. Sinks will be installed to maintain cleaning.

EXTERIOR LIGHTING:

Currently lighting consist of a flood light mounted on the front of the building by the entry door way. There is an additional parking lot light mounted on a telephone pole pointing towards the back of the parking lot, which is maintained by the power company.

DWELLING UNITS

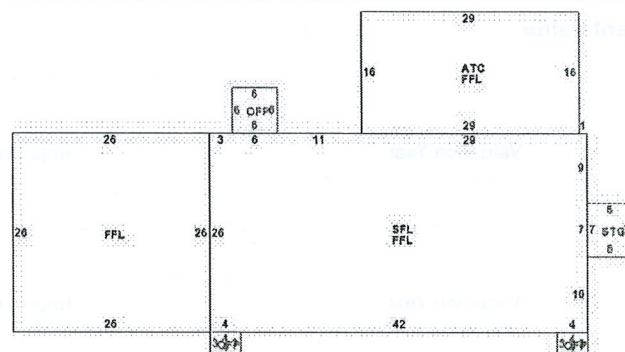
There are no dwelling units associated with this property

PARKING SPACES (Per 607 of City Ordinance Parking requirements)

Currently there area 34 Spaces on the property, I would not expect any further spaces would be needed. "Other Commercial = 4306 sq ft of spaces / 600 Parking Space per unit= 7.2 Spaces "Office" 1.0 spaces per 250 Sq Ft, or 4306 sq ft of spaces 250 space per sq ft or 17.25 spaces.

Building Attributes	
Field	Description
CNS_USRFLD_301	
CNS_USRFLD_302	
Model	COMMERCIAL
Style	OFFICE
Grade	Average
Stories	1
Units	
Residential Units	0
Comm Units	1.00
Wall Height	9.00
Exterior Wall 1	CLAPBOARD
Exterior Wall 2	
Roof Structure	GAMBREL
Roof Cover	ASPHALT SH
Interior Wall 1	DRYWALL
Interior Wall 2	
Interior Floor 1	LINOLEUM
Interior Floor 2	CARPET
Heat Fuel	GAS
Heat Type	FORCED H/W
2nd Heat Type	
AC Percent	0.00
Bedrooms	
Full Bath(s)	0
Bath Rating	AVERAGE
Half Bath(s)	0
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	0
Kitchen Rating	AVERAGE
Total Rooms	
Frame	WOOD

Building Layout



Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
FFL	1ST FLOOR	2,440	2,440
SFL	2ND FLOOR	1,300	1,300
ATC	ATTIC	464	162
OFP	OPEN PORCH	60	0
STG	STORAGE	42	0
		4,306	3,902

254 DARTMOUTH COLLEGE HWY

Location 254 DARTMOUTH COLLEGE
HWY

Mblu 109/ 65/ / /

Acct# 4018

Owner 254 DC HWY LLC

PBN

Assessment \$526,300

Appraisal \$526,300

PID 3003

Building Count 1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2022	\$326,800	\$199,500	\$526,300
Assessment			
Valuation Year	Improvements	Land	Total
2022	\$326,800	\$199,500	\$526,300

Owner of Record

Owner 254 DC HWY LLC
Co-Owner
Address 1032 RT 12A
PLAINFIELD, NH 03781

Sale Price \$650,000
Certificate
Book & Page 4862/0384
Sale Date 04/24/2024
Instrument 00

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
254 DC HWY LLC	\$650,000		4862/0384	00	04/24/2024
CICOTTE PROP LLC	\$600,000		4843/0233	00	12/12/2023
RUBILAND HOLDING LLC	\$535,000		4577/275	99	11/19/2020
T&M ASSOCIATES INC	\$375,000		1831/0906	99	11/07/1989
T	\$0		1673/0856	99	06/12/1987

Building Information

Rec Room	
Fin Attic	
Parking	TYPICAL
Fireplace(s)	0
Fireplace Rating	
WS Flues	0
WS Flue Rating	
Interior/Exterior	
View	AVERAGE
Electric	ADEQUATE
Insulation	TYPICAL
Solar Hot Water	No
Central Vac	No
% Sprinkled	0
Sketch Area Adj	
Nbhd Modifier	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use	Land Line Valuation
Use Code3400 DescriptionOFFICE ZoneGC NeighborhoodC3 Alt Land ApprNo Category	Size (Acres)1.64 Frontage Depth Assessed Value\$199,500 Appraised Value\$199,500

Outbuildings

Outbuildings							Legend
Code	Description	Sub Code	Sub Description	Size	Value	Bldg #	
02	SHED/FR			192.00 SF	\$800	1	
85	PAVING			19000.00 SF	\$10,000	1	

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2023	\$326,800	\$199,500	\$526,300

2022	\$326,800	\$199,500	\$526,300
2021	\$317,200	\$189,200	\$506,400

Assessment			
Valuation Year	Improvements	Land	Total
2023	\$326,800	\$199,500	\$526,300
2022	\$326,800	\$199,500	\$526,300
2021	\$317,200	\$189,200	\$506,400

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Commercial Building Permit

PLN-24-331

Your Submission

Attachments

Guests (0)

🕒 Intake Administrative Review

Zoning Administrator Review

Building Official Technical Review

City Engineer Technical Review

Fire Department Technical Review

Building Official Permit Approval

Building Permit Fee

Building Permit Issued

Building Inspections

Fire Inspections

City Engineer Inspections

Building Official Final Review

Certificate of Completion

Your submission

Submitted Oct 3, 2024 at 3:34pm

Contact Information

Paul Roberts

Email address

nhpmr@outlook.com

Phone Number

603-727-8731

Mailing Address

254 Dartmouth College Highway , Lebanon, NH 03766

Locations

1 location total

PRIMARY LOCATION



254 DARTMOUTH COLLEGE HWY Unit
?
LEBANON, NH 03766

Project Information

Describe the nature of the proposed work, in detail. *

Erect a two car garage attached to our office building.

