

APPLICATION FOR SITE PLAN APPROVAL

CONTACT INFORMATION

Property Owners(s): Name: Hitchiner Manufacturing Company, Inc.
Address: 594 Elm Street
Milford, NH 03055
Telephone Number: (603) 673-1100 Fax:
Email Address: Anthony_Rodrigues@hitchiner.com

Applicant: Name: (same as above)
Address:
Telephone Number: Fax:
Email Address:

Engineer/Surveyor/Architect: Name: Hayner/Swanson, Inc.
Address: 3 Congress Street
Nashua, NH 03062
Telephone Number: (603) 883-2057 Fax:
Email Address: eblatchford@hayner-swanson.com
Primary Contact Person: Earle Blatchford

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)

SITE INFORMATION

LOCATION: Tax Map Number D2 Lot(s) 13-6 ZONING DISTRICT: Industrial
ROAD FRONTAGE ON: Old Wilton Rd.: 876.08' Hitchiner Way: 848.47' TOTAL SITE AREA: 14.363 acres
BRIEF DESCRIPTION OF PROJECT: Amend previous Site Plan approval to demolish existing 17,000 SF Administration Building and construct new partial 2-story, 57,000 SF Administration Building with appurtenant site improvements.
NAME OF EXISTING OR PROPOSED SITE PLAN: Proposed Administration Building

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.
Anthony Rodriguez Director Facilities 1/22/2024
Name (please print) and Title 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.
[Signature] 1/22/2024
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] 1/22/2024
Applicant's Signature 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.
[Signature] 1/19/24
Agent's Signature Date



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 Hitchiner Manufacturing Proposed Administration Building

Map(s) D-2 Lot(s) 13-6

Required			Submitted		Waived
YES	NO		YES	NO	
General Submission Requirements					
x		1. Complete, signed Application	x		
x		2. Four (4) large 22" x34" copies and one (1) reduced 11" x 17" copy	x		
Plan Information					
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	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	4.	NH Water Supply and Pollution Control Commission for septic systems		
	x	5.	All new deeds, easements, covenants and rights-of-way on property		
	x	6.	NH DOT or Milford DPW Driveway Permit		
	x	7.	NH DES Shoreland Protection Permit		
	x	8.	Any other State/Federal Permits		

*Copy of application submittal / approval pending completion of review.

Signature of person preparing the Major Site Plan Application Checklist:

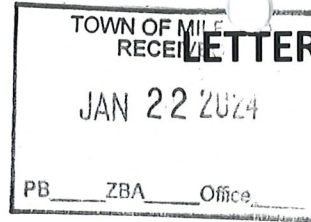
Name/Title: Earle D. Blatchford Date: 1/19/24
 Earle Blatchford, Senior Project Manager, Hayner/Swanson, Inc.

Hayner/Swanson, Inc.

Civil Engineers/Land Surveyors

Three Congress Street, Nashua, NH 03062-3399

Tel (603)883-2057 Fax (603)883-5057



LETTER OF TRANSMITTAL

To:
Milford Community Development Dept.
1 Union Square
Milford, NH 03055

Date:	1/22/24	Job #:	1109-AB
Attn:	Terrey Dolan, Director		
RE:	Hitchiner Manufacturing		
	Proposed Administration Building		
	Corner of Hitchiner Way & Old Wilton Road		
	(Map D-2, Lot 13-6)		
	Milford, NH		

WE ARE SENDING YOU

Attached Under separate cover via _____ the following items:

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

COPIES	DATE	NO.	DESCRIPTION
1	1/19/24	--	Application & Checklist for Site Plan
1	1/18/24	--	Abutter List and Mailing Labels
3	1/18/24	1-16 of 16	Site Plan & Building Plans (24"x36")
1	1/18/24	1-16 of 6	Site Plan & Building Plans (11"x17")
1	--	--	Project Narrative
1	1/19/24	--	Parking Letter
			The check for the \$5,238.25 submittal fee is being submitted separately.

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 prints
 For review and comment _____
 FOR BIDS DUE _____, 19 _____ PRINTS RETURNED AFTER LOAN TO US

REMARKS: The attached application is submitted for the February 20, 2024 Planning Board hearing.

Sincerely,


Earle D. Blatchford
Senior Project Manager

cc: Anthony Rodrigues, Hitchiner Manufacturing Co., Inc.

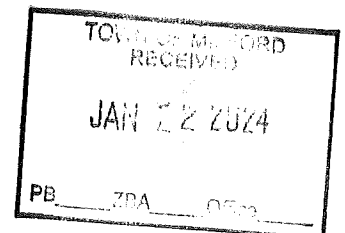
(If enclosures are not as noted, please notify us immediately.)

ABUTTER LIST

Job No 1109-MM

January 18, 2024

Map	Lot No.	Name & Address
OWNER(S):		
D-2	13-6, 13-11	Hitchiner Manufacturing Co.
D-3	7-20	594 Elm Street Milford, NH 03055
ABUTTERS:		
D-2	7-26, 7-26-1	Roger A. Bucknam 42 Wheeler Road Hollis, NH 03049
D-2	13-3, 13-4	State of New Hampshire Dept. of Environmental Services 6 Hazen Drive, P. O. Box 95 Concord, NH 03302-0095
D-2	13-5	Odner Holographics, Inc. 5 Lake Front St. Amherst, NH 03031
D-2	13-11-1	Suburban Propane, Inc. One Suburban Plaza 240 Route 10 West, P.O. Box 206 Whippany, NJ 07981-0206
D-3	14-1	Melendy Limited Partnership P.O. Box 175 Lyndeborough, NH 03082-0175
D-3	14-7	83 Old Wilton Road, LLC 81 Old Wilton Road Milford, NH 03055
D-3	14-7-1	INFECT, LLC P.O. Box 155 Milford, NH 03055-0155
		Boston & Maine Corporation c/o Pan Am Railways, Inc. 1700 Iron Horse Park N. Billerica, MA 01862
		James Petropulos, PE Hayner/Swanson, Inc. 3 Congress Street Nashua, NH 03062-3301



