

Project Narrative:

Conditional Use Permit-Inland Wetland Buffer

Creek Farm – Education Center new landing and stairs

Tax Map 203, Lot 8

400A Little Harbor Road, Portsmouth, NH

Dear Samantha Collins,

The Society for the Protection of New Hampshire Forests is proposing to replace an existing set of stairs with a new landing and stairs to conform with current egress requirements for the city of Portsmouth. This work will take place at the Education Center located at Creek Farm.

In 2020 the Planning Board granted a CUP to allow for the replacement of the existing septic system. In 2022 the Planning Board granted a CUP for the construction of bathrooms which has been well received by visitors.

The new landing and not more than four stairs will be +/- 55 SQFT. Replacing the existing stairs +/- 13 SQFT adding +/- 42 SQFT of impervious surface. The applicant will be adding four high blueberry bushes adjacent to the existing blueberry bushes or where the commission deems so. There will be no cutting of any vegetation other than maintained grass and fertilizers or pesticides will not be used in the wetland buffer.

The new landing and stairs will be supported by two Sona tubes, 10" in diameter, and attached to the side of the building. The last step will rest on a cement landing roughly 12" by 60". Spacing between deck boards will be 1/4" and 3/4" stone will be beneath the landing and stairs.

Conditional Use Permit Criteria for Approval:

*1. The land is reasonably suited to the use, activity, or alteration:*

The proposed landing and stairs will be replacing an existing set of stairs and is entirely in a previously disturbed area consisting of maintained grass. The runoff will be mitigated by 1/4" spacing between deck boards, 3/4" stone beneath the landing and stairs and a naturally vegetated area.

2. *There is no alternative location outside the wetland buffer that is feasible and reasonable for the proposed use, activity, or alteration:*

There are no reasonable alternative areas for the proposed landing and stairs. The proposed landing and stairs serve an existing egress for the existing building.

3. *There will be no adverse impact on the wetland functional values of the site or surrounding properties:*

The proposed landing and stairs will not alter the functions and values of the nearest wetlands. The proposed landing will be approximately +/- 72.4 ft from the wetland whereas the building is +/-60 ft away from the wetlands. There will be ¼ spacing between the deck boards and ¾ crushed stone will be beneath the proposed structure.

4. *Alteration of the natural vegetative state or managed woodland will only occur to the extent necessary to achieve construction goals:*

The proposed landing and stairs is entirely in a disturbed area. No natural area or woodlands will be disturbed. The size of the landing and stairs is determined by local building codes.

5. *The proposal is the alternative with the least adverse impact on areas and environments under the jurisdiction of this section:*

The proposed landing and stairs serve an existing egress for an existing building.

6. *Any area within the vegetative buffer strip will be returned to a natural state to the extent feasible:*

- a. Any temporary buffer strip disturbance will be seeded with a conservation seed mix.

Sincerely,

Carl Murphy, Facility Manager

Forest Society



# 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): \_\_\_\_\_

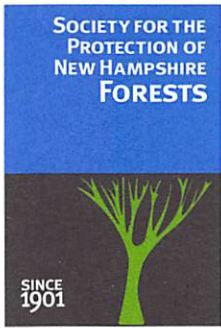
Site Address: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

| <input checked="" type="checkbox"/> | Required Items for Submittal                                                                                                                                                                                                                                                                                                       | Item Location<br>(e.g. Page or<br>Plan Sheet/Note #) |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/>            | Complete <a href="#">application</a> 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 <b>Portable Document Format (PDF)</b> . 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<br>(e.g. Page/line or<br>Plan Sheet/Note #) |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/>            | Basic property and wetland resource information.<br><b>(10.1017.21)</b>                                                                                                                               |                                                           |
| <input type="checkbox"/>            | Additional information required for projects proposing greater than 250 square feet of permanent or temporary impacts.<br><b>(10.1017.22)</b>                                                         |                                                           |
| <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).<br><b>(10.1017.23)</b> |                                                           |
| <input type="checkbox"/>            | Balance impervious surface impacts with removal and/or wetland buffer enhancement plan.<br><b>(10.1017.24)</b>                                                                                        |                                                           |