Cost of Construction

Enter the total estimated cost of construction in whole dollars only (e.g. \$10,250 = 10250). This amount should only include costs associated with the scope of work for this permit as described above. Other work such as electrical, plumbing, mechanical, or deferred submittals, should not be included here. Fees will be separately charged under their associated permit applications.

Estimated Cost of Construction * ?

54,000

What is the proposed start date for the project? * ?

11/01/2024

Pre-application Review Questions

If required, have you received Planning Board Approval? * ?

No

If required, have you received Zoning Board Approval? ?

No

Does this project include a new stand alone building or structure? *

No

Does your project include a renovation or alteration? *

No

Does the project include an addition to an existing building? *

Yes

Will this project involve a change of use? * ?

No

Will this project add new or additional dwelling units? * ?

No

Will your project require new connections to water or sewer? *

Yes

Will you be installing a new sign or replacing a sign as part of this project? *

No

Special inspections are required according to Chapter 17 IBC
(<https://codes.iccsafe.org/content/IBC2018P6/chapter-17-special-inspections-and-tests>).

Is your project required to obtain a 3rd party inspection per Planning Board approval? *

No

Lead Renovation, Repair and Painting Program Rules

Was this building constructed before 1978? *

No

Lot Size and Setbacks

Lot Size (acres or sq. ft.) * ?

1.64

Lot Frontage on Street (ft.) * ?

228

Front Yard Setback (ft.) ?

87.5

Rear Yard Setback (ft.) ?

45

Left Side Yard Setback (ft.)

130

Right Side Yard Setback (ft.)

35

Lot Area Covered by Buildings

Percentage of existing lot area currently covered by buildings. *

25

Percentage of lot area covered by buildings after project is complete. *

27

Lot Area Covered by Impervious Surface

Percentage of existing lot area covered by Impervious surface.

10.8

Percentage of lot area covered by Impervious surface after project is complete. *

10.8

Primary Building Structure Information

Will your project include more than one building structure? *

No

Primary Building

Please select all the structural areas related to your project and enter the square footage information requested for each. Some information, such as basement square footage and building height, is required to be collected even if it is not part of your project. You can enter zero if it is not applicable.

Basement

--

First Floor



Second Floor



Third Floor

--

Fourth Floor

--

Fifth Floor

--

Deck

--

Shed/Garage/Carport

--

How many stories is your primary building? *

2

What is the gross square footage of your primary building? *

4,309

Building Height

Existing Ft. * ?

30

Proposed Additional Ft. * ?

0

Total Proposed Ft.

30

First Floor

Existing Sq. Ft. * ?

2,440

Proposed Additional Sq. Ft. * ?

544

Second Floor

Existing Sq. Ft. * ?

1,300

Proposed Additional Sq. Ft. * ?

0

Electrical, Plumbing, and Mechanical Work

Will the scope of the project include any electrical work? *

Yes

Will the scope of the project involve plumbing work? *

Yes

Will the scope of the project include any mechanical work? *

Yes

Electrical, plumbing, and mechanical work should be applied for separately by visiting [LebanonNH.gov/PlanningForms](https://lebanonnh.gov/planningforms) (<https://lebanonnh.gov/planningforms>).

Fire Protection Systems

Do you have an automatic sprinkler system? *

No

Are you intending to install a sprinkler system? *

No

Do you have a fire-protective signaling system? *

Yes

Primary Contractor

Same as property owner. ?

--
Same as applicant. ?

--
Primary Contractor Business Name *
DMS CONTRACTOR

Primary Contractor First Name *
Michael

Primary Contractor Last Name *
Brooks

Primary Contractor Office Phone # *
603-252-1857

Primary Contractor Cell Phone
6032521857

Primary Contractor Email Address *
DMS550@yahoo.com

Primary Contractor Street Address (Mailing) *
104 Bungee Road,

Primary Contractor City (Mailing) *
Canaan

Primary Contractor State (Mailing) *
NH

Primary Contractor Zip Code (Mailing) *
03741

Describe the scope of work or duties of the Primary Contractor. *

Contractor to coordinate all work with the use of sub contractors. to include Dirt work, concrete, structure and building.

Additional Contractor and Design Professional Information

No results to display

Additional Property Owner Information

Property Owner Phone *

Mark Horne

Property Owner Email *

Doortodoordrivingservices@gmail.com

Business Name

Door to Door Driving Services llc

Certifications and Acknowledgement

Are you the property owner or an authorized agent of the property owner? *

I am an authorized agent of the property owner of record.

