



FRAGGLE ROCK ENVIRONMENTAL, LLC
Damon E. Burt, CWS, CPESC
38 Garland Road, Strafford, NH 03884
(603) 969-5574
FREnvironmental@gmail.com

January 27, 2026

TO: Liberty Mutual Insurance
C/O Tyler Munger
175 Berkley Street
Boston, MA 02116

RE: Letter of Authorization to Submit City of Portsmouth CUP
Subject Property: Borthwick Avenue, Portsmouth, NH (Tax Map 240, Lot 3)

Mr. Munger,

The City of Portsmouth requires authorization from the property owner for the acting representative to prepare and submit a Conditional Use Permit for the required work at the subject property.

Please print your name, sign, and date below to indicate you authorize Damon E. Burt of Fraggles Rock Environmental to act on your behalf to prepare, submit, and represent the Conditional Use Permit (CUP) application to the City of Portsmouth.

Owner Name: Liberty Mutual

Owner Signature: Olivia Connors **Date:** 1/28/2026

Sincerely,

Damon E. Burt
Fraggle Rock Environmental, LLC



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: _____ Date Submitted: _____

Application # (in City's online permitting): _____

Site Address: _____ Map: _____ Lot: _____

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)
<input type="checkbox"/>	Complete application form submitted via the City's web-based permitting program	
<input type="checkbox"/>	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.	

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)
<input type="checkbox"/>	Basic property and wetland resource information. (10.1017.21)	Existing conditions plan Proposed conditions Plan - FR Env dated 1 28 2026
<input type="checkbox"/>	Additional information required for projects proposing greater than 250 square feet of permanent or temporary impacts. (10.1017.22)	Existing conditions plan Proposed conditions Plan - FR Env dated 1 28 2026
<input type="checkbox"/>	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)	
<input type="checkbox"/>	Balance impervious surface impacts with removal and/or wetland buffer enhancement plan. (10.1017.24)	

