

APPLICATION FOR SITE PLAN APPROVAL

CONTACT INFORMATION

Property Owners(s): Name: Chappell Properties, LLC
Address: 454 N.H. Route 13 South, Milford, NH 03055

Telephone Number: 603-496-7568 Fax: _____
Email Address: kent@chappelltractor.com

Applicant: Name: *Same as Owner*
(if different from above) Address: _____

Telephone Number: _____ Fax: _____
Email Address: _____

Engineer/ Name: Fieldstone Land Consultants, PLLC c/o Chad Branon
Surveyor/ Address: 206 Elm Street, Milford, NH 03055
Architect: _____

Telephone Number: 603-672-5456 Fax: _____
Email Address: cebranon@fieldstonelandconsultants.com
Primary Contact Person: Chad Branon, P.E.

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)

MAR 18 2024

PB ZBA Office

SITE INFORMATION

LOCATION: Tax Map Number 48 Lot(s) 8 ZONING DISTRICT: ICI
 ROAD FRONTAGE ON: N.H. Route 13 South & Old Brookline Road TOTAL SITE AREA: 2.740 acres
 BRIEF DESCRIPTION OF PROJECT: This project proposed to convert 40' of an existing self-storage building into a garage for Chappell Detailing. The garage will have 3 bays and an office that will be serviced by well & septic. Existing mobile storage units will be removed to make room for parking.
 NAME OF EXISTING OR PROPOSED SITE PLAN: Chappell Detailing Garage

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.

Kent Chappell, Owner
 Name (please print) and Title

3/15/24
 Date

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.

Kent Chappell
 Owner's Signature

3/15/24
 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.

Kent Chappell
 Applicant's Signature

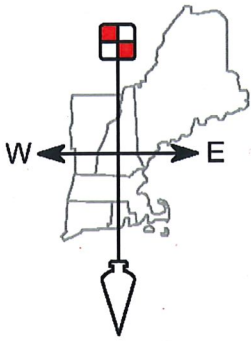
3/15/24
 Date

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.

Charlie Beebe
 Agent's Signature

3/15/24
 Date



FIELDSTONE

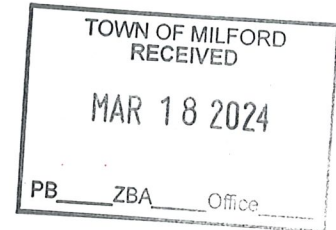
LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

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March 18, 2024

Town of Milford Planning Board
Attn: Mr. Terrey Dolan, Town Planner
1 Union Square
Milford, NH 03055



RE: Chappell Properties, LLC – Chappell Detailing Garage
Minor Site Plan Application for Tax Map Parcel 48-8
(Waiver Request Letter)

Dear Planning Board Members,

As agent for Chappell Properties, LLC, Fieldstone Land Consultants, PLLC hereby requests the following waiver from the Town of Milford Development Regulations, regarding the above referenced project:

1. Development Regulations 6.08.6 & 6.08.7 – Landscaping along building frontages & Landscaping Parking Lots and Access Ways:

Section 6.08.6 and 6.08.7 of the Milford Development Regulations outline the requirements for landscaping along building frontages and landscaping for parking lots and access ways respectively. The proposed development includes converting 40 feet of an existing self-storage building into a garage. This will not require any additional building to be constructed. The parking for the garage will be provided in the location of three existing mobile storage units that will be removed so no additional gravel or pavement will be required.

Section 6.08.6 requires a minimum of one (1) shrub for every five (5) feet of building frontage to be provided. The proposed minor site plan application does not include the construction of any new buildings, and includes the removal of three mobile storage buildings. The existing site has natural vegetated buffers to the south and west which are to remain and no other existing landscaping will be removed. Since this project is not proposing any additional building coverage, no impacts to existing foliage are proposed, and the improvements are so minor, we are requesting a waiver from section 6.08.6, that requires landscaping along building frontages.