By submitting this application, I affirm that I have received explicit consent from the property owner to act as an authorized agent on their behalf. Any representations made in this application are binding, and the property owner understands, acknowledges, and agrees to be bound by any official decisions made based on these representations. *

☒ Paul Roberts

Oct 3, 2024

I hereby request a building/zoning permit for the stated use, based on the details provided in this application and its accompanying documents. I affirm that all information and statements herein are true and accurate to the best of my knowledge. I understand that any misrepresentation will render this permit null and void, and I may be subject to legal consequences or penalties for intentional misrepresentation. I am fully aware that I must ensure all construction or related work complies with Federal, State, and Local laws, including the State Building Code NHRSA 155-A. I am responsible for facilitating all required inspections by the City, and ensuring no structure is used in violation of any laws, codes, or ordinances. Construction may only commence after the permit is officially issued. *

☒ Paul Roberts

Oct 3, 2024

Authorized Agent Full Name *

Mark Horne

City of Lebanon, NH

Your Profile

[Your Records \(/dashboard/records\)](/dashboard/records)

Resources

[Search for Records \(/search\)](/search)

[Claim a Record \(/claimRecord\)](/claimRecord)

[Employee Login \(https://lebanonnh.workflow.opengov.com\)](https://lebanonnh.workflow.opengov.com)

Portal powered by **OpenGov**

CERTIFIED NOTIFICATION LIST

Notice shall be sent by certified mail to the Owner; Applicant, if different from Owner; Abutters; Holders of conservation, preservation, or agricultural preservation restrictions (as defined under RSA 477:45) on the subject property; the holders of easements, rights-of-way, and other restrictions; and every engineer, architect, land surveyor, or soil or wetlands scientist whose seal appears on any plan submitted to the Board; and any other persons required by RSA 676:4, I(d). The names and mailing addresses shall be furnished by the Applicant.

672:3 Abutter. – "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board. Source. 1983, 447:1. 1986, 33:2. 2002, 216:1, eff. July 15, 2002.

PLEASE PROVIDE NAMES & MAILING ADDRESSES FOR ALL PERSONS LISTED ABOVE.

Map & Lot Number:	Map & Lot Number:
Property Owner: 254 Dartmouth College Highway LLC 254 Dartmouth College Highway Lebanon, NH 03766	Applicant, Co-Applicant, Agent , or Lessee: Paul Roberts 149 Mascoma Street, Lebanon, NH 03766
Map & Lot Number: 109-40	Map & Lot Number: 109-67 and 109-68
Kim Nason 247 Dartmouth College Highway Lebanon, NH 03766	Jacqueline LaFlour 265 Choate Road, Enfield, NH 03748

Map & Lot Number: 109-64	Map & Lot Number: 124-8
T&M Associates Inc. 240 Mechanic Street, Lebanon, NH 03766	Gail Herin TTEE 262 Dartmouth College Highway Lebanon NH 03766

Map & Lot Number: 109-41	Map & Lot Number:
Dana Key 26 Eagle Ridge Road Lebanon, NH 03766	
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:
Map & Lot Number:	Map & Lot Number:

SITE PLAN REVIEW		
TOTAL DUE AT TIME OF FILING		\$ <u>385</u>
**Engineering Review fees will also be required. See note on page 2.		

SITE PLAN REVIEW AMENDMENT (WITH STRUCTURAL CHANGES)		
		TOTALS
FILING FEE	\$250.00	\$250.00
SQUARE FOOTAGE	\$75.00 per 1,000 sq. ft. (gross floor area)	
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____
**Engineering Review fees may also be required. See note below.		

OTHER		
-SITE PLAN REVIEW AMENDMENT (WITH NO STRUCTURAL CHANGES) -EXTENSION REQUESTS -CONDITIONAL USE PERMITS		
		TOTALS
FILING FEE	\$250.00	\$250.00
ADVERTISING FEE	\$100.00	\$100.00
NOTIFICATION FEE (see note below)	\$5.00 + Current USPS rate per certified notice (see below) X _____ notices	\$5.00 \$ _____ (abutter certified)
TOTAL DUE AT TIME OF FILING		\$ _____
**Engineering Review fees may also be required. See note below.		

MINOR SITE PLAN REVIEW		
		TOTALS
FILING FEE	\$150.00	\$150.00
NOTIFICATION FEE (see note below)	Current USPS rate per certified notice (see below) X _____ notices	\$ <u>38.78</u> (abutter certified)
TOTAL DUE		\$ <u>188.78</u>

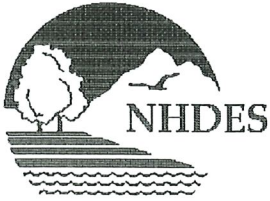
ENGINEERING REVIEW FEES:

After an application to the Planning Board is submitted and the filing fees identified above have been paid, the Planning & Development Department will determine the scope of required engineering review and will obtain an estimated cost from the reviewing engineer. A cost estimate of the review fees will usually be generated within two (2) – three (3) business days. Once conveyed to the applicant, the estimated review fees shall be paid by the applicant within five (5) business days, and an escrow account shall be established by the Planning & Development Department. No plans will be reviewed unless and until the review fee estimate is paid, if required.

Please note that escrow fees are only an estimate of what services will cost and actual costs of review may be less or more than the amount initially estimated. Any unused portion of the escrow will be returned to the applicant at the end of the approval process if such a surplus remains. Additionally, in the event the escrow amount does not cover the full cost of services the Applicant shall pay any remaining costs as a condition of approval. See also Section 4.7 of the Site Plan Review Regulations and Section 7.7 of the Subdivision Regulations.

