



**APPLICATION FOR SITE PLAN APPROVAL**

20231309

**CONTACT INFORMATION**

\* Common ownership name to be established

**Property Owners(s):** Name: Michael R. Ciardelli & Heather M. Ciardelli (Lot 32-24-1)  
 Address: 35 Mossman Drive, Hollis, New Hampshire 03049  
Mac Milford Realty LLC (Lot 32-23)  
5 Ciardelli Crossing, Milford, New Hampshire 03055  
 Telephone Number: (603) 673-1336 Fax: \_\_\_\_\_  
 Email Address: mciardelli@cfuel.com

**Applicant:** Name: Matthew Ciardelli  
 (if different from above) Address: 467 Nashua Street, Milford, New Hampshire 03055  
 \_\_\_\_\_  
 Telephone Number: (603) 673-1336 Fax: \_\_\_\_\_  
 Email Address: mciardelli@cfuel.com

**Engineer/** Name: Meridian Land Services  
**Surveyor/** Address: 31 Old Nashua Road #2, Amherst, New Hampshire 03031  
**Architect:** \_\_\_\_\_  
 Telephone Number: (603) 673-1141 Fax: \_\_\_\_\_  
 Email Address: BJCasperson@MeridianLandServices.com

**Primary Contact Person:** Bradley J. Casperson, PE

**TYPE OF APPLICATION**

(Please check all that apply)

- Discussion - Informal meeting with Planning Board.
- Minor Site Plan - Less than 600 sq. ft. of additional exterior construction.
- Major Site Plan
  - Design Review Plan
  - Final Plan
- Request for Waiver of Site Plan Review
- Request for Waiver of Specific Site Plan Requirements
- Other - (i.e. amendments and/or revisions)

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**SITE INFORMATION**

LOCATION: Tax Map Number 32 Lot(s) 23 & 24-1 ZONING DISTRICT: Limited Commercial (LC)  
ROAD FRONTAGE ON: Nashua Street (Route 101A) TOTAL SITE AREA: 0.20 ac (Lot 32-23) & 0.35 ac (Lot 32-24-1)  
BRIEF DESCRIPTION OF PROJECT: This project involves the demolition of an existing single-family dwelling and the construction of an office building with associated infrastructure/site improvements.  
NAME OF EXISTING OR PROPOSED SITE PLAN: Ciardelli Fuel Company – Non-Residential Site Plan – Tax Map 32 Lots 23 & 24-1 – Milford, New Hampshire

**INSTRUCTIONS FOR SUBMITTING A COMPLETE APPLICATION (Please read carefully)**

For an application to be scheduled on the next available Planning Board agenda, the following items MUST be submitted to the Department of Planning & Community Development by close of business on the officially posted submittal date:

- 1. **Completed and signed SITE PLAN APPLICATION FORM and ABUTTERS LIST.**  
The application will not be placed on the Planning Board agenda unless all required signatures are on the application. The owner MUST sign the application form.
- 2. **Three (3) large and one (1) 11" x 17" prints of the site plan or site plan set.**  
At least one (1) plan MUST be signed by the owner. All applicable information as described on the attached SITE PLAN CHECKLIST MUST be shown on the plans. Owner's signature must be on at least one (1) plan, indicating his/her knowledge of the plan and application.
- 3. **Application fee and Abutter Mailing Fees.**  
These fees will be determined at the time you turn in the application. Fees are based on square footage of new construction and number of certified mailings, which must be sent. All checks are to be made payable to the **Town of Milford**.

**AUTHORIZED SIGNATURES**

Owner(s): I/We, as owner(s) of the property described hereon, certify that this application is correctly completed with all required attachments and requirements in accordance with the Site Plan Regulations for the Town of Milford. I/We also authorized members of the Milford Planning Board and its agents to access the property described on this application for on-site review of the proposed site plan.

[Signature] Name (please print) and Title \_\_\_\_\_ Date 10/23/23

IF APPLICABLE:

Owner(s) authorization for Applicant or Agent to represent the application:

The applicant or agent, as stated hereon, has authorization from the property owner to submit this site plan application and represent the property owner on matters relative to the Town site plan approval process.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature:

I acknowledge, as the applicant stated hereon, that this site plan application has been completed and submitted in conformance with all applicable Town of Milford regulations, and that I am the designated representative for the property owner on matters relative to this site plan application.

[Signature] Applicant's Signature \_\_\_\_\_ Date 10/23/23

Agent's Signature (someone other than the Owner or Applicant who is representing the project):

I acknowledge, as the agent stated hereon, that this site plan application has been completed and submitted in conformance with all applicable Town of Milford regulations, and that I am the designated representative for the property owner on matters relative to this site plan application.

Bradley J. Casperson Agent's Signature \_\_\_\_\_ Date October 23, 2023

## ABUTTER LIST

**Abutter** – Any person whose property is located in New Hampshire and adjoins or is directly across the street, stream, or active railroad property 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/her 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 ownerships defined in RSA 205-A:1, the term “abutter” includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street, stream, or active railroad from the land under consideration by the local land use board. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being an active railroad property, the owner of the railroad property shall be notified. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case where the applicant is different from the owner of the land under consideration by the local land use board, the term “abutter” includes the applicant.