Section 6.08.7 of the Milford Development Regulations lists the landscaping for parking lots and access ways requirements. This includes a ten-foot (10') wide landscaped strip between paved areas and abutting properties or public right-of-way with a minimum of one (1) shade

Chappell Properties, LLC
Site Plan Application for Tax Map Parcel 48-8
(Waiver Request Letter)

tree per thirty (30) linear feet of the landscaped strip. Landscaping within parking lots or green space encompassing not less than five (5%) percent of the total parking area shall also be required. The proposed development is not proposing any increase to existing impervious area or landscaping on site. The parking on site includes four (4) spaces that are located on existing pavement. The parking area is so minor and small that requiring interior landscaping would hinder traffic circulation and would not provide a benefit to the site or adjacent properties. The site also has existing naturally vegetated buffers to the south and west. There is a sloped lawn area to the east (toward Route 13) and to the north (towards an adjacent commercial property). Due to the minor nature of the site conversion along with maintenance of existing vegetation we are requesting a waiver from section 6.08.7 of the Milford Development Regulations regarding Landscaping parking lots and access ways.

For all the reasons outlined above we are respectfully requesting that the Board waive these requirements for the submission of this project.

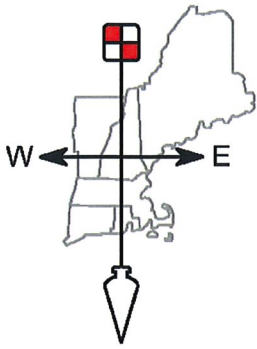
Thank you for your consideration.

Very truly yours,
FIELDSTONE LAND CONSULTANTS, PLLC

Charlie Ritchie

Chuck L. Ritchie, E.I.T.
Project Engineer





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www.FieldstoneLandConsultants.com

March 15, 2024

Town of Milford - Planning Department
1 Union Square
Milford, NH 03055

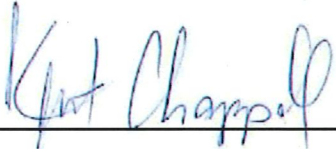


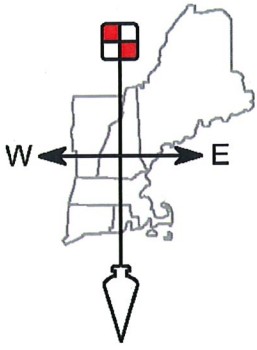
RE: **Letter of Authorization:**
Chappell Properties, LLC (Owner & Applicant)
Tax Map Parcel 48-8
NH Route 13 South

To Whom It May Concern:

The undersigned being the owner of the above referenced lot hereby authorizes Fieldstone Land Consultants, PLLC to act as their agent in filing and seeking all necessary approvals from local, state and federal agencies.

Very truly yours,

Signature:  Print: Kent Chappell Date 3/15/24



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Fee Breakdown:

- **Minor Site Plan** – \$100.00 Flat Fee
\$100.00
- **Legal Notice Publication** - \$75.00 (advertising cost)
- **Abutter Fee** – \$4.40 + \$1.00 per Abutter
\$5.40 x 39 Abutters = **\$210.60**

TOTAL: \$385.60

Ch # 100693

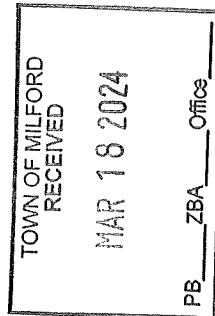
SUBDIVISION APPLICATIONS		
Type of Development Application	Fees (Effective 4/1/23)	Abutter Notification
<i>Discussion/Conceptual Review</i>	\$75.00 Flat fee	N/A
<i>Design review (preliminary plan)</i>	\$100.00 Flat fee + \$25 per affected lot	Yes (see Note #2)
<i>Lot Line Adjustment</i>	\$100 Flat fee + \$50 per affected lot	Yes (see Note #2)
<i>Minor Subdivision</i> <i>Condominium conversions</i>	1-2 new lots \$150.00 Flat fee + \$25 per new lot \$150.00 Flat fee + \$25 per condo	Yes (see Note #2) Yes (see Note #2)
<i>Major Subdivision</i>	3-5 new lots \$200.00 Flat fee + \$50 per new lot 6 or more new lots \$200.00 Flat fee + \$100 per new lot	Yes (see Note #2) Yes (see Note #2)
<i>Mapping Fees</i> <i>Lot Line Adjustment</i> <i>Subdivisions</i>	\$50.00 Flat fee \$50.00 per new lot	N/A N/A
<i>Reviews (see note #1)</i> <i>Subdivision Roads</i> <i>Subdivision Drainage</i>	\$100.00 Flat fee \$100.00 Flat fee	N/A N/A