NOTIFICATION FEE: CURRENT FEE as of January 2024 is \$5.54 per certified notice

THE CERTIFIED NOTIFICATION FEE IN ALL SECTIONS ABOVE INCLUDES THE FOLLOWING: ALL ABUTTERS, THE APPLICANT, PROPERTY OWNER, HOLDER OF CONSERVATION, PRESERVATION, OR AGRICULTURAL PRESERVATION RESTRICTION(S); AND EVERY ENGINEER, ARCHITECT, LAND SURVEYOR OR SOIL SCIENTIST WHOSE PROFESSIONAL SEAL APPEARS ON ANY PLAT SUBMITTED TO THE BOARD AND ANY OTHER PERSONS REQUIRED BY RSA 676:4, I(d).



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

APPROVAL FOR CONSTRUCTION OF INDIVIDUAL SEWAGE DISPOSAL SYSTEM (ISDS)

AS AUTHORIZED BY THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES, WATER DIVISION PURSUANT TO RSA 485-A, WATER POLLUTION AND WASTE DISPOSAL AND ENV-WQ 1000, SUBDIVISION AND INDIVIDUAL SEWAGE DISPOSAL SYSTEM DESIGN RULES.

APPLICATION APPROVAL DATE: 9/9/2024

APPROVAL NUMBER: eCA2024090904

I. PROPERTY INFORMATION

Address: 254 DARTMOUTH COLLEGE HWY
LEBANON NH 03766

Subdivision Approval No.: 38037

Subdivision Name:

County: GRAFTON

Tax Map/Lot No.: 109/65

II. OWNER INFORMATION

Name: 254 DARTMOUTH COLLEGE HWY, LLC

Address: 254 DARTMOUTH COLLEGE HWY, LLC
1032 ROUTE 12A
PLAINFIELD NH 03781

III. APPLICANT INFORMATION

Name: MICHAEL W CARBONNEAU JR

Address: 528 HILLTOP RD
LITTLETON NH 03561

IV. DESIGNER INFORMATION

Name: MICHAEL W CARBONNEAU JR

Address: 528 HILLTOP RD
LITTLETON NH 03561

Permit No.: 01628

V. SPECIFIC TERMS AND CONDITIONS: Applicable to this Approval for Construction
Please read **VI. General Terms and Conditions** on the reverse side of this approval.

A. TYPE OF SYSTEM: ADVANCED ENVIRO-SEPTIC

B. NO. OF BEDROOMS: 0

C. APPROVED FLOW: 300 GPD

D. OTHER CONDITIONS AND WAIVERS:

1. This approval is valid for 4 years from date of approval, per Env-Wq 1004.13.
2. This approval is based on complying with Env-Wq 1004.21 "When Installation of a replacement ISDS is Required" and obtaining an approval for operation for the ISDS prior to the approval expiration date.
3. Approved for limo service with 20 employees and office with 5 employees @ 300gpd design.
4. The following waivers have been approved:
 - A. Rule: Env-Wq 1008 Section: 04 Minimum Distances

Darren K. King
Subsurface Systems Bureau

NHDES Web Site: www.des.nh.gov

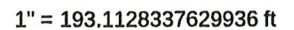
P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-3503 Fax: (603) 271-6683 TDD Access: Relay NH 1-800-735-2964