Map	Lot	Property Owner	Street Address	Town	State	Zip Code
32	2	Stephen M. & Wendy A. Schlim	476 Nashua Street	Milford	NH	03055
32	22	Christopher J. O'Doherty	60 Cadogan Way	Nashua	NH	03062
32	23-2	7 James St, LLC	22 Brady Drive	Hudson	NH	03051
32	24	Michael R. Ciardelli & Heather M. Ciardelli	35 Mossman Drive	Hollis	NH	03049
44	14	CSX	500 Water Street, 15 <sup>th</sup> Floor	Jacksonville	FL	32202
32	23	Mac Milford Realty LLC	5 Ciardelli Crossing	Milford	NH	03055
32	24-1	Michael R. Ciardelli & Heather M. Ciardelli	35 Mossman Drive	Hollis	NH	03049
		Meridian Land Services – Bradley J. Casperson, PE	P.O. Box 118	Milford	NH	03055
		<i>Town of Milford</i>				

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My signature attests that the above abutter listing reflects the most current assessing records and that the Milford Planning Board is released from any responsibility for inaccurate information or incorrect abutter notification.

  
 Signature of Owner

Date 10/23/23  
 Map & Lot



## Darlene Bouffard

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**From:** Matt Ciardelli <mciardelli@cfuel.com>  
**Sent:** Wednesday, October 25, 2023 4:29 PM  
**To:** Darlene Bouffard  
**Cc:** Bradley Casperson; Terrence Dolan; Andrew Ciardelli; Alec Buchanan (alec@attorneybuchanan.com)  
**Subject:** Re: Ciardelli's Major Site Plan Review Application

Thanks for confirming

Sent from my iPhone

On Oct 25, 2023, at 4:28 PM, Darlene Bouffard <dbouffard@milford.nh.gov> wrote:

The merger is mostly administrative handled in the office, it is just something that we inform the Planning Board of,  
It can just be handled separately without another meeting/fees other than the recording fee.

Darlene J. Bouffard  
LUA II / Office Manager  
Community Development  
1 Union Square  
Milford NH 03055

603-249-0620  
[dbouffard@milford.nh.gov](mailto:dbouffard@milford.nh.gov)

*"Just Be Kind"*

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**From:** Matt Ciardelli <mciardelli@cfuel.com>  
**Sent:** Wednesday, October 25, 2023 3:52 PM  
**To:** Darlene Bouffard <dbouffard@milford.nh.gov>; Bradley Casperson <BJCasperson@meridianlandservices.com>  
**Cc:** Terrence Dolan <tdolan@milford.nh.gov>; Andrew Ciardelli <ACiardelli@cfuel.com>; Alec Buchanan (alec@attorneybuchanan.com) <alec@attorneybuchanan.com>  
**Subject:** RE: Ciardelli's Major Site Plan Review Application

Thank you for the follow up.  
Please see the attached letter regarding Bradley.

Question on the merger.... When you say after, can we do that at the same meeting after the Major Site Plan is approved, or will we need to resubmit another application for that and do it at another meeting? I just want to confirm it is merely a hurdle we can get over assuming we can view the site plan application with the expectation the merger will be allowed after the site plan is allowed.

We will get the ownership interest sorted out as well.

Please let me know if you need anything else from us.  
Thank you.  
Have a nice evening.  
-Matt

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**From:** Darlene Bouffard <[dbouffard@milford.nh.gov](mailto:dbouffard@milford.nh.gov)>  
**Sent:** Wednesday, October 25, 2023 3:42 PM  
**To:** Bradley Casperson <[BJCasperson@meridianlandservices.com](mailto:BJCasperson@meridianlandservices.com)>; Matt Ciardelli <[mciardelli@cfuel.com](mailto:mciardelli@cfuel.com)>  
**Cc:** Terrence Dolan <[tdolan@milford.nh.gov](mailto:tdolan@milford.nh.gov)>  
**Subject:** RE: Ciardelli's Major Site Plan Review Application

Brad -

I appreciate your response. My calculations for the Major Site Plan are as follows:

Application-Major Site Plan	\$200.00
\$100 per 1000 sf building area	\$300.00
Legal notice	\$ 75.00
Stormwater Permit	\$ 25.00
Abutter fees (9)	<u>\$ 51.75</u>
TOTAL DUE	\$651.75

Additionally, could we get a signed form stating that Bradley from Meridian is authorized To act on behalf of the Company.

If the applicant(s) could also keep in mind that the lot merger MUST have both properties deeded in The same name (right now, one is MAC Milford Realty (32/23) and one is Michael & Heather Ciardelli 32/24-1).

The lot merger will not be presented when the Major Site Plan is presented, that will have to be done after

All of these changes are complete and be recorded at that time. Hope this all makes sense. The application

Will be processed and sent out for review once

Darlene J. Bouffard  
LUA II / Office Manager  
Community Development  
1 Union Square  
Milford NH 03055

603-249-0620  
[dbouffard@milford.nh.gov](mailto:dbouffard@milford.nh.gov)

*"Just Be Kind"*

---

**From:** Bradley Casperson <[BJCasperson@meridianlandservices.com](mailto:BJCasperson@meridianlandservices.com)>  
**Sent:** Wednesday, October 25, 2023 1:42 PM  
**To:** Darlene Bouffard <[dbouffard@milford.nh.gov](mailto:dbouffard@milford.nh.gov)>  
**Cc:** Terrence Dolan <[tdolan@milford.nh.gov](mailto:tdolan@milford.nh.gov)>  
**Subject:** RE: Ciardelli's Major Site Plan Review Application

**WARNING:** This email originated outside of our organization. **DO NOT CLICK** links or attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the IT Department or use your phish alert button.

Darlene,

Based on our survey data, the existing house footprint to be demolished is about 1,350 square-feet (footprint). The 11,000 square-foot area encompasses the entirety of the project work/disturbance area.

The office will be a two-floor building with footprint of 1,650 square-feet, so a total office area of 3,300 square-feet.

Let me know if you have any additional questions/comments or if I misunderstood anything.