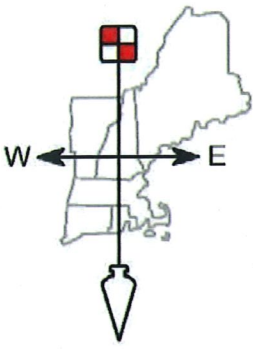
SITE PLAN APPLICATIONS		
Type of Development Application	Fees (Effective 4/1/23)	Abutter Notification
<i>Minor Site Plan - Change of Use</i> <i>No new construction or site disturbance</i>	\$100.00 Flat fee	Yes (see Note #2)
<i>Minor Site Plan (less than 600SF of site disturbance)</i> <i>New structures, additions, Gravel / Earth Removal</i>	\$100.00 Flat fee inclusive of additional building footprint	Yes (see Note #2)
<i>Major Site Plan</i> <i>All non-residential uses</i>	\$200.00 Flat fee plus \$100/1000 SF of additional building area.	Yes (see Note #2)
<i>Design review (preliminary plan)</i>	\$150.00 Flat fee inclusive of additional building footprint	Yes (see Note #2)
<i>Amendments to Site Plans</i> Both Approved and Conditionally Approved With site disturbance inclusive of new structures	\$100.00 Flat fee plus \$100/1000 SF of additional inclusive of new footprint	Yes (see Note #2)
<i>Site Plan for gravel/earth removal</i> <200K SF of site disturbance >200K SF of site disturbance	\$1,250.00 Flat fee \$1,250 plus \$500/additional 100K SF of disturbance	Yes (see Note #2)
<i>Reviews (see note #1)</i> <i>Site Plan Drainage</i>	\$75.00 Flat fee	N/A

Miscellaneous Fees and Charges		
Type of Application	Fees (effective 4/1/23)	Abutter Notification
<i>Waiver of Site Plan review</i>	\$75.00 Flat fee	Call the office
<i>Waiver request (not part of an official application)</i>	\$75.00 Flat fee	Call the office
<i>Extension of Subdivision/Site Plan</i> Both Approved and Conditionally Approved	\$75.00 Flat fee	Call the office
<i>Modifications of approval conditions</i>	\$75.00 Flat fee	Call the office
<i>Scenic Road Public Hearings</i>	\$75.00 Flat fee + advertising costs	N/A
<i>Regional Impact Hearings</i>	\$75.00 Flat fee + advertising costs	Yes (see Note #2)
<i>Gravel permit (Including Renewals)</i>	\$100.00 Flat fee	N/A
<i>Miscellaneous applications to Planning Board</i>	\$75.00 Flat fee	Call the office
<i>Recording fees</i>	To be determined	Call the office

Notes:

- Does not include any costs associated with use of outside consultants as required by the Planning Board; said costs to be borne by the applicant.
- Abutter notification fee is the current USPS certified postage rate plus \$1.00 per abutter including property owners, applicant and engineer.
- Legal Notice publication fee is \$75.00 (advertising cost)





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March 18, 2024
FLC#528.09 /CDF

List of Abutters
Tax Map 48 Lot Number 8
Milford, New Hampshire

Map 48 Lot 5, 6, 7, 8 & 10
Chappell Properties, LLC
454 NH Route 13 South
Milford, NH 03055-3415

Map 47 Lot 27-33 & 34
Ashley Commons
Linda Davis Treasure
18 Ashley Drive
Milford, NH 03055-3449

Map 48 Lot 28
Deborah Barss
Barry F. Buck
57 Old Brookline Road
Milford, NH 03055-3428

Map 48 Lot 14-3
Currier's Self Storage, LLC
P.O. Box 881
Milford, NH 03055-0881

Map 48 Lot 11
Nathan A. & Katie D. Revocable Trust
Nathan A. & Katie D. Trustees
159 Boynton Hill Road
Milford, NH 03055-3415