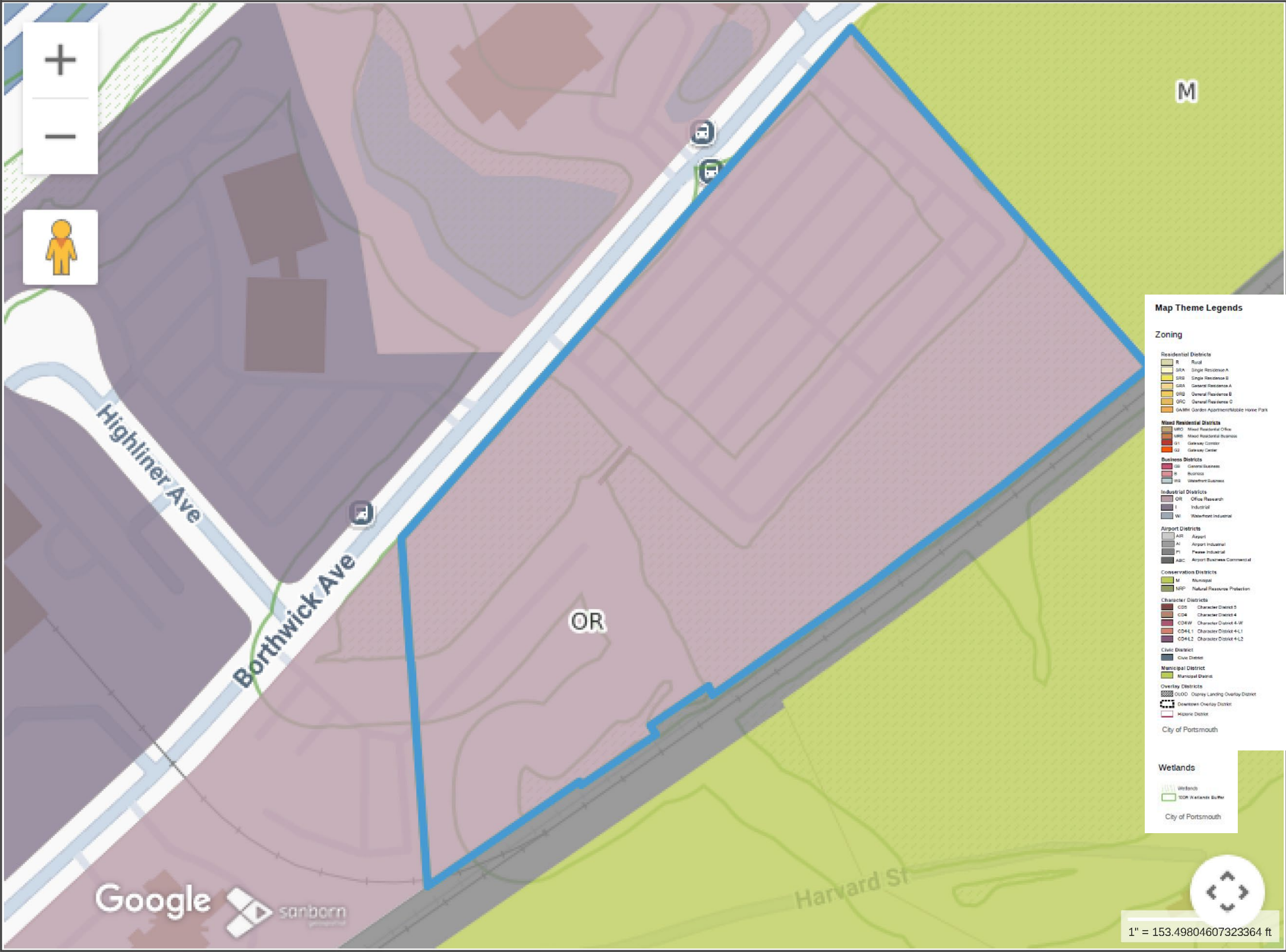
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)
<input type="checkbox"/>	Wetland buffer enhancement plan. (10.1017.25)	NA
<input type="checkbox"/>	Living shoreline strategy provided for tidal wetland and/or tidal buffer impacts. (10.1017.26)	NA
<input type="checkbox"/>	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)	NA
<input type="checkbox"/>	Vegetated Buffer Strip slope of greater than or equal to 10%. (10.1018.22)	NA
<input type="checkbox"/>	Removal or cutting of vegetation, use of fertilizers, pesticides and herbicides. (10.1018.23/10.1018.24/10.1018.25)	Existing conditions plan Proposed conditions Plan - FR Env dated 1 28 2026
<input type="checkbox"/>	All new pavement within a wetland buffer shall be porous pavement. (10.1018.31)	NA
<input type="checkbox"/>	An application that proposes porous pavement in a wetland buffer shall include a pavement maintenance plan. (10.1018.32)	NA
<input type="checkbox"/>	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)	Existing conditions plan Proposed conditions Plan - FR Env dated 1 28 2026
<input checked="" type="checkbox"/>	Requested Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)
<input type="checkbox"/>	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.	Existing conditions plan Proposed conditions Plan - FR Env dated 1 28 2026
<input type="checkbox"/>	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.	

Applicant's Signature:  Date: 1/28/2026

Project Narrative – Borthwick Avenue (Liberty Mutual Parking Lot)

The project proposes maintenance of a stormwater detention pond at the Liberty Mutual property along existing paved parking lot (Liberty Mutual). Project will include replacement of failed 24" culvert 1. Work includes removing 2 feet of sediment from the detention pond (9,500 sq. ft., proposed pond bottom elevation: 28 ft above sea level), replacing the existing 24" HDPE culvert ("Culvert 1"), and removing/trimming vegetation. The replacement of culvert 1 proposes 225 sq. ft. of wetland impact at the outfall in the adjacent City of Portsmouth Prime Wetland and 700 sq. ft. of City of Portsmouth Wetland Buffer impact. Culvert 2 and 3 outfalls into stormwater treatment area to be cleaned and reset. Clearing of vegetation along banks, berm and along stormwater area. Clean approximately 2 feet of sediment which has accumulated within bottom of stormwater area. Wetland area adjacent to the proposed impact is noted as a prime wetland, likely within very poorly drained soil areas. NHDES wetland staff have reviewed proposed work plan and have noted no wetland permit is required per the exemption in the statute to maintain dredge a man-made pond and replace that outlet: RSA 482-A:3 IV. (b). Culvert 1 is buried and flow is restricted, requiring removal and replacement. Impacts to the Prime Wetland and City of Portsmouth Wetland Buffer have been minimized to the maximum extent possible.

