



City of Portsmouth, New Hampshire

Wetland Conditional Use Permit Application Checklist

This wetland conditional use permit application checklist is a tool designed to assist the applicant in the planning process and for preparing the application for Conservation Commission and Planning Board review. The checklist is required to be uploaded as part of your wetland conditional use permit application to ensure a full and complete application is submitted to the Planning and Sustainability Department and to the online portal. A pre-application conference with a member of the Planning and Sustainability Department is encouraged as additional project information may be required depending on the size and scope of the project. The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all wetland conditional use permit requirements. Please refer to Article 10 of the City of Portsmouth Zoning Ordinance for full details.

Applicant Responsibilities: Applicable fees are due upon application submittal to the Planning Board (no fees are required for Conservation Commission submission). The application will be reviewed by Planning and Sustainability Department staff to determine completeness. Incomplete applications which do not provide required information for the evaluation of the proposed site development shall not be provided review by the Conservation Commission or Planning Board.

Name of Applicant: Chasco Date Submitted: 11/4/2025

Application # (in City's online permitting): LU-25-139

Site Address: 250 McKinley Rd. Portsmouth, NH 03801 Map: 250 Lot: 117

☒	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)
☒	Complete application form submitted via the City's web-based permitting program	
☒	All application documents, plans, supporting documentation, this checklist and other materials uploaded to the application form in OpenGov in digital Portable Document Format (PDF) . One hard copy of all plans and materials shall be submitted to the Planning and Sustainability Department by the published deadline.	

☒	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)
☒	Basic property and wetland resource information. (10.1017.21)	See supplemental document.
☒	Additional information required for projects proposing greater than 250 square feet of permanent or temporary impacts. (10.1017.22)	See supplemental document
☒	Demonstrate impacts as they relate to the criteria for approval set forth in Section 10.1017.50 (or Section 10.1017.60 in the case of utility installation in a right-of-way). (10.1017.23)	See supplemental document
☒	Balance impervious surface impacts with removal and/or wetland buffer enhancement plan. (10.1017.24)	NA

☒	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)
☒	Wetland buffer enhancement plan. (10.1017.25)	See narrative
☒	Living shoreline strategy provided for tidal wetland and/or tidal buffer impacts. (10.1017.26)	NA
☒	Stormwater management must be in accordance with Best Management Practices including but not limited to: 1. <i>New Hampshire Stormwater Manual, NHDES, current version.</i> 2. <i>Best Management Practices to Control Non-point Source Pollution: A Guide for Citizens and City Officials, NHDES, January 2004.</i> (10.1018.10)	See narrative and supplemental document
☒	Vegetated Buffer Strip slope of greater than or equal to 10%. (10.1018.22)	See narrative and supplemental document
☒	Removal or cutting of vegetation, use of fertilizers, pesticides and herbicides. (10.1018.23/10.1018.24/10.1018.25)	NA
☒	All new pavement within a wetland buffer shall be porous pavement. (10.1018.31)	NA
☒	An application that proposes porous pavement in a wetland buffer shall include a pavement maintenance plan. (10.1018.32)	NA
☒	Permanent wetland boundary markers shall be shown on the plan submitted with an application for a conditional use permit and shall be installed during project construction. (10.1018.40)	See supplemental document
☒	Requested Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)
☒	A narrative/letter addressed to the Conservation Commission Chair (if recommended to Planning Board then an additional narrative addressed to the Planning Board Chair at that time) describing the project and any proposed wetland and/or wetland buffer impacts. Please visit the WCUP instruction page for further application instructions.	See submitted narrative
☒	If New Hampshire Department of Environmental Services (NHDES) Standard Dredge and Fill Permit is required for this work, please provide this permit application at the same time as your submission for a Wetland Conditional Use Permit.	NA

Applicant's Signature: Robert J. DeColfmacker Date: 11/4/2025

Authorization Letter for Permit Application

Date: 9/24/2025

Property Owner: Christopher J Delisle

Address: 250 Mckinley Rd Portsmouth, NH 03801

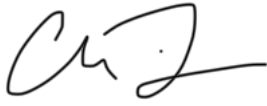
Address of Proposed Work: 250 Mckinley Rd Portsmouth, NH 03801

To whom it may concern,

This letter authorizes Justin Luce, with Chasco, Inc. to obtain and sign a permit application from The City of Portsmouth on my behalf for the proposed address of work stated above. The description of the proposed work is summarized as adding a 2nd floor addition to the existing single-family residence.

Start Date: November 17th, 2025

Contractor: Chasco, Inc.

Signed:  _____

Christopher J. Delisle

Delisle, Chris – 250 McKinley Rd.