Map 48 Lot 9
Bradcore Holdings LLC
454 NH Route 13 South
Milford, NH 03055-3415

Map 48 Lot 19
Corely R. Chappel Family Rev. Trust 2020
Corey R. & Sarah J. Chappel Co Trustees
17 Federal Hill Road
Milford, NH 03055

Map 47 Lots 27, 27-31, 27-32
Ashley Commons
Common Land
18 Ashley Drive
Milford, NH 03055

Tax Map 48 Lot 12
Nelson H. & Lori A. Taylor
484 NH Route 13 South
Milford, NH 03055

Map 47 Lot 27-2
Graham Gordon Revocable Living Trust
Graham Gordon Trustee
8 Ashley Drive
Milford, NH 03055

Map 47 Lot 27-3
Robert & Tammis E. Johnson
10 Ashley Drive
Milford, NH 03055

Map 47 Lot 27-4
Ronald S. Burrows
34 Dow Road
Mont Vernon, NH 03057

Map 47 Lot 27-5
Michael A. & Linda J. Davis
18 Ashley Drive
Milford, NH 03055-3449

Map 47 Lot 27-6
Meredith M. Ham
20 Ashley Drive
Milford, NH 03055-3449

Map 47 Lot 27-7
Mark S. Wilson
22 Ashley Drive
Milford, NH 03055-3449

Map 47 Lot 27-8
Clarke Family Rev. Trust
Robert P. & Linda S. Clarke
26 Ashley Drive
Milford, NH 03055-3449

Map 47 Lot 27-9
Ryan H. & Julie A. Anderson
28 Ashley Drive
Milford, NH 03055-3449

Map 47 Lot 27-10
Phillip & Cynthia Dunn
30 Ashley Drive
Milford, NH 03055-3449

Map 47 Lot 27-11
Jennifer W. Quinlan
Peter M. Reynolds
32 Ashley Drive
Milford, NH 03055

Map 47 Lot 27-12
Camille L. Bernard Rev Trust
34 Ashley Drive
Milford, NH 03055-3449

Map 47 Lot 27-13
Richard A. & Theresa R. Welch
38 Ashley Drive
Milford, NH 03055-3449

Map 47 Lot 27-16
William R. & Brenda L. Wilson
37 Ashley Drive
Milford, NH 03055-3451

Map 47 Lot 27-19
Claude F. Wilson III
Danielle A. Dry
6 Trevor Court
Milford, NH 03055-3452

Map 47 Lot 27-22
Bruce D. & Betsy W. Wasson
12 Trevor Court
Milford, NH 03055

Map 47 Lot 27-25
Debra J. Balcom
15 Trevor Court
Milford, NH 03055-3452

Map 47 Lot 27-28
John Hamberger
29 Ashley Drive
Milford, NH 03055

Map 47 Lot 14
Patti A Lianos Rev. Trust
40 Ashley Drive
Milford, NH 03055

Map 47 Lot 27-17
Joshua N. Parsons
Jamie L. Pike
35 Ashley Drive
Milford, NH 03055

Map 47 Lot 27-20
Peter P. & Julie Dupuis
8 Trevor Court
Milford, NH 03055-3452

Map 47 Lot 27-23
Christina A. Sigclaire
Kristen Sigclaire
14 Trevor Court
Milford, NH 03055

Map 47 Lot 27-26
Dale B. Hewett
11 Trevor Court
Milford, NH 03055-3452

Map 47 Lot 27-29
Wiley Burke & Kathryn E. Rentz Rev. Trust
25 Ashley Drive
Milford, NH 03055-3450

Map 47 Lot 15
Francis G. Cisewski, Jr.
Tammy Cisewski
39 Ashley Drive
Milford, NH 03055

Map 47 Lot 27-18
Lynn M. Devine
2 Trevor Court
Milford, NH 03055-3452

Map 47 Lot 27-21
Joseph Henry IV & Kathleen J. Fay
10 Trevor Court
Milford, NH 03055-3452