VI. GENERAL TERMS AND CONDITIONS: Applicable to all Approvals for Construction

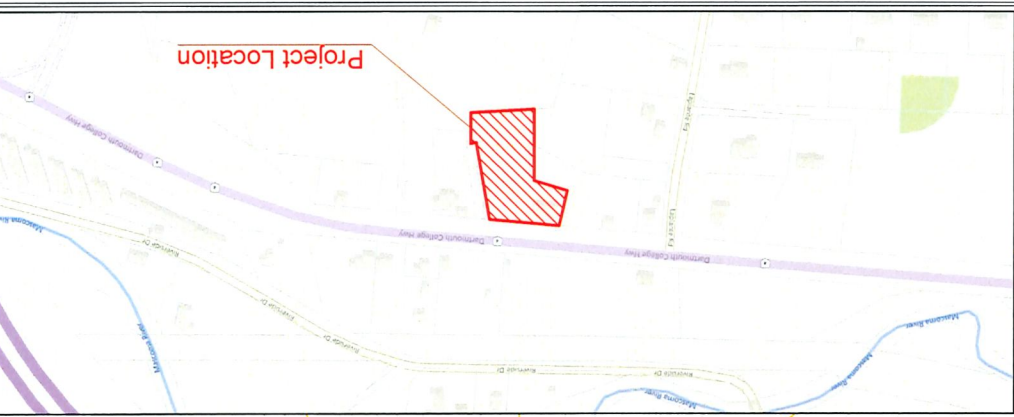
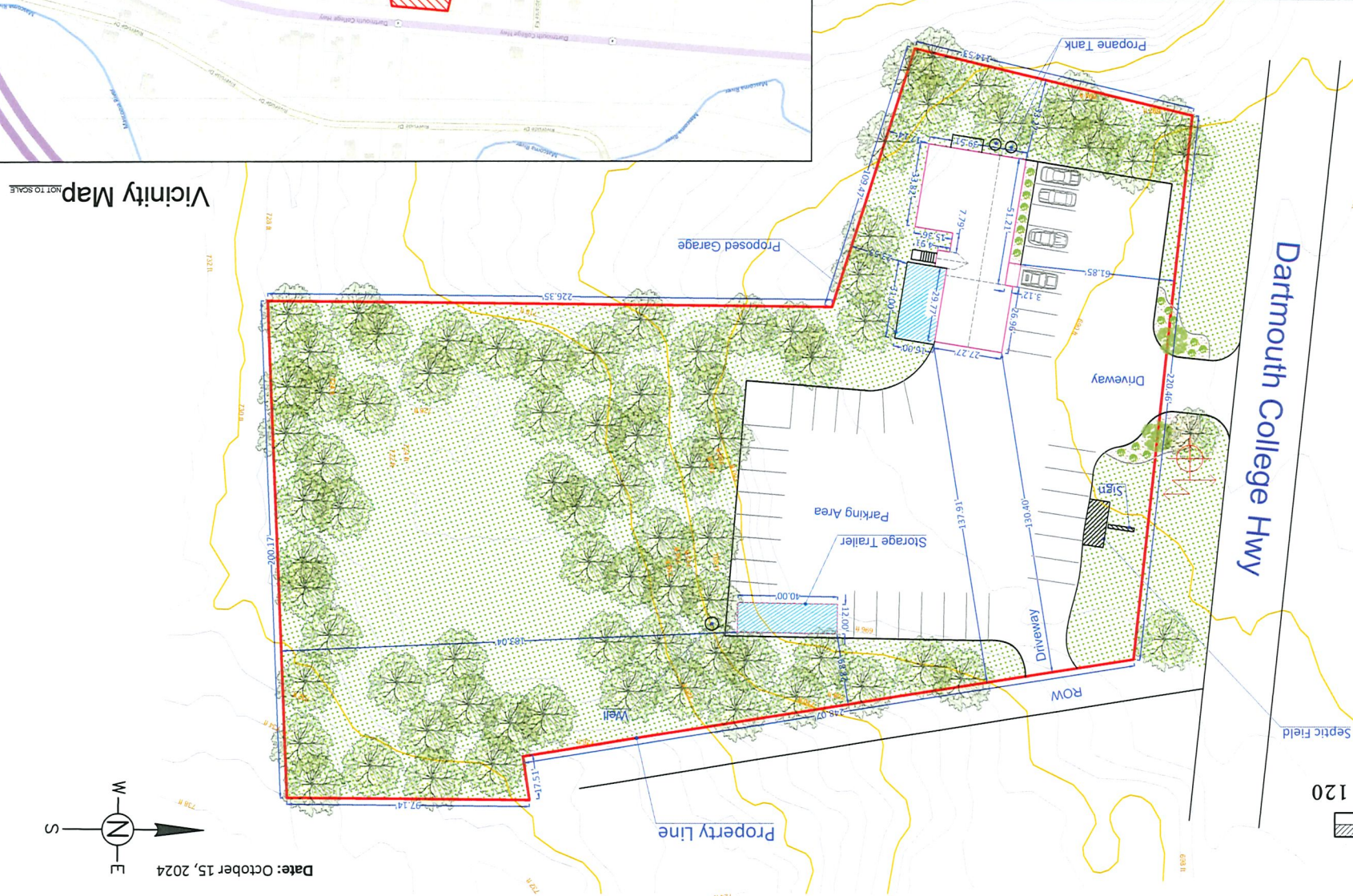
- A. This Approval for Construction is issued to construct the ISDS as identified on Page 1 of this Approval.
- B. This Approval is valid until 9/9/2028, unless an Approval for Operation has been granted.
- C. By exercising any rights under this approval, the parties have agreed to all terms and conditions.
- D. No liability is incurred by the State of New Hampshire by reason of any approval of any Approval for Construction. Approval by the Department of Environmental Services of sewage and waste disposal systems is based on plans and specifications supplied by the Applicant.
- E. The system must be constructed in strict accordance with the approved plans and specifications.
- F. The installed system must be left uncovered and cannot be used after construction until it is inspected and has received an Approval for Operation of Individual Sewage Disposal System (ISDS) by an authorized agent of the Department.
- G. **This system must be installed by an installer holding a valid permit. An owner may install the system for his or her domicile. Env-Wq 1002.18 defines "Domicile" as that place where an individual has his or her true, fixed, and permanent home and principal establishment, and to which, whenever he or she is absent, he or she has the intention of returning. An individual might have more than one residence, but has only one domicile. Accordingly, an owner may only install a replacement system and may not install the system at a property he or she intends to make their future domicile. A person's domicile is considered to be at the address listed on his or her driver's license and/or where he or she is registered to vote.**
- H. This Approval for Construction does not supersede any equivalent or more stringent local ordinances or regulations. State standards are minimal and must be met statewide.

WORK NUMBER: 202404570
APPROVAL NUMBER: eCA2024090904
RECEIVED DATE: September 8, 2024
TYPE OF SYSTEM: ADVANCED ENVIRO-
SEPTIC



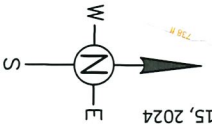
Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.