Thanks!

**Bradley J. Casperson, PE**  
Project Manager

**Meridian Land Services, Inc.**  
PO Box 118, Milford, NH 03055-0118  
31 Old Nashua Road, Amherst, NH 03031  
P (603) 673-1441 F (603) 673-1584  
BJCasperson@MeridianLandServices.com  
www.MeridianLandServices.com

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**From:** Darlene Bouffard <[dbouffard@milford.nh.gov](mailto:dbouffard@milford.nh.gov)>  
**Sent:** Wednesday, October 25, 2023 1:35 PM  
**To:** Bradley Casperson <[BJCasperson@meridianlandservices.com](mailto:BJCasperson@meridianlandservices.com)>  
**Cc:** Terrence Dolan <[tdolan@milford.nh.gov](mailto:tdolan@milford.nh.gov)>  
**Subject:** RE: Ciardelli's Major Site Plan Review Application

Brad – the 11,068 sf is the area for the house to be demo'd, is there a number associated with any of the other changes  
In the application such as the build of a new office building/parking/etc. area to be disturbed? Our fee structure is made up  
Of MAJOR SITE PLAN costing \$200 plus \$100 per 1000 sf of building area (building area of the office blg). Thanks for  
Any help, by the end of today I should have a final number, and Matt left a blank check for us to use.

Darlene J. Bouffard  
LUA II / Office Manager  
Community Development  
1 Union Square  
Milford NH 03055

603-249-0620  
[dbouffard@milford.nh.gov](mailto:dbouffard@milford.nh.gov)

*"Just Be Kind"*

**From:** Bradley Casperson <[BJCasperson@meridianlandservices.com](mailto:BJCasperson@meridianlandservices.com)>  
**Sent:** Wednesday, October 25, 2023 11:47 AM  
**To:** Darlene Bouffard <[dbouffard@milford.nh.gov](mailto:dbouffard@milford.nh.gov)>  
**Cc:** Terrence Dolan <[tdolan@milford.nh.gov](mailto:tdolan@milford.nh.gov)>  
**Subject:** RE: Ciardelli's Major Site Plan Review Application

**WARNING:** This email originated outside of our organization. **DO NOT CLICK** links or attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the IT Department or use your phish alert button.

Hi Darlene,

The area of impact associated with this project is 11,000 square-feet. Please let me know what else you need/if you have any questions/comments.

Thanks!

**Bradley J. Casperson, PE**  
Project Manager

**Meridian Land Services, Inc.**  
PO Box 118, Milford, NH 03055-0118  
31 Old Nashua Road, Amherst, NH 03031  
P (603) 673-1441 F (603) 673-1584  
[BJCasperson@MeridianLandServices.com](mailto:BJCasperson@MeridianLandServices.com)  
[www.MeridianLandServices.com](http://www.MeridianLandServices.com)

**From:** Terrence Dolan <[tdolan@milford.nh.gov](mailto:tdolan@milford.nh.gov)>  
**Sent:** Wednesday, October 25, 2023 11:17 AM  
**To:** Bradley Casperson <[BJCasperson@meridianlandservices.com](mailto:BJCasperson@meridianlandservices.com)>  
**Cc:** Darlene Bouffard <[dbouffard@milford.nh.gov](mailto:dbouffard@milford.nh.gov)>  
**Subject:** Ciardelli's Major Site Plan Review Application

Brad,

Please e-mail Darlene Bouffard in our office TODAY, to go through the pending application fee costs. She also needs to know the total area of impact for the project.

Her e-mail is [dbouffard@milford.nh.gov](mailto:dbouffard@milford.nh.gov)

Thank you,

Terrey Dolan

The Right to Know Law (RSA 91-A) provides that town email communications regarding the business of the Town of Milford are governmental records which may be available to the public upon request. Therefore, this email communication may be subject to public disclosure.



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# TOWN OF MILFORD, NH

## Application Checklist

### MAJOR SITE PLAN

Major Site Plan: An application of greater than six hundred (600) square feet of additional building space.

For any boxes under "Required" checked "No" please submit written justification if the reasons are not apparent. This checklist is for administrative efficiency. It does not take the place of the comprehensive requirements of the Development Regulations, nor does it preclude the Board from requesting additional information if deemed necessary for making an informed decision.

Waiver Requests: Provide written justification for any waiver requests, citing the appropriate section number of the regulations. Waiver Forms are available at the Community Development Office or online at: <http://www.milford.nh.gov>.

If you have any questions please contact the Community Development office at (603) 249-0620.

Name of Application Ciardelli Fuel Company - Non-Residential Site Plan

Map(s) 32 Lot(s) 23 & 24-1

Required			Submitted		Waived
YES	NO		YES	NO	
<b>General Submission Requirements</b>					
X		1.	Complete, signed Application	X	
X		2.	Four (4) large 22" x34" copies and one (1) reduced 11" x 17" copy	X	
<b>Plan Information</b>					
X		A.	Name, address & signature of applicant	X	
X		B.	Name, address & signature of owner (if different from applicant)	X	
X		C.	Name & address of person/firm preparing plan	X	
X		D.	Names & address of all abutters	X	
X		E.	North arrow	X	
X		F.	Scale	X	
X		G.	Date Prepared	X	
X		H.	Locus map	X	
X		I.	Property boundary lines with distances and angles to scale	X	
X		J.	Lot area, frontage & associated minimum zoning requirements	X	
X		K.	Current zoning of property	X	
	X	L.	Delineation of all wetlands and wetland buffers		X
X		M.	Existing & proposed topography at five (5') ft intervals or two (2') ft intervals if major changes are proposed	X	