Borthwick Avenue (Liberty Mutual Parking Lot)



Property Information

Property ID 0240-0003-0000
Location BORTHWICK AVE
Owner LIBERTY MUTUAL INSURANCE COMPANY



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of Portsmouth, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/23/2025

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



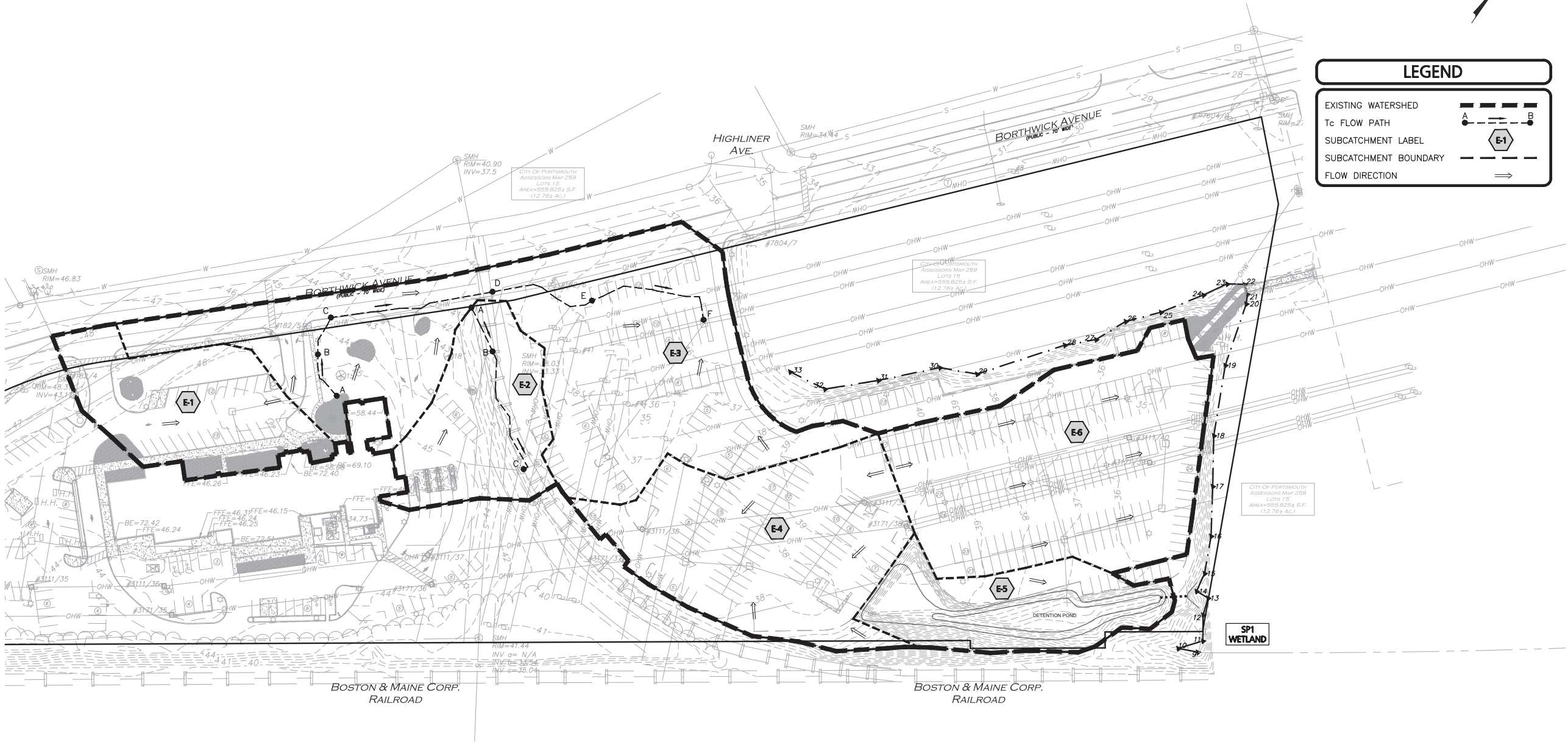
FRAGGLE ROCK ENVIRONMENTAL
CITY OF PORTSMOUTH CONDITIONAL USE PERMIT

EXISTING CONDITIONS

BORTHWICK AVENUE PORTSMOUTH, NH
(MAP 240, LOT 3)

JANUARY 28, 2026

BASE PLAN: ALLEN & MAJOR ASSOCIATES, INC.
PROPERTY OWNER: LIBERTY MUTUAL INSURANCE



LEGEND

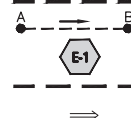
EXISTING WATERSHED

To FLOW PATH

SUBCATCHMENT LABEL

SUBCATCHMENT BOUNDARY

FLOW DIRECTION



ISSUED FOR
REVIEW
OCTOBER 10, 2024

PROFESSIONAL ENGINEER FOR
ALLEN & MAJOR ASSOCIATES, INC.