SITE PLAN



Vicinity Map
NOT TO SCALE

Date: October 15, 2024



Impervious Surface Table		
Building -	2,524.34	sqft +/-
Porch -	45.24	sqft +/-
Parking -	19,983.16	sqft +/-
Driveway -	730.29	sqft +/-
Stairs -	93.21	sqft +/-
Prop. Garage -	496.00	sqft +/-
Storage Trailer -	480.00	sqft +/-
TOTAL - 24,352.24 sqft @ 34.09%		

THIS IS NOT A LEGAL SURVEY, NOR IS IT INTENDED TO BE OR REPLACE ONE
as being legally authoritative for the precise location of any
features, objects or boundaries and should not be relied upon
feature, object or boundary.

Scale: 1"=40'

Lebanon, NH 03766

ADDRESS: 254 Dartmouth College Hwy

Parcel No. (APN) LBA M:109 B:65 L:
Land Use COMMERCIAL
Office Building
Lot Area 71,438 SF (1.64 ACRES)

Proposed
Garage

16 x 34

Inside ceiling 12'

16 x 29

Existing

Existing
26 x 26
Addition in place

Door to Door
Driving Services

26

50'

NTS

ADVANCED ENVIRO-SEPTIC LEACHING SYSTEM

END VIEW OF A.E.S. DETAIL

SIDE VIEW OF A.E.S. PIPE DETAIL

SYSTEM NOTES:

- ADVANCED ENVIRO-SEPTIC WASTEWATER TREATMENT SYSTEMS ARE APPROVED BY WHDES AS ITA IN ACCORDANCE WITH PART EN-100. THE SYSTEM IS DESIGNED IN ACCORDANCE WITH THE ENVIRO-SEPTIC & SIMPLE SEPTIC LEACHING SYSTEMS DESIGN AND INSTALLATION MANUAL AND THE ADVANCED ENVIRO-SEPTIC WASTEWATER TREATMENT SYSTEMS DESIGN AND INSTALLATION MANUAL WITH HANDBOOK STATE ATTACHMENT.
- INSTALLATION OF ADVANCED ENVIRO-SEPTIC SYSTEM IS TO BE IN STRICT ACCORDANCE WITH THE ADVANCED ENVIRO-SEPTIC DESIGN AND INSTALLATION HANDBOOK FOR THE STATE OF NEW HAMPSHIRE.
- USE SYSTEM SAND (SEE PEI DESIGN MANUAL). ALL FILL & SAND TO BE FREE OF DEBRIS.
- REPLACE EXISTING 1800 SEPTIC TANK WITH 1200 GAL. ENVIRO PLASTIC TANK OR EQUAL. ALL SEPTIC TANK(S) PERFORMANCES TO BE SEALED WITH A WATER TIGHT FLEXIBLE CONNECTOR.
- ADVANCED ENVIRO-SEPTIC LINES TO BE INSTALLED LEVEL.
- DO NOT INSTALL SYSTEM IN FROZEN GROUND.
- SYSTEM MAY BE REPLACED IN SAME LOCATION IF NECESSARY.
- IF SYSTEM HAS EXISTING BUILDINGS, ALL INSIDE PLUMBING ELEVATIONS MUST BE CHECKED BEFORE INSTALLATION. CONTACT THE DESIGNER IF ANY DISCREPANCIES ARE FOUND.
- NO DRAIN, HOT TUBS, SAUNAS, GARBAGE DISPOSALS, WATER SOFTENERS, ETC., SHALL BE INCORPORATED INTO THE SYSTEM UNLESS OTHERWISE SPECIFIED.
- IF THE SEPTIC TANK IS LESS THAN 12\"/>

SYSTEM MAINTENANCE:

- SEPTIC TANK SHOULD BE INSPECTED AT LEAST ONCE A YEAR, AND CLEANED AS NECESSARY.
- VEHICLES, HEAVY EQUIPMENT AND LIVESTOCK SHOULD BE KEPT AWAY FROM THE SEPTIC SYSTEM.
- THE FOLLOWING ITEMS MAY SHORTEN THE LIFE OF THE SYSTEM:
 - CERTAIN TYPES OF WATER SOFTENERS AND PUMPERS
 - GARBAGE DISPOSALS
 - DISPOSAL OF GREASE, OILS, PAINTS, SOME CLEANERS & TOXIC CHEMICALS
 - HOT TUBS, AND EXCESSIVE WATER USAGE

TAX MAP #109, LOT #65
1.64± ACRES

PLOT PLAN
(NOT TO SCALE)

REVIEWED AND APPROVED:
IN WITNESS WHEREOF,
THE REQUIREMENTS OF THE
SUBJECT TO ENVIRONMENTAL SERVICES
WATER DIVISION

DATE: 10/20/24
PUC A202409004

SECTIONAL INFORMATION - ADVANCED ENVIRO-SEPTIC (AES)

PUMP CHAMBER DETAIL

(NOT TO SCALE)

GENERAL NOTES:

- THIS IS NOT A BOUNDARY SURVEY. ALL PROPERTY LINES SHOWN ARE APPROXIMATE. A LICENSED SURVEYOR SHOULD BE CONSULTED TO ACCURATELY DETERMINE PROPERTY LINES.
- THIS SEPTIC SYSTEM IS DESIGNED FOR RESIDENTIAL USE.
- THERE IS NO SURFACE WATER WITHIN 12\"/>