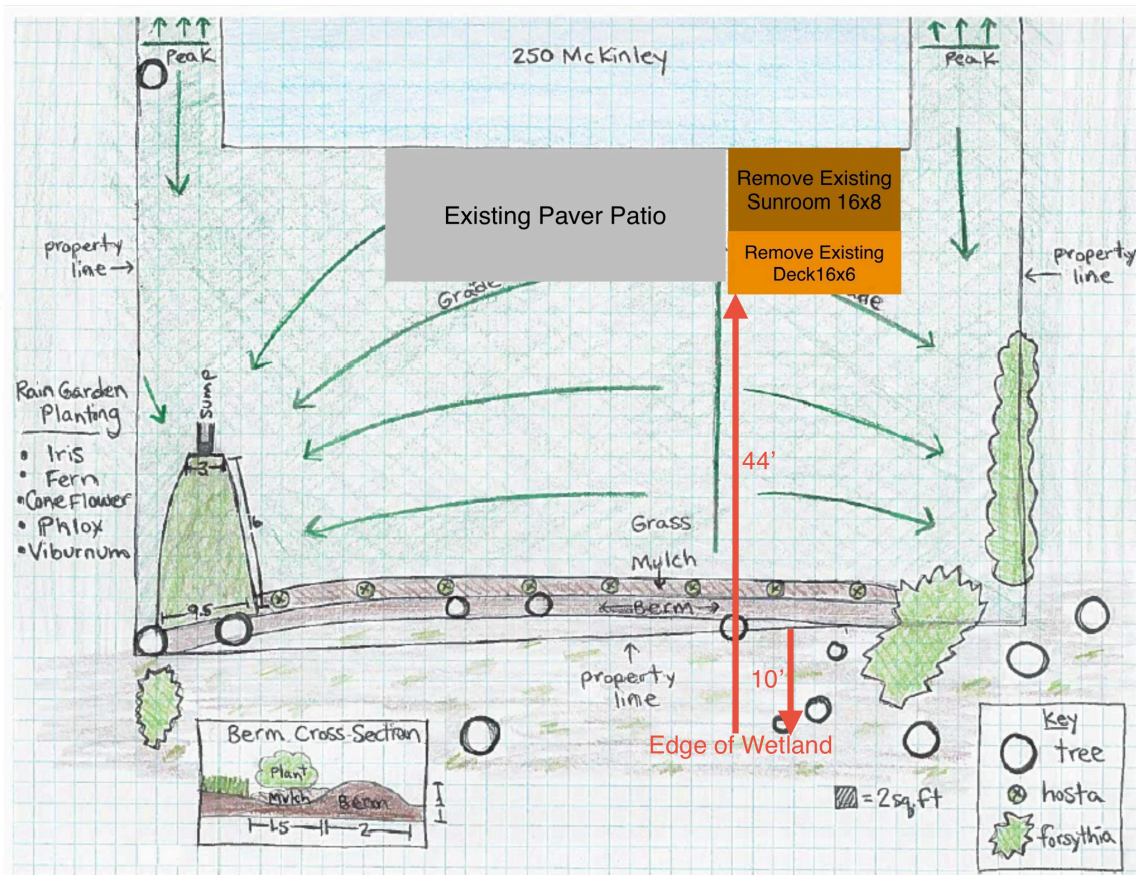
Request for Wetland Conditional Use Permit

Project Narrative:

The Delisle Family is proposing removal of an existing sunroom and deck, totaling 224 ft./sq currently within the wetland buffer (fig. 1.1), replacing with a 2 smaller stair egresses, as part of their upcoming home renovation. The two stair egresses will include a landing areas, totaling ~42ft./sq, with stairs to the existing patio (fig. 2.1). In addition, the Delisle's will be installing energy efficient mini-split heat and air conditioning unit, and plan to install a small concrete pad (~6 ft./sq) for the condenser. The pad will be located on the west or south side of the home, dependent upon Board of Adjustment approvals re: side-yard setbacks, and/or installer guidelines (fig. 2.2).

As part of a prior project, the Delisle's have installed significant surface water mitigations, including substantial overall property grading, a large rain garden to collect sump/gutter runoff, a swale and berm across the rear of the property, significant native plantings, and native grasses. (figs. 1.1, 1.2, 1.3). These efforts significantly reduced the flow of water to the wetland areas behind the home and adjoining Dondero school's soccer field. The Delisle's have also installed mitigations in the front of the property as part of a driveway expansion project. (fig. 3.1)

1.1, Existing conditions; including installed surface water mitigations from previous Wetland CUP project. Also shows Sunroom and Deck to be removed