REV	DATE	DESCRIPTION
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APPLICANT/OWNER:

APEX DESIGN BUILD
9550 W. HIGGINS ROAD, STE 170
ROSEMONT, IL 60018

PROJECT:

100 BORTHWICK AVENUE
PORTSMOUTH, NH

PROJECT NO.	3250-02	DATE:	10-10-24
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SCALE:	1" = 60'	DWG. NAME:	C3250-02
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DESIGNED BY:	JRG	CHECKED BY:	BDJ
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PREPARED BY:



ALLEN & MAJOR
ASSOCIATES, INC.

civil engineering • land surveying
environmental consulting • landscape architecture
www.allenmajor.com

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DRAWING TITLE:

EXISTING WATERSHED PLAN

SHEET No.

WS-1

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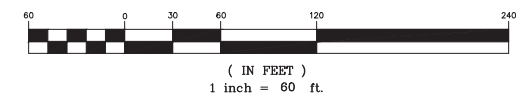


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PLAN NOTES:

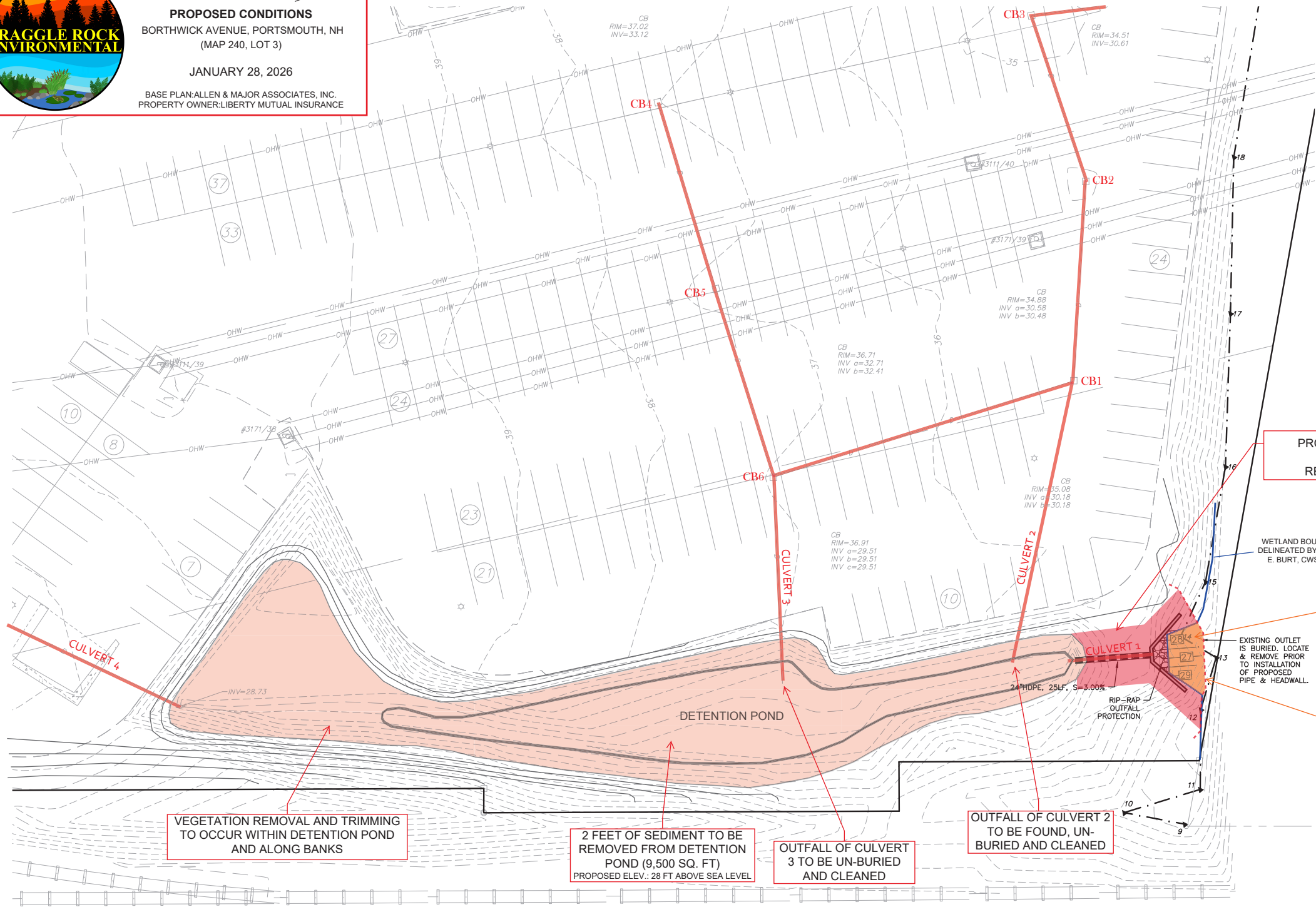
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GRAPHIC SCALE