Required			General Submission Requirements	Submitted		Waived
YES	NO			YES	NO	
	X	N.	Scaled roadway centerline at 50' increments for rural areas and 10' increments in the Urbanized/Oval Sub-Dist area		X	
X		O.	Location of buildings within 50 ft	X		
X		P.	Location of all roads or driveways within 200 ft	X		
X		Q.	Locations of infiltrating drainage systems within 200ft	X		
X		R.	Existing access roads, recreational trails and boundaries (such as stone walls, barbed wire, etc.)	X		
X		S.	Existing & proposed buildings, driveways, sidewalks, parking spaces, loading areas, significant trees, vegetated areas, open drainage courses & service areas	X		
X		T.	Building setback lines	X		
X		U.	Flow of traffic	X		
X		V.	Provisions for storage of recycling and refuse	X		
X		W.	Location, size and detail of signs	X		
X		X.	Location, size and detail of exterior lighting	X		
	X	Y.	Location, size and detail of storage tanks		X	
X		Z.	Snow storage locations	X		
X		AA.	Note defining the Purpose of the plan	X		
X		BB.	Note detailing Open Space calculations	X		
X		CC.	Brief history of the property (i.e. previous disturbances)	X		
X		DD.	General description of existing characteristics such as: developed, productive farmland, meadow, forest, viewshed, archeological site, areas contiguous with other open space and wildlife corridors.	X		
X		EE.	Brief description of drainage upstream onto property and discharge downstream from property	X		
X		FF.	Note detailing applicable impact fees	X		
X		GG.	A note indicating: "Water, sewer, road (including parking lot) and drainage work shall be constructed in accordance with the Town of Milford's Water Utilities Department and Public Works Department Standards."	X		
X		HH.	A note indicating: "As-built plans shall be delivered to the Building Department prior to a Certificate of Occupancy being issued."	X		
	X	II.	Note detailing Groundwater Protection District information		X	
X		JJ.	Note referencing and delineations on the plan of all easements, rights-of-way and deeded property restrictions.	X		
X		KK.	Landscaping Plan	X		
X		LL.	Stormwater Management and/or Erosion Control Plan	X		
X		MM.	Architectural plans and details	X		
X		NN.	Utility Plan	X		
	X	OO.	Note detailing any approved waivers		X	
X		PP.	Note detailing Flood Hazard information	X		

		Other Information (as necessary)				
X		1.	Stormwater Management and Erosion Control permit if > 5000 SF of land disturbance (see Stormwater Management and Erosion Control Regulation)	X		
	X	2.	Alteration of Terrain Permit from NH DES		X	
	X	3.	NH Wetlands Bureau and/or Milford Zoning Board of Adjustment for the relocation, filling, or dredging of wetlands or wetlands buffers		X	
	X	4.	NH Water Supply and Pollution Control Commission for septic systems		X	
	X	5.	All new deeds, easements, covenants and rights-of-way on property		X	
	X	6.	NH DOT or Milford DPW Driveway Permit		X	
	X	7.	NH DES Shoreland Protection Permit		X	
	X	8.	Any other State/Federal Permits		X	

**Signature of person preparing the Major Site Plan Application Checklist:**

Name/Title: Bradley J. Casperson Date: October 23, 2023  
 Bradley J. Casperson, PE  
 Project Manager  
 Meridian Land Services





# MERIDIAN LAND SERVICES, INC.

CIVIL ENGINEERING | LAND SURVEYING | PERMITTING | SOIL & WETLAND MAPPING | SEPTIC DESIGN | ENVIRONMENTAL

Office: 31 Old Nashua Road, Suite 2, Amherst, NH 03031  
Mailing: PO Box 118, Milford, NH 03055  
Phone: 603-673-1441 \* Fax 603-673-1584  
www.MeridianLandServices.com

To whom it may concern,

I / We hereby authorize Meridian Land Services, Inc. and Bradley Casperson (or his appointee) to act as my/our agent(s) relative to matters associated with the site plan associated with our properties located at Tax Map 32 / Lot 23 & 24-1, Nashua Street, Milford, New Hampshire.

Owner's signature

Matt Ciardelli

Owner's printed name

7/25/23

Date

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's printed name





# STORMWATER MANAGEMENT PERMIT APPLICATION

BUILDING & CODE ENFORCEMENT  
Town Hall – One Union Sq  
Milford, New Hampshire  
(603) 249-0620 · (603) 673-2273 (fax)  
www.milford.nh.gov



TOWN OF MILFORD  
RECEIVED  
OCT 23 2023  
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## SITE INFORMATION:

Location: Nashua Street (Route 101A)

Between: Ciardelli Crossing and James Street  
Cross street Cross Street

Owner Name: Michael R. Ciardelli & Heather M. Ciardelli (24-1), Mac Milford Realty LLC (23)

Owner Address: 35 Mossman Drive, Hollis, NH 03049, 5 Ciardelli Crossing, Milford, NH 03055

Parcel #: 32-24-1 & 32-23 Zone: LC

## APPLICANT INFORMATION:

Name: Matthew Ciardelli Daytime Phone #: (603) 673-1336

Address: 467 Nashua Street, Milford, NH 03055

Applicant's Signature: \_\_\_\_\_

## SCOPE OF WORK:

Residential: \_\_\_\_\_ Project description: \_\_\_\_\_

Commercial:  Project description: Demolition of an existing dwelling and construction of an office building with associated infrastructure/site improvements.