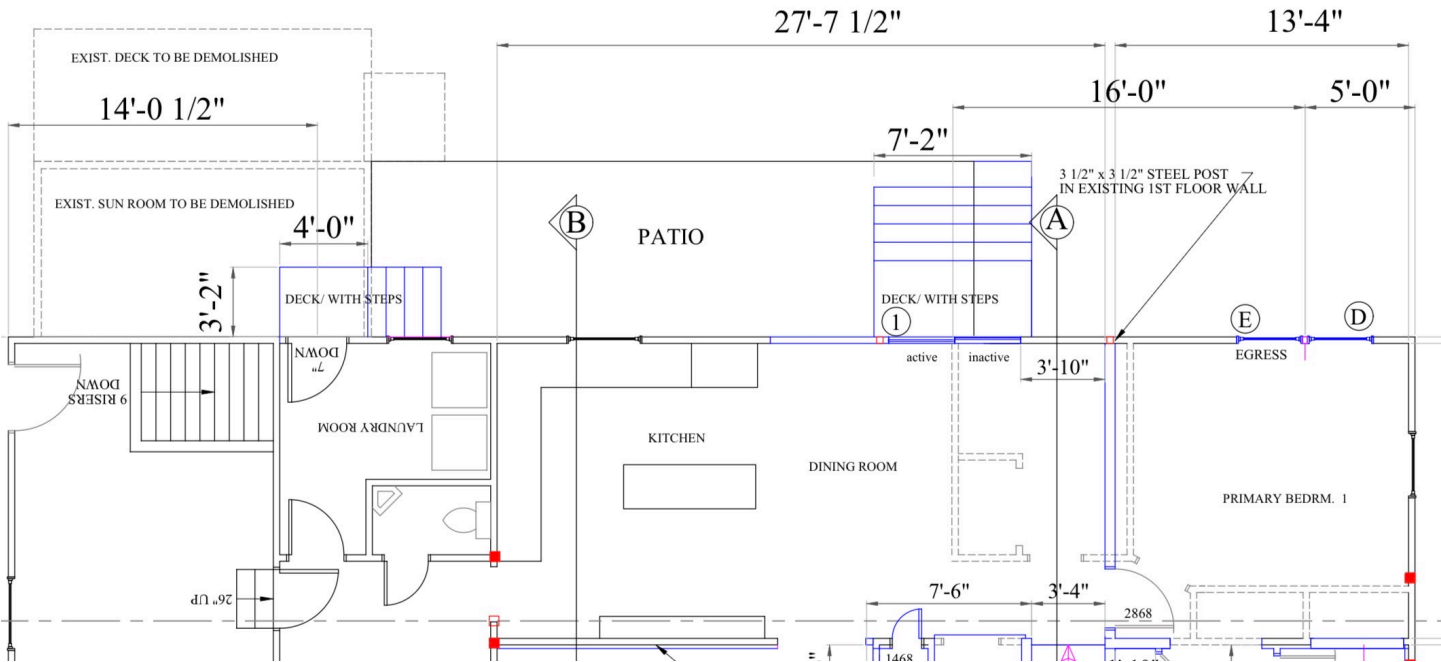
1.2, Swale and rain garden initial installation (2017)



1.3, Swale and rain garden, established plantings (2025)



2.1, Proposed egress / decks. Perspective from the north



2.2, Proposed location and alternate for Condenser



3.1, Front mitigation; Driveway graded away from wetland, grass installation and rain garden w/ native plantings





October 4, 2025

City of Portsmouth
Wetland Conditional Use Permit Application Checklist
Notes of Impact

I. 10.1017.21 Application Requirements

- 1) Location and area of lot: The affected area will be at the back of the home.
- 2) Location and area of all jurisdictional areas: The entire lot is within jurisdiction.
- 3) Location and area of wetland buffer on the lot: The entire lot is within the wetland buffer. The focus of work is on the back of the lot.
- 4) Description of proposed construction: Proposed construction includes the removal of a sunroom and deck, filling the disturbed space, and installing (2) egress stairwells and a compressor pad. The overall construction will leave less square footage of affected area.
- 5) Setbacks of proposed alterations: Due to the scope of construction which includes lowering the affected square footage. The finished scope will be within the setbacks.
- 6) Location and area of wetland impact: Directly behind the home.
- 7) Location and description of existing trees to be removed, other landscaping, grade changes, fill extensions, riprap, culverts, utilities: Not applicable as the project scope will be lowering the impacted square footage.
- 8) Dimensions and uses of existing and proposed buildings and structures: See plans and narrative provided.
- 9) Any other necessary information: See narrative provided.

II. 10.1017.22 Not applicable as the project proposed is not greater than 250 sq. ft.

III. 10.1017.50 Criteria for Approval

- 1) This is a residential lot, and the proposed project is to continue its use as such.
- 2) There is no alternative location as the scope of the project is work within existing disturbed space and the result of construction will lower the overall affected square footage.
- 3) See narrative. Measures are in place to ensure no adverse impact on the wetland function and the proposed project will benefit wetland function.
- 4) Limited alteration to the natural vegetative state or managed woodland will occur ONLY within the construction boundaries and boundaries shall be marked before construction starts.

15 BANFIELD ROAD – PORTSMOUTH, NH 03801 – PHONE 603-436-2141



- 5) This proposal will lower the overall square footage impacted which will benefit the wetland buffer
 - 6) The scope of construction will have zero impact to the vegetated buffer strip.
- IV. **10.1017.25 Wetland Buffer Enhancement Plan:** See narrative provided. A wetland buffer enhancement plan is already in place.
- V. **10.1018.22 Stormwater Management:** Not necessary for the needs of this project. See narrative.
- VI. **10.1018.40:** The project falls within the wetland boundaries. Markers will be placed during construction to mark that construction is within wetland boundaries.