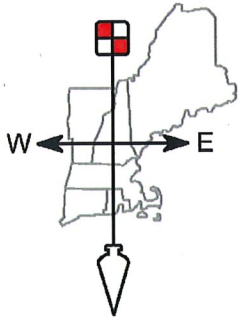
Map 47 Lot 27-24
Graham E. & Carol A. Balcom
24 Trevor Court
Milford, NH 03055-3452

Map 47 Lot 27-27
Esad Midzic
Adelaida Ugljanin
5 Trevor Court
Milford, NH 03055

Map 47 Lot 27-30
John M. & Anita S. Stevens III
19 Ashley Drive
Milford, NH 03055-3450

Engineer:
Fieldstone Land Consultants, PLLC
206 Elm Street
Milford, NH 03055

LETTER OF TRANSMITTAL

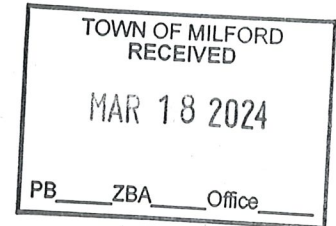


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To: Town of Milford
1 Union Square
Milford, NH 03055
Attn: Terrey Dolan, Town Planner

Date: March 15, 2024

Re: Chappell Properties, LLC – Tax Map Parcel 48-8
Chappell Detailing Garage - Minor Site Plan Submission

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

- Shop drawings Prints Plans Samples Specifications
 Copy of letter Change order

COPIES	DATE	NO.	DESCRIPTION
1			Minor Site Plan Application w/ Fees
1			Minor Site Plan Checklist
1			Waiver Request Letter
1			Letter of Authorization
1			Abutter's List w/ Labels
1			Architectural Plans
4			22"x34" Full-Size Plan Set
1			11"x17" Half-Size Plan Set

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:

We are submitting the above listed items to get on the April 16th, 2024 Planning Board meeting agenda. Please contact me should you need any additional information or materials or have any questions.
Thank you,

Charlie Ritchie

Chuck L. Ritchie, E.I.T.



TOWN OF MILFORD, NH

Application Checklist

MINOR SITE PLAN



Minor Site Plan: An application of six hundred (600) square feet, or less, 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 Chappell Detailing Garage

Map(s) 48 Lot(s) 8

Required			Submitted		Waived
YES	NO		YES	NO	
			General Submission Requirements		
		1. Complete, signed Application	X		
		2. Four (4) large 22" x34" copies and one (1) reduced 11" x 17" copy	X		
			Plan Information		
		A. Name, address & signature of applicant	X		
		B. Name, address & signature of owner (if different from applicant)	X		
		C. Name & address of person/firm preparing plan	X		
		D. Names & address of all abutters	X		
		E. North arrow	X		
		F. Scale	X		
		G. Date Prepared	X		
		H. Locus map	X		
		I. Property boundary lines with distances and angles to scale	X		
		J. Lot area, frontage & associated minimum zoning requirements	X		
		K. Current zoning of property	X		
		L. All existing buildings, parking & driveways	X		
		M. Building setback lines	X		