Lee Gagnon, LLS
Hayner/Swanson, Inc.
3 Congress Street
Nashua, NH 03062-3301



PROJECT NARRATIVE
Proposed Administration Building
Hitchiner Manufacturing Company, Inc.
594 Elm Street
Milford, New Hampshire



The project area under consideration is in the southwesterly portion of the larger Hitchiner Manufacturing parcel identified as Tax Map D-2, Lot 13-6 which is located at 594 Elm Street in Milton, NH. The parcel is located in Milford's Industrial Zoning District and the existing and proposed manufacturing uses are allowed by right in this zone. The 14.636 acre site (following voluntary merger of 3 lots) is bordered on the north by the B&M Railroad right-of-way that abuts the southerly sideline of Elm Street. The project site is bordered along the west by Hitchiner Way, the south by Old Wilton Road, and the east by industrially zoned properties. The site is presently developed with two large manufacturing/office/warehouse buildings (Plant 1 & Plant 5), a medium sized manufacturing/office/warehouse building (Administration Building), and two residential sized office buildings and a 50-seat restaurant; totaling 245,600 SF. There are currently 256 parking spaces, and appurtenant site improvements on Lot 13-6.

The proposed improvements call for the demolition of the existing 17,850+/- SF Administration Building, located at the corner of Hitchiner Way and Old Wilton Road, and the construction of a new partial 2-story, 57,000+/- SF Administration Building for manufacturing, office, and warehouse uses. The proposal will decrease parking by 9 spaces to 247 spaces. Total building area will increase to 284,750 SF. Two loading docks will be located on the westerly end of the proposed building.

The site is currently serviced by municipal water and sewer; as well as power, telephone, cable, and natural gas. The proposed stormwater management system design incorporates a closed drainage system consisting of new drain manholes,

underground pipes, and stormwater detention basins; which in-turn will be directed to the existing closed drainage system that discharges to the large existing stormwater detention pond located on the easterly side of the property.

There is no disturbance of the jurisdictional wetlands or wetland buffer is proposed by the project. The total area of proposed disturbance for this project is 98,000+/- SF and an NHDES Alteration of Terrain Permit and Town of Milford Stormwater Permit will be required for this project.



Hayner/Swanson, Inc.

Civil Engineers/Land Surveyors

January 19, 2024
Job No.1109-AB

Mr. Terrence Dolan, Community Development Director
Town of Milford Community Development Department
Town Hall
One Union Square
Milford, NH 03055



**RE: PROPOSED NEW ADMINISTRATION BUILDING
HITCHINER MANUFACTURING COMPANY, INC.
594 ELM STREET (TAX MAP D-2, LOT 13-6)
MILFORD, NH**

Dear Terrey:

On behalf of our client, Hitchiner Manufacturing Company, Inc., we are writing this letter to provide additional information relative to employee counts and on-site parking on the entire Hitchiner Manufacturing campus in the immediate area around the proposed new Administration Building. This is in support of the Site Plan Application for the proposed 57,000+/- square foot, partial 2-story Administration Building to provide additional manufacturing/office/warehouse space to the existing Hitchiner Manufacturing facilities located at 594 Elm Street. The following tables break down the square footage uses of the entire facility, including the Metal Casting Technology building and 96 Old Wilton Road.

Using parking requirements from the Milford Development Regulations, and including the proposed building, the parking required breaks down as follows:

Required Parking:

Use:	Existing:	Proposed:
1. Existing Manufacturing (184,595 SF x 1 space/600 SF)	307 spaces	307 spaces
2. Proposed Manufacturing Expansion (39,120 SF x 1 space/600 SF)	-----	65 spaces
3. Office: (91,500 SF x 3 spaces/1,000 SF)	275 spaces	275 spaces
4. Restaurant: (50 seats x 1 space/ 3 seats)	17 spaces	17 spaces
Total Parking Required	599 spaces	664 spaces

Based on current parking counts, following is the total parking provided throughout the campus:

Parking Provided:

<u>Location:</u>	<u>Existing:</u>	<u>Proposed:</u>
1. Plants 1&5	233 spaces	204 spaces
2. Suburban Propane Lease Lot	159 spaces	159 spaces
3. Metal Casting Technology	37 spaces	37 spaces
4. Administration	7 spaces	20 spaces
5. The Barn	7 spaces	7 spaces
6. The White House	10 spaces	10 spaces
7. 96 Old Wilton Road	80 spaces	80 spaces
Total Parking Provided	533 spaces	524 spaces

Approximate current staffing per shift is as follows. The proposed project will add 20-30 new staff over the 3 shifts.

Shift 1:	313
Shift 2:	97
<u>Shift 3:</u>	<u>27</u>
Totals:	437

Please feel free to contact me at this office if you have any additional questions regarding this matter.

Sincerely,



Earle D. Blatchford
Senior Project Manager
Hayner/Swanson, Inc.

cc: Anthony Rodrigues, Hitchiner Manufacturing Co., Inc.