Building Permit: \_\_\_\_\_ Total Site Disturbance: 11,060 sf

Wetland or buffer encroachment: \_\_\_\_\_ Impact Amount: \_\_\_\_\_

Planning Board approved project: \_\_\_\_\_ Site Plan or SD plan name and #: \_\_\_\_\_

## STATUS OF PERMIT:

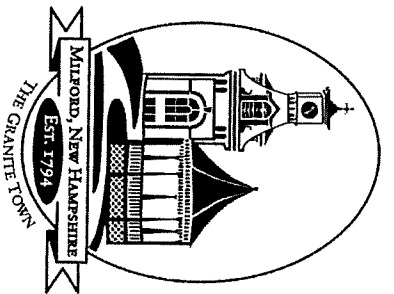
DATE: \_\_\_\_\_ Approved:  Denied:

REASON/COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

Permit Fee: \$25.00  Department Review: \$50.00

Signature: *Matthew Ciardelli* Date: 10/23/23





## Checklist for STORMWATER PERMIT <sup>PB</sup>~~APPLICATIONS~~ <sup>ZBA</sup>~~APPLICATIONS~~ <sup>Office</sup>

This Checklist is to be used as a guide for complying with the *Town of Milford Stormwater Management and Erosion Control Regulations*. A completed Checklist must be submitted as part of the required stormwater application. The Planning Board or Code Enforcement Officer shall make a determination to accept, reject, or table an application based on both its review and the review and recommendation of the Community Development Department.

Please fill out this Checklist thoroughly by checking the appropriate box and providing the necessary information. Provide written justification for any waiver requests (including citing the appropriate section number of the regulations), or for any boxes checked "not applicable" if the reasons are not apparent. A Waiver Request form is available through the Town of Milford website ([http://planning.milfordnh.info/planning\\_2.htm#Forms](http://planning.milfordnh.info/planning_2.htm#Forms)) or through the Milford Community Development Office.

The *Milford Stormwater Management and Erosion Control Regulations* are available for a fee at the Milford Community Development Office or on the Web at: [www.milford.nh.gov](http://www.milford.nh.gov). If you have any questions, please contact this Office for assistance, at (603) 673-7964. **General construction standards** for storm drainage, roadways, water, and sanitary sewer are available for a fee at the Department of Public Works or Water Utilities Department.

**NOTE: If greater than 43,560 square feet of disturbance is proposed for any use, the applicant IS REQUIRED to check Federal EPA NPDES permitting requirements.**

Name of Stormwater Application Giardelli Fuel Company – Non-Residential Site Plan Map(s) 32 Lot(s) 23 & 24-1  
Tax Map 32 Lots 23 & 24-1 – Milford, New Hampshire

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**TYPE OF PROJECT (The project involves):**

<input type="checkbox"/>	<b>Disturbance or impact less than 5,000 square feet</b> ** No Permit Required at this time. No further action required. **
<input checked="" type="checkbox"/>	<b>Disturbance or impact greater than 5,000 square feet and less than 20,000 square feet</b> Review the conditions below. If any of the five boxes below are checked, you are not currently required to apply for a permit.
<input type="checkbox"/>	Normal Maintenance of Land in Agricultural Use utilizing BMP's
<input type="checkbox"/>	Maintenance of property associated with a single-family dwelling
<input type="checkbox"/>	Construction of a fence that will not alter drainage patterns
<input type="checkbox"/>	Construction of utilities within an existing paved roadway that will not permanently alter drainage patterns
<input type="checkbox"/>	Emergency repairs to any stormwater management facility per listed conditions

If the project proposes a disturbance greater than 5,000 square feet, and at least one of the five boxes above are not checked, a Permit Application is required. Continue this checklist.

<input type="checkbox"/>	<b>Disturbance of impact greater than 20,000 square feet</b>
<input type="checkbox"/>	<b>Impact is not solely related to construction or reconstruction of a roadway</b> (If solely related to Roadway reconstruction, no application is required unless greater than 43,560 square feet of disturbance is required.)
<input type="checkbox"/>	<b>Subdivision or phasing of more than three lots</b>
<input type="checkbox"/>	<b>Proposed work in or adjacent to a wetlands or wetlands buffer</b>
<input type="checkbox"/>	<b>Construction of utilities requiring contiguous ground disturbance greater than 20,000 square feet</b>
<input type="checkbox"/>	<b>The utility work is completely contained within the limits of an existing paved roadway (A Permit is required, however, no Plan is required)</b>
<input type="checkbox"/>	<b>Disturbance or impact greater than 43,560 square feet and is only related to construction or reconstruction of a roadway</b>
<input type="checkbox"/>	<b>Proposed work in or adjacent to disturbed critical areas</b>

If any of the above boxes are checked, a Permit Application and Stormwater Management and Erosion Control Plan **ARE** required.



**INITIAL (AND FINAL) APPLICATION  
REQUIREMENTS (5.32.090.A)**

	ON PLAN	NOT APPLICABLE	WAIVER REQUESTED	EXPLANATION
1. Drawings Shall Include:				
a. Locus Map showing property boundaries	✓	☐	☐	_____
b. North arrow, scale and date	✓	☐	☐	_____
c. Property lines	✓	☐	☐	_____
d. Easements	✓	☐	☐	_____
e. Structures, utilities, roads and other paved areas	✓	☐	☐	_____
f. Topographic contours	✓	☐	☐	_____
g. Critical Areas	☐	☐	☐	_____
h. Drainage Features	✓	☐	☐	_____
i. Surface water	☐	✓	☐	_____
ii. Wetlands	☐	✓	☐	_____
iii. Drainage patterns	☐	☐	☐	_____
iv. Watershed boundaries	✓	☐	☐	_____
i. Vegetation	✓	☐	☐	_____
j. Limits of work	✓	☐	☐	_____
2. NCSS/SSSNNE Soils information related to highly erodible soils	✓	☐	☐	_____
3. Construction details & application procedures for temporary and permanent stormwater management and erosion and sediment control BMP's	✓	☐	☐	_____
4. Areas and timing of soil disturbance	✓	☐	☐	_____