| <input checked="" type="checkbox"/> | Required Items for Submittal                                                                                                                                                                                                                                                                                                                                     | Item Location<br>(e.g. Page/line or<br>Plan Sheet/Note #) |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/>            | Wetland buffer enhancement plan.<br>(10.1017.25)                                                                                                                                                                                                                                                                                                                 |                                                           |
| <input type="checkbox"/>            | Living shoreline strategy provided for tidal wetland and/or tidal buffer impacts.<br>(10.1017.26)                                                                                                                                                                                                                                                                |                                                           |
| <input type="checkbox"/>            | Stormwater management must be in accordance with Best Management Practices including but not limited to:<br>1. <i>New Hampshire Stormwater Manual, NHDES, current version.</i><br>2. <i>Best Management Practices to Control Non-point Source Pollution: A Guide for Citizens and City Officials, NHDES, January 2004.</i><br>(10.1018.10)                       |                                                           |
| <input type="checkbox"/>            | Vegetated Buffer Strip slope of greater than or equal to 10%.<br>(10.1018.22)                                                                                                                                                                                                                                                                                    |                                                           |
| <input type="checkbox"/>            | Removal or cutting of vegetation, use of fertilizers, pesticides and herbicides.<br>(10.1018.23/10.1018.24/10.1018.25)                                                                                                                                                                                                                                           |                                                           |
| <input type="checkbox"/>            | All new pavement within a wetland buffer shall be porous pavement.<br>(10.1018.31)                                                                                                                                                                                                                                                                               |                                                           |
| <input type="checkbox"/>            | An application that proposes porous pavement in a wetland buffer shall include a pavement maintenance plan.<br>(10.1018.32)                                                                                                                                                                                                                                      |                                                           |
| <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.<br>(10.1018.40)                                                                                                                                                                     |                                                           |
| <input checked="" type="checkbox"/> | Requested Items for Submittal                                                                                                                                                                                                                                                                                                                                    | Item Location<br>(e.g. Page or<br>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 <a href="#">WCUP instruction page</a> for further application instructions. |                                                           |
| <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: Carl Murphy Date: \_\_\_\_\_



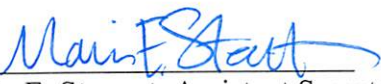
54 Portsmouth Street  
Concord, NH 03301  
Tel. 603.224.9945  
info@forestsociety.org  
www.forestsociety.org  
Follow @forestsociety

## EXCERPT

Be it noted that the Board of Trustees of the Society for the Protection of New Hampshire Forests, in a board vote taken on April 10, 2026

**VOTED** to authorize David Jackson Savage (Jack), President, and Anne G. Truslow, Vice President of Development, to sign all contracts, deeds, checks, drafts and orders drawn on SPNHF General Funds or Restricted funds; and that they are hereby authorized to deposit checks and drafts payable to this Corporation; and further are authorized to sell, assign, and endorse for transfer, certificates representing stocks, bonds, annuities, or other securities now registered or hereafter registered in the name of this Corporation.

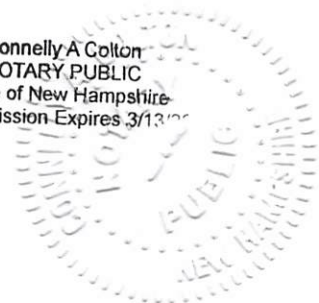
As the duly authorized Assistant Secretary of the Society for the Protection of New Hampshire Forests, having been appointed at the meeting of December 4, 2019, I hereby confirm that the above Vote was taken by said Board of Trustees on April 10, 2026.