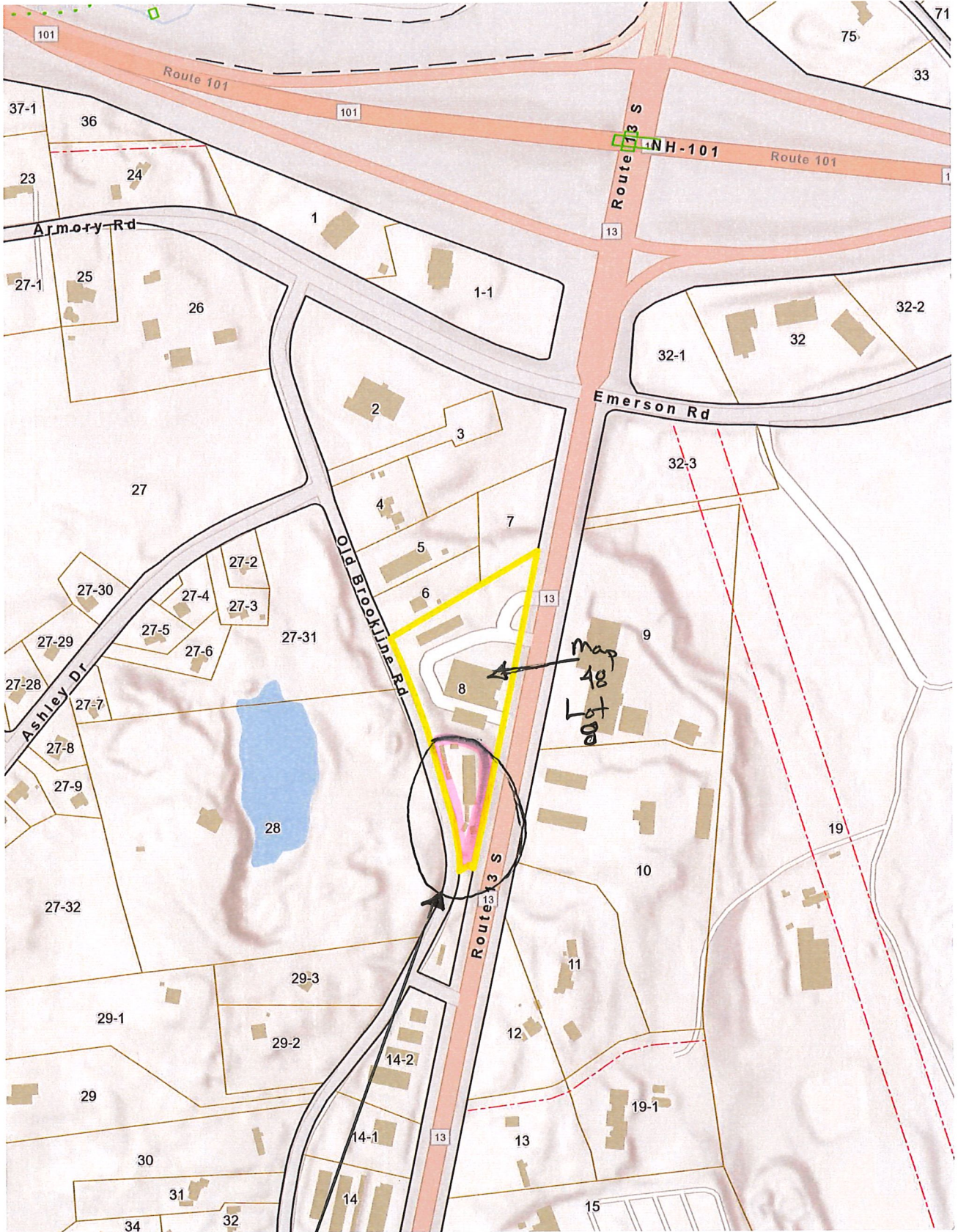
MAR 18 2024

PB ZBA Office

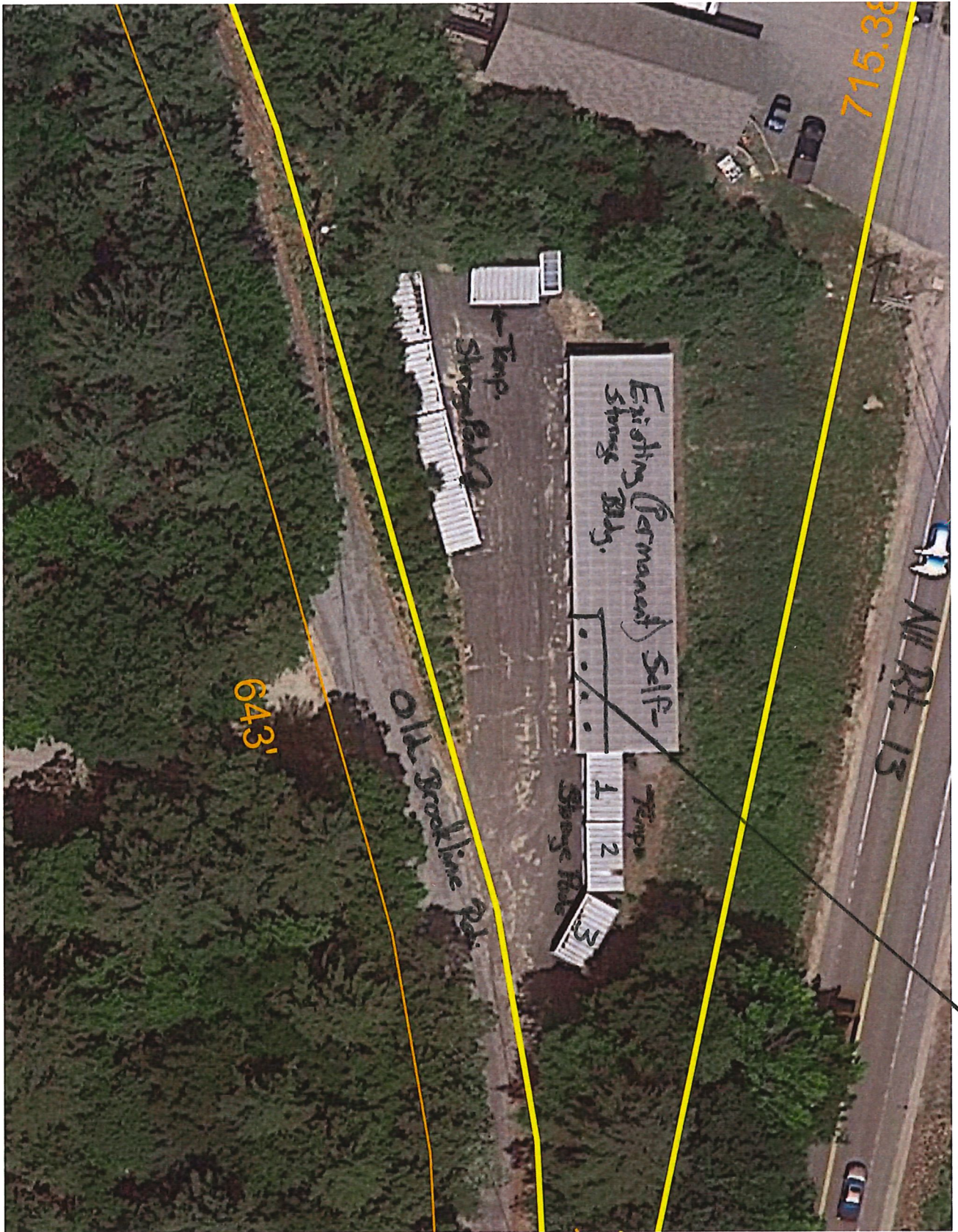
Required			Submitted		Waived
YES	NO		YES	NO	
General Submission Requirements					
		N. Location of proposed addition(s)	X		
		O. Flow of traffic	X		
		P. All existing utilities (i.e. sewer, water, electric & gas)	X		
		Q. Provisions for storage of recycling and refuse	X		
		R. Location, size and detail of signs	X		
		S. Location, size and detail of exterior lighting	X		
		T. Location, size and detail of storage tanks	X		
		U. Proposed and current landscaping with detail table			X
		V. Snow storage locations	X		
		W. Note defining the Purpose of the plan	X		
		X. Note referencing and/or depictions on the plan of all easements, rights-of-way and deeded property restrictions.	X		
		Y. Note detailing applicable impact fees	X		
		Z. Note detailing Open Space calculations	X		
		AA. Note detailing Flood Hazard information	X		
		BB. Note detailing Groundwater Protection District information	X		
		CC. Architectural details	X		
		DD. Note detailing any approved waivers	X		
Other Information (as necessary)					
		1. Stormwater Management and Erosion Control permit if > 5000 SF of land disturbance (see Stormwater Management and Erosion Control Regulation)	N/A		
		2. Alteration of Terrain Permit from NH DES	N/A		
		3. All new deeds, easements, covenants and rights-of-way on property	N/A		
		4. Any other State/Federal Permits	N/A		

Signature of person preparing the Minor Site Plan Application Checklist:

Name/Title: Chuck Ritchie, E.I.T. (Agent) Date: 3/15/2024



Chappell Auto Detailing
Case SP# 2024-05



Temp. Storage Pods
(1-3) to be removed
Case SP# 2024-05 (Chappell Auto Detailing)

4
Units
to be
Converted
for
Auto-
Detailing
&
Office
(± 1,200
sq. ft.)
total