	ON PLAN	NOT APPLICABLE	WAIVER REQUESTED	EXPLANATION
5. A schedule for self-inspection and maintenance of all BMP's	✓	☐	☐	
6. Narrative section including discussion of each measure, its purpose, construction sequence, its installation timing as they apply to the site	✓	☐	☐	
7. If no Infiltration or Exfiltration is proposed skip to question 9	☐	☐	☐	
a. Test pit information	✓	☐	☐	
b. Estimated seasonal high water table elevations	✓	☐	☐	
8. Calculations for the infiltration or exfiltration system	✓	☐	☐	
9. Any requested studies	✓	☐	☐	
10. Name, address, stamp, and signature of	☐	☐	☐	
-Licensed Surveyor	✓	☐	☐	
-Licensed Civil Engineer	✓	☐	☐	
-Licensed Soil Scientist	✓	☐	☐	
-Licensed Wetland Scientist	✓	☐	☐	



**ADDITIONAL FINAL APPLICATION REQUIREMENTS (5.32.090.B)**  
 (If initial application, skip to question 13)

11. Construction Drawings/Supporting Documents:	ON PLAN	NOT APPLICABLE	WAIVER REQUESTED	EXPLANATION
a. A project narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Plan for stump and debris removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Topographic contours at two-foot (2') intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Surface waters, wetlands, and drainage patterns and watershed boundaries within the project area and within 200 feet of project boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Extent of 100-year floodplain boundaries if published or determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Areas of cut and fill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Locations of earth stockpiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Locations of equipment storage and staging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Locations of proposed construction and/or permanent vehicle or equipment fueling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Stump disposal plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l. Highlighted areas of poorly and very poorly drained soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1/29/2008



	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
m. Highlighted areas of poorly and/or very poorly drained soils proposed to be filled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n. Construction and earth movement schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o. Locations, descriptions, details, and design criteria and calculations for all sedimentation control measures and BMP's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p. Identification of all permanent control measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
q. Identification of permanent snow storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
r. Identification of snow management measures during construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
s. Description of the combination of sediment and erosion control measures which are required to achieve maximum pollutant removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. SWMP Contents must also include:				
a. Design calculations for all BMP measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. A proposed schedule for the inspection and maintenance of all BMP's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
c. Identification of all permanent control measures and responsibility for continued maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Drainage report with calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Plans showing the entire drainage area affecting or being affected by the development of the site. Proposed lot boundaries and drainage areas shall be clearly shown on the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. The direction of flow of runoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. The location, elevation, and size of all existing and proposed drainage features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. When detention structures are planned to reduce future condition peak discharge, the soil cover complex method shall be used to compute the runoff volume and peak discharge for designing the structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Copies of pertinent State and Federal Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





**13. OUTSIDE AGENCY REVIEW, PERMITTING AND APPROVALS**

Depending on the jurisdiction of outside agency authority, and prior to the acceptance of the Stormwater Application by the Planning Board, the applicant may be required to obtain approvals and permits for various aspects of the development from:

**REQUIRED COMMENTS**

- A. Milford Zoning Board of Adjustment  \_\_\_\_\_
- B. Milford Conservation Commission  \_\_\_\_\_
- C. Milford Water and Sewer Commissioners  \_\_\_\_\_
- D. Milford Heritage Commission  \_\_\_\_\_
- E. NH Department of Environmental Services (DES)
  - 1. State subdivision approval  \_\_\_\_\_
  - 2. Site specific  \_\_\_\_\_
  - 3. Utility extensions  \_\_\_\_\_
  - 4. Wetlands dredge and fill  \_\_\_\_\_
- F. NH Department of Transportation (NHDOT)  \_\_\_\_\_
- G. US Army Corps of Engineers  \_\_\_\_\_
- H. "Regional Impact" review  \_\_\_\_\_
- I. Other agencies as required (please list)  \_\_\_\_\_

**Note:**

Depending upon the type of review and permit, the Planning Board may require that the permit be obtained prior to final approval or as a condition of approval to be met prior to the signing of the final Subdivision or Site plan but not requiring a final meeting with the Planning Board.

**Signature of person preparing the Stormwater Application Checklist:**

The Town has the right to deny a permit if any information is missing and that by signing, the applicant is stating the information is accurate to the best of their knowledge.

**Name / Title**

*Bradley J. Casperson*  
Bradley J. Casperson, PE

**Date** 10/23/2023



Log  
Keach

**DECLARATION OF DRIVEWAY  
EASEMENT**

This Declaration of Driveway Easement is made this 3<sup>rd</sup> day of April, 2019, by Betsy P. Deasy, of 21 Linden Street, Milford, New Hampshire 03055 ("Declarant").