TEST PIT DATA

DATE: 8-23-24, WATER AT, NONE, WITNESSED
ESTIMATED SEASONAL HIGH WATER TABLE (SHWT): 21\"/>

8\"/>

SOILS DATA

SOIL MAPS FROM THIS SITE: 251C01 - BOSTON/STONTS BILT LOAM, 15 TO 25 PERCENT SLOPES, VERY STONY, WELL DRAINED

PERCOLATION TEST DATA:
DATE: 8-23-24, PERCOLATION RATE: 3 HPI @ 18\"/>

- WETLAND DELINEATION NOTES
- WETLANDS WERE DELINEATED IN ACCORDANCE WITH EN-100.10 BY MICHAEL CARBONNEAU JR., LICENSED DESIGNER #1028229 FOR THE PURPOSE OF LOCATING THE EDA ON THIS PROPERTY.
- NO WETLANDS WERE IDENTIFIED WITHIN 12\"/>

CONTRACTOR NOTES:

- REMOVE ALL EXISTING SOUND SYSTEM MATERIAL WITHIN 5' OF THE PROPOSED EFFLUENT DISPOSAL AREA (EDA). REMOVE DOWN TO PARENT MATERIAL AND REBUILD WITH SYSTEM SAND.
- ANY CONTAMINATED SOIL TO BE REMOVED AND DISPOSED OF PROPERLY.

DESIGN INTENT

691.5' (EXISTING GRADE @ HIGH COR OF EDA)
691.5' - 1.75' = 689.75' (SHWT @ HIGH CORNER OF EDA)
FOR AES, SET BOTTOM OF PIPES AT 2' ABOVE SHWT:
689.75' + 2' = 691.75', 691.75' - 691.5' = 0.25'

THE BOTTOM OF THE PIPES SHALL BE CONSTRUCTED AT 691.75' ELEVATION, WHICH IS APPROXIMATELY THE 0.25' OR 3\"/>

ROUTE 4 - DARTMOUTH COLLEGE HWY

SCALE: 1" = 20'

DRAFT

**LEBANON MINOR SITE PLAN COMMITTEE
MEETING ROOM ONE, CITY HALL
OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
JULY 11, 2024 1:30 PM**

MEMBERS PRESENT: Nate Reichert (Chair) (Director of Planning & Development/Zoning Admin), Tim Corwin (Deputy Planning Director), Alan Lowe (Captain, Lebanon Police Department), Adam Leland Lowe (Lieutenant, Lebanon Police Department), Jeff Libbey (Deputy Fire Chief) (REMOTE), Brian Vincent (City Engineer)

MEMBERS ABSENT: None

1. CALL TO ORDER

Chair Reichert called the meeting to order at 1:30pm. He reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. NOTICE OF REGIONAL IMPACT

Mr. Corwin said that the Staff recommends that the Minor Site Plan Review application for **27 Glen, LLC, 27 Glen Road (Tax Map 101, Lots 38), zoned GC/IND-RA** does not have the potential for regional impact.

A MOTION was made by Tim Corwin that the application of 27 Glen LLC does not have the potential for regional impact. The motion was seconded by Captain Lowe.

** The Vote on the Motion was approved (4-0, with Deputy Chief Libbey abstaining).*

3. PUBLIC HEARING ITEMS

A. 27 Glen, LLC, 27 Glen Road (Tax Map 101, Lots 38), zoned GC/IND-RA: Applicant proposes to convert the existing second story retail/office use to (3) three residential units. The first floor will remain residential. PB2024-32-MSP

Mr. Timothy O'Hara was present on behalf of the applicant.

Mr. O'Hara gave an overview of the project. He said the intent is to convert the second story of the office / retail building at 27 Glen Road into three separate dwelling units. He said the space is currently unoccupied and they are currently engaged in having a sprinkler system and fire alarm

1 system designed. He said the first floor of the building will remain for its current use, which is
2 retail and office space. The group discussed the history of the building and its former owners and
3 uses.

4
5 Mr. Corwin noted that previous alterations to the building were included in an approved 1995
6 site plan. He said that 1995 site plan is still applicable, because the renovations currently being
7 proposed do not involve major alterations to the site.

8
9 He suggested the applicants add any vegetation that was proposed but not installed for the 1995
10 site plan approval. He said that would be a way to meet the requirements of that site plan prior to
11 the issuance of the Certificate of Occupancy.

12
13 Mr. Vincent noted that a change from retail or office space to residential requires a permit for
14 water and sewer use, and a condition of approval will be that all water/sewer fees will be paid.

15
16 The group discussed the parking spaces needed for residential and commercial uses. Mr. O'Hara
17 said parking spaces would be designated for the residential tenants.

18
19 Mr. Reichert said, once a tenant is ready to move in, the team will need to get sign permits and
20 change of use permits that will trigger a building permit based on what the tenant fit-out will be.

21
22 Deputy Chief Libbey confirmed that the whole building will be sprinklered and a fire alarm will
23 be installed. He said those can be deferred during construction. He asked about curbing at the
24 entrance to the parking lot because he said curbing can be restrictive for fire trucks attempting to
25 enter the parking lot. He also suggested they consider the turn radius for the larger
26 trucks/equipment when designing the parking lot space.

27
28 Mr. Vincent said New Hampshire passed a new law requiring lead testing and a lead safe
29 certificate for buildings built prior to 1978. He said the front portion of the building was built in
30 1975. He noted that demolition permit for removal of the house foundation should not be
31 required, but the cellar hole that exists should be filled in with clean fill. The group discussed an
32 existing well that is no longer in use on the property.