FRAGGLE ROCK ENVIRONMENTAL
CITY OF PORTSMOUTH CONDITIONAL USE PERMIT
PROPOSED CONDITIONS
BORTHWICK AVENUE, PORTSMOUTH, NH
(MAP 240, LOT 3)
JANUARY 28, 2026
BASE PLAN: ALLEN & MAJOR ASSOCIATES, INC.
PROPERTY OWNER: LIBERTY MUTUAL INSURANCE



LEGEND	
RIPRAP OUTFALL	
5' CONTOUR	
1' CONTOUR	
HEADWALL	
DRAIN LINE	

ISSUED FOR
REVIEW
OCTOBER 10, 2024

PROFESSIONAL ENGINEER FOR
ALLEN & MAJOR ASSOCIATES, INC.

REV	DATE	DESCRIPTION
-----	------	-------------

APPLICANT/OWNER:

APEX DESIGN BUILD
9550 W. HIGGINS ROAD, STE 170
ROSEMONT, IL 60018

PROJECT:

100 BORTHWICK AVENUE
PORTSMOUTH, NH

PROJECT NO.	3250-02	DATE:	10-10-24
SCALE:	1" = 20'	DWG. NAME:	C3250-02
DESIGNED BY:	JRG	CHECKED BY:	BDJ

PREPARED BY:

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environmental consulting • landscape architecture
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DRAWING TITLE:	SHEET No.
GRADING & DRAINAGE PLAN	C-103

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1-888-344-7233

Wetlands on-site were delineated by Damon E. Burt, NH CWS #13, on October 14, 2025 to the following standards.

1) U.S. Army Corps of Engineers. (1987). *Corps of Engineers Wetland Delineation Manual* (ER/EL-87-1). U.S. Army Engineer Waterways Experiment Station. 2) U.S. Army Corps of Engineers. (2012). *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region* (Version 2.0) (ERDC/EL TR-12-1). U.S. Army Engineer Research and Development Center. 3) Federal Geographic Data Committee. (2013). *Classification of wetlands and deepwater habitats of the United States*. FGDC-STD-004-2013. Second Edition. Wetlands Subcommittee, Federal Geographic Data Committee and U.S. Fish and Wildlife Service, Washington, DC. 4) United States Department of Agriculture, Natural Resources Conservation Service. (2024). *Field Indicators of Hydric Soils in the United States* (Version 9.0). 5) New England Hydric Soils Technical Committee. (2017). *Field Indicators for Identifying Hydric Soils in New England* (Version 4). New England Interstate Water Pollution Control Commission, Lowell, MA. 6) U.S. Army Corps of Engineers. (2016). *National Wetland Plant List/State List* (Version 3.3). 7) NH Revised Statutes. (2024). Title L - Water Management and Protection, Chapter 482-A - Fill and Dredge in Wetlands. 8) NH Code of Administrative Rules (Env-Wt 100-900).

PROJECT NARRATIVE:

- Sediment and erosion controls (two rows of silt soxx or equivalent) will be installed as noted on the site plans.
- Culvert 1 will be removed. Work will only be completed within the permitted wetland and wetland buffer impact areas, with special care not to impact the adjacent City of Portsmouth Prime Wetland.
- Excess sediment will be removed from the detention pond and adjacent to culvert 1 to restore flow and remove any restriction.
- Vegetation will be removed and trimmed within the detention pond.
- Culvert 1 will be installed as shown.
- Disturbed areas will be seeded and mulched with straw.

PLAN NOTES:

- EXISTING CONDITIONS WERE COMPILED FROM AN ON THE GROUND SURVEY PERFORMED BY ALLEN & MAJOR ASSOCIATES, INC. IN JUNE OF 2024, AS WELL AS AVAILABLE RECORD PLANS OBTAINED FROM THE CITY OF PORTSMOUTH AND OTHER SOURCES.
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GRAPHIC SCALE