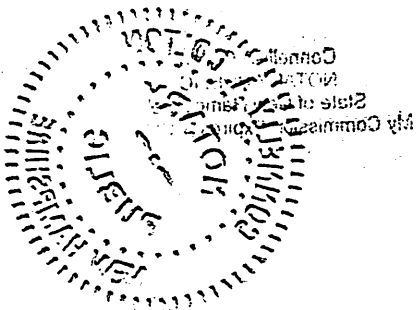
  
Maria E. Stewart, Assistant Secretary

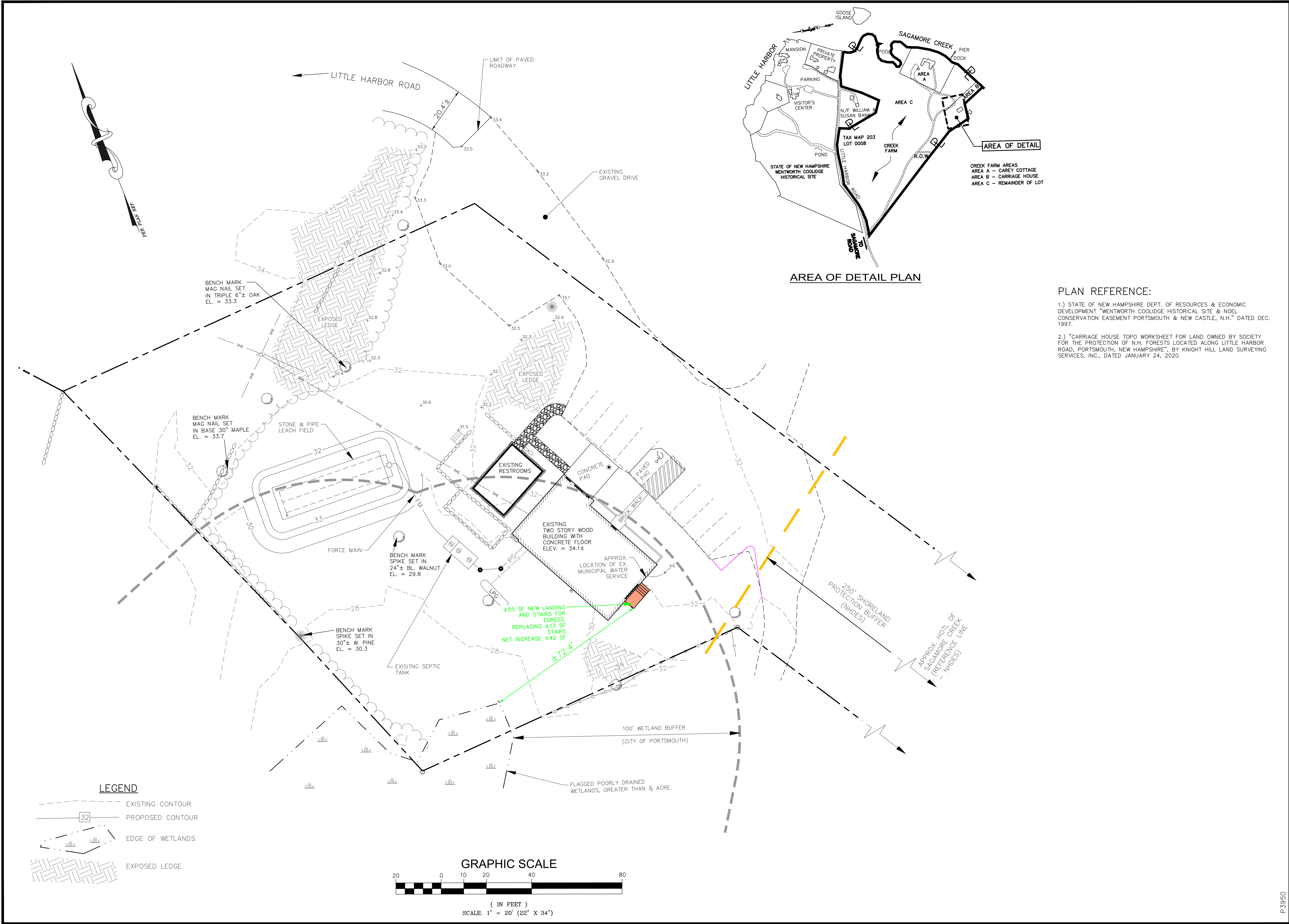
Attested:

  
Connelly A. Colton, Notary Public  
Commission expires: March 13, 2029

Connelly A. Colton  
NOTARY PUBLIC  
State of New Hampshire  
My Commission Expires 3/13/29







133 Court Street  
(603) 433-2335

Portsmouth, NH 03801  
www.altus-eng.com

NOT FOR CONSTRUCTION

ISSUED FOR: PERMITTING

ISSUE DATE: JULY 27, 2026

| REVISIONS |                    |     |          |
|-----------|--------------------|-----|----------|
| NO.       | DESCRIPTION        | BY  | DATE     |
| 0         | INITIAL SUBMISSION | EDW | 07/27/26 |

DRAWN BY: EDW

APPROVED BY: EDW

DRAWING FILE: 3950STAIRS.DWG

SCALE:  
(22"x34") 1" = 20'  
(11"x17") 1" = 40'

OWNER/APPLICANT:

SOCIETY FOR THE PROTECTION OF N.H. FORESTS

54 PORTSMOUTH ST.  
CONCORD, NH 03302

PROJECT:

PROPOSED STAIRS AND LANDING AT THE CARRIAGE HOUSE CREEK FARM

400 LITTLE HARBOR ROAD  
PORTSMOUTH, NH  
TAX MAP 203, LOT 08

TITLE:

AMENDED SITE PLAN

SHEET NUMBER:

1 of 1

P3950