WITNESSETH:

WHEREAS, Declarant is the owner of certain property situated at 473 Nashua Street, Milford, New Hampshire, which property is also known as Lot 23 on Map 32 of the Town of Milford Tax Maps ("Lot 32-23"); and

WHEREAS, Declarant also is the owner of certain property situated at 477 Nashua Street, Milford, New Hampshire, which property is also known as Lot 22 on Map 32 of the Town of Milford Tax Maps ("Lot 32-22"); and

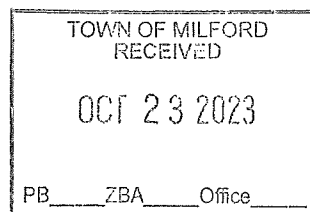
WHEREAS, Declarant acquired ownership of the two Lots by virtue of a deed recorded in Hillsborough County Registry of Deeds at Book 4564, Page 350, Lot 32-22 being Lot A in said deed and Lot 32-23 being Lot B in said Deed; and

WHEREAS, the driveway serving Lot 32-23 is partly located upon Lot 32-22; and

WHEREAS, the location of the driveway is shown on a plan of land entitled "Easement Plan, Map 32 Lots 22 & 23, 4738 477 Nashua Street, Milford, New Hampshire," dated February 26, 2019, prepared by Keach-Nordstrom Associates, Inc., and recorded in Hillsborough County Registry of Deeds as Plan No. 40109 ("the Easement Plan"); and

WHEREAS, the Easement Plan also shows an area labelled "Proposed Access Easement for Lot 23" (the "Easement Area"); and

WHEREAS, Declarant desires to impose upon Lot 32-22 a driveway easement for the benefit of Lot 32-23.



NOW THEREFORE, Declarant hereby declares that Lot 32-22 and Lot 32-23 shall hereafter be held, occupied, sold, transferred and conveyed subject to, and with the benefit of the easement, terms, and conditions hereinafter set forth.

#### ARTICLE I

There is hereby imposed upon Lot 32-22 an easement ("the Easement") for the benefit of Lot 32-23. The portion of Lot 32-22 subject to the Easement is the Easement Area shown on the Easement Plan, reference to which is made for a more particular description. The Easement shall be for the purpose of ingress to and egress from Lot 32-23 and Nashua Street by motorized vehicle, non-motorized vehicle and by foot. The driveway may be used for any purpose for which driveways are usually and customarily used. The Easement shall be non-exclusive, and the owner(s) of Lot 32-22 shall be entitled to use the Easement Area for any purpose that does not interfere with the use and enjoyment of the Easement by the owner(s) of Lot 32-23, except that the owner(s) of Lot 32-22 shall not use the Easement Area as a driveway, other than in emergency situations or temporary and infrequent occasions where use of the driveway serving Lot 32-22 is not possible or impractical. The owner(s) of Lot 32-22 shall not use the Easement Area for parking motor vehicles, storing any personal property or for recreation.

The Easement shall include the right to construct, maintain and repair a driveway within the Easement Area, including, but not limited to, grading, paving, sealing, snowplowing, de-icing, and sanding the driveway. Above-ground utilities shall not be installed without the written consent of the owner(s) of Lot 32-22. Underground utilities such as gas, water, sewer, electrical, telephone or telecommunication lines are permitted provided that any disturbance of the Easement Area is restored and left in a neat and attractive condition. The Easement shall include the temporary right, from time to time, to enter upon that portion of Lot 32-22 immediately adjacent to the driveway for the purpose of construction, installation, repair or maintenance of the driveway or utilities in accord with this Declaration, but all disturbed areas outside the Easement Area shall be restored to its prior condition immediately upon completion of any such activities.

#### ARTICLE II

The Easement Area shall continue to be private property. Neither the recording of the Easement Plan nor this Declaration shall be construed as an offer of dedication of the Easement Area or the driveway as a public way under the statutory or common law of the State of New Hampshire. Nor shall any approval of the Easement Plan by the Town of Milford constitute an approval of the Easement Area or the driveway as a public street. The Town of Milford shall have no obligation or right to maintain the Easement Area or the driveway.

#### ARTICLE III

The owner(s) of Lot 32-23 shall be solely responsible for the cost of the design, construction, maintenance, repair and any replacement of the driveway within the Easement Area.

ARTICLE IV

This Declaration creates an easement only and shall not be construed as creating a separate parcel of land or undivided interest in the land.

ARTICLE V

This Declaration may be amended only by an instrument in writing duly executed by the owner(s) of Lot 32-22 and Lot 32-23 and recorded in the Hillsborough County Registry of Deeds. No amendment that would be contrary to the zoning ordinances, subdivision regulations or other land use regulation of the Town of Milford, unless permitted by special exception, variance or waiver, shall be permitted, and no amendment that would impose any obligation upon the Town of Milford to accept the driveway as a public road or to otherwise maintain the driveway shall be effective without express approval of the Town of Milford.

ARTICLE VI

This Declaration shall be binding upon the Declarant and each of the successor owners of Lot 32-22 and Lot 32-23 and shall run with the land as a benefit and burden upon the lots.

Executed this 3<sup>rd</sup> day of April, 2019.

Betsy P. Deasy  
Betsy P. Deasy

STATE OF NEW HAMPSHIRE

COUNTY OF HILLSBOROUGH

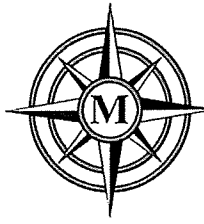
This instrument was acknowledged before me on April 3<sup>rd</sup>, 2019 by Betsy P. Deasy.