33
34 Mr. Reichert opened the public hearing and invited public comment.

35 Mr. Reichert closed the public hearing.

36
37 ***A MOTION was made by Tim Corwin that the Lebanon Minor Site Plan Committee approves***
38 ***the application of 27 Glen, LLC, 27 Glen Road (Tax Map 101, Lots 38), zoned GC/IND-RA:***
39 ***for Site Plan Review pursuant to Sections 3.1.C and 3.2 of the Lebanon Site Plan Review***
40 ***Regulations to convert the existing second story retail/office use to (3) three residential units***
41 ***with the first floor to remain retail, as is depicted and described in the application materials,***
42 ***including any and all submissions and testimony provided for and during the public hearing,***
43 ***with the following conditions:***

44
45 ***GENERAL***
46

- 1 **1. The Notice of Action for Simonds Properties, Inc./Dr. Elaine Brown dated September 11,**
2 **1995 (signed December 12, 1995)_and the site plan set referenced therein and the Notice**
3 **of Action for Edward & Elaine Brown dated May 11, 1998 (signed May 29, 1998) shall**
4 **remain in force and in effect as may be modified per the conditions of approval below and**
5 **except as modified by the notes on the plan sheet submitted with PB2024-32-MSP.**
6
- 7 **2. It shall be the applicant's responsibility to be familiar with and aware of these conditions**
8 **of approval, and it shall be the applicant's responsibility to satisfy these conditions of**
9 **approval and to satisfy them within the relevant timeframes outline below.**
10
- 11 **3. A building permit must be applied for and issued within two (2) years of the date of this**
12 **approval (4.10.A).**
13
- 14 **4. Parking spaces shall be designated for residents once the first floor is occupied.**
15
- 16 **5. Existing open foundation hole at the east end of the property shall be filled to grade to be**
17 **made safe and shall be seeded.**
18

19 **Conditions to be Satisfied Prior to Application for a Building Permit**
20

- 21 **6. The applicant shall obtain approval from the City Council or the City Manager's office for**
22 **any additional water and/or sewer flows in accordance with the applicable Chapter 136**
23 **and 182 of the City Code.**
24

25 **Conditions to be Satisfied Prior to Issuance for a Building Permit**
26

- 27 **7. Submit a turn radius plan to the Fire Department for their approval.**
28
- 29 **8. The development shall be subject to City of Lebanon Impact Fees, pursuant to Section 213**
30 **of the Zoning Ordinance. The Impact Fee shall be calculated at the time of Building**
31 **Permit issuance based on the Impact Fee Schedule adopted on May 20, 2024, in**
32 **accordance with RSA 674:39, the approved site plan shall be exempt from any future**
33 **changes in Impact Fees and methodology for five years from the date of approval;**
34 **however, any building permits which are issued after the end of that five-year period shall**
35 **be subject to whatever impact fees and methodology are in effect at the time of the building**
36 **permit issuance.**
37
- 38 **9. All water and sewer fees shall be paid as set forth in City Code Chapter 68.**
39

40 **Conditions to be Satisfied Prior to Issuance for a Certificate of Occupancy**
41

- 42 **10. The impact fee calculated pursuant to Condition of Approval #8 shall be paid.**
43
- 44 **11. The applicant shall verify that the property is in compliance with the Planning Board's**
45 **Notice of Action for Simonds Properties, Inc./Dr. Elaine Brown dated September 11, 1995**
46 **(signed December 12, 1995) and the site plan set referenced therein and the Notice of**

1 ***Action for Edward & Elaine Brown dated May 11, 1998 (signed May 29, 1998), except as***
2 ***modified pursuant to Condition of Approval #1 above.***

3
4 ***The Motion was seconded by Alan Lowe.***

5
6 ***Roll Call Vote:***

7 ***Voting For: Mr. Libby, Mr. Lowe, Mr. Reichert, Mr. Corwin, Mr. Vincent***

8 ***Voting Against – None***

9
10 ****The MOTION was approved (5-0).***

11
12 **4. OTHER BUSINESS**

13
14 Captain Lowe said he would no longer be the primary contact for this committee. He said Lt.
15 Adam Leland (soon-to-be promoted to Captain) would now be the primary contact and he would
16 be the back-up.

17
18 Mr. Corwin said regulations provide that the senior planner, associate planner, and a building
19 official are members of the Minor Site Plan Review Committee, but currently they are not. He
20 suggested that he should come off the committee as a voting member. He said he would submit
21 these recommendations to the Planning Board to make those changes soon.

22
23
24 **5. APPROVAL OF MINUTES - May 23, 2024**

25
26 ***A MOTION was made by Alan Lowe to approve the Minor Site Plan Review Committee***
27 ***Meeting Minutes of May 23, 2024. The Motion was seconded by Tim Corwin.***

28
29 **** The Vote on the Motion was approved (4-0, with Brian Vincent abstaining).***

30
31 **4. ADJOURNMENT**

32
33 ***A MOTION was made by Tim Corwin to adjourn the meeting at 2:11pm. The Motion was***
34 ***seconded by Brian Vincent.***

35
36 **** The Vote on the Motion was approved (5-0).***

37
38 **The meeting adjourned at 2:11pm.**

39
40 Respectfully submitted,
41 Paula Roux
42 Recording Secretary