Brenda L. Butkus  
Notary Public/~~Justice of the Peace~~  
My commission expires:  
(Seal)

19-0120McCarthyDecDriveEas





# MERIDIAN LAND SERVICES, INC.

CIVIL ENGINEERING | LAND SURVEYING | PERMITTING | SOIL & WETLAND MAPPING | SEPTIC DESIGN | ENVIRONMENTAL

Office: 31 Old Nashua Road, Suite 2, Amherst, NH 03031  
Mailing: PO Box 118, Milford, NH 03055  
Phone: 603-673-1441 \* Fax 603-673-1584  
www.MeridianLandServices.com

**To:** Terrence (Terrey) Dolan  
Community Development Director  
Community Development Department  
1 Union Square  
Milford, New Hampshire 03055

**Date:** October 23, 2023

**Proj. No:** 12305.00

**Re:** Ciardelli Fuel Company - Non-Residential Site Plan  
Map 32 Lots 23 & 24-1  
Nashua Street (Route 101A)

Standard Mail     2<sup>nd</sup> Day     Overnight     Over Night Priority     Hand Deliver     To Be Picked Up

WE ARE SENDING YOU  Attached  Under separate cover via \_\_\_\_\_ the following items:

- Shop drawings     Prints     Plans     Samples     Specifications
- Copy of letter     Change order     Major Site Plan Application Package

COPIES	DATE	NO.	DESCRIPTION
1	10/23/23	15	Plan Set (11" by 17" sheets)
4	10/23/23	15	Plan Set (22" by 34" sheets)
1	10/10/23	2	Architectural Plans – Floor Plan & Exterior Elevations (22" by 34" sheets)
1	10/23/23	3	Application for Site Plan Approval (including Abutter List)
1	10/23/23	3	Application Checklist – Major Site Plan
1	10/23/23	3	Application for Voluntary Lot Merger
1	10/23/23	1	Aerial Exhibit (11" by 17" sheet)
1	10/23/23	52	Stormwater Management Report
1	10/23/23	2	Drainage Area Plans (enclosed within Stormwater Management Report)
1	4/4/19	3	Declaration of Driveway Easement
3	10/23/23	1	Abutters Labels
1	10/23/23	1	Stormwater Management Permit Application
1	10/23/23	8	Checklist for Stormwater Management Permit Applications

THESE ARE TRANSMITTED as checked below:

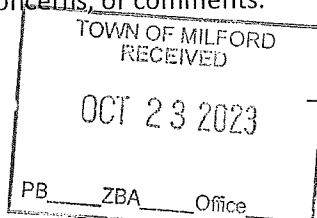
- For approval                       Approved as submitted                       Resubmit \_\_\_\_ copies for approval
- For your use                               Approved as noted                               Submit \_\_\_\_ copies for distribution
- As requested                               Returned for corrections                       Return \_\_\_\_ corrected copies
- For review and comment               \_\_\_\_\_
- FOR BIDS DUE:                               PRINTS RETURNED AFTER LOAN TO US

**REMARKS:**

Terrey - Enclosed is the Major Site Plan Application package for the October 23rd deadline/November 21st Planning Board meeting.

Please let me know if you have any questions, concerns, or comments.

Sincerely,



*Bradley Casperson*

Bradley J. Casperson, PE





**PLANNING DEPARTMENT PROJECT REVIEW SUMMARY SHEET**

Project Name: Ciardielli Fuel Co Case # - SP2023-05

Map/Lot: 32/23 + 24-1 app 2023 1309

Address: 467 Nashua St

Applicant: Michael + Heather Ciardielli 35 Mossman Rd

Property Owner: Matthew Ciardielli 467 Nashua St 603-673-1336

Consultant/Engineer: Meridian Bradley (M) person 603-673-1141

**TYPE OF APPLICATION:**

- Site Plan       Major /  Minor
- Subdivision       Major /  Minor /  Lot Line Adjustment
- Discussion/Conceptual Review       Design Review       Conditional Use Permit
- Other: \_\_\_\_\_

*paid Ciardielli check # 206681*

**ITEMS NECESSARY FOR COMPLETED APPLICATION:**

	Date Rec.	Notes:
<input type="checkbox"/> Completed & Signed Application	_____	_____
<input type="checkbox"/> Completed & Signed Plans	_____	_____
<input checked="" type="checkbox"/> Abutter List Signed & Verified	<u>9 abutters</u>	_____
<input type="checkbox"/> Application & Abutters Fees Paid	_____	_____
<input type="checkbox"/> Supporting Documents, if necessary	_____	_____

**DEPARTMENTAL REVIEW:**

Plans/documents were referred to the following for review and comment:

Departments	Date Referred	Date Comments Returned	Comments Attached	Date Comments to Applicant/Eng
Ambulance Department				
Assessing Department				
Building/Code Enforcement				
Conservation Commission				
DPW				
Fire Department				
Heritage Commission				
Police Department				
Water/Wastewater				
Other (list):				

Planning Department Staff Report(s): \_\_\_\_\_

**PLANNING BOARD PUBLIC MEETING/HEARING:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes:

\_\_\_\_\_  
 Performance Surety / Bond:  Yes  No Type: \_\_\_\_\_

\_\_\_\_\_  
 Registry of Deeds (if necessary):  Easement(s)

\_\_\_\_\_  
 Easements:  Yes  No Type: \_\_\_\_\_

\_\_\_\_\_  
 Date Plan Signed by Planning Board: \_\_\_\_\_

\_\_\_\_\_  
 Planning Board Notice of Decision Issued: \_\_\_\_\_

**FINAL DOCUMENTATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes:

\_\_\_\_\_  
Date: \_\_\_\_\_  Approval  
\_\_\_\_\_  
Date: \_\_\_\_\_  Conditional Approval  
\_\_\_\_\_  
Date: \_\_\_\_\_  Compliance Hearing  
\_\_\_\_\_  
Date: \_\_\_\_\_  Denial

\_\_\_\_\_  
Other Hearing Dates and Types of Hearing(s): \_\_\_\_\_

\_\_\_\_\_  
Date of Public Hearing(s): \_\_\_\_\_

\_\_\_\_\_  
Does Project Have Regional Impact?  Yes  No

\_\_\_\_\_  
If yes, date of Regional Impact Hearing: \_\_\_\_\_