

# JONES & BEACH ENGINEERS INC.

85 Portsmouth Avenue, PO Box 219, Stratham, NH 03885  
603.772.4746 - JonesandBeach.com

April 29, 2026

Portsmouth Planning Board  
Attn: Board Members  
1 Junkins Avenue, Suite 3<sup>rd</sup> Floor  
Portsmouth, NH 03801

**RE: Amended Site Plan Application  
304 Maplewood Avenue, Portsmouth, NH  
Tax Map 140, Lot 7  
JBE Project No. 23169**

Dear Board Members,

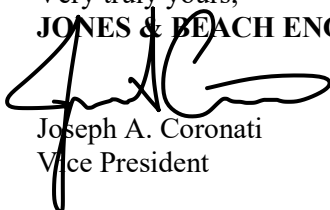
Jones & Beach Engineers, Inc., respectfully submits a Site Plan Application on behalf of the owner & applicant, 304 Maplewood LLC. The intent of this application is to remove a small portion of the rear of the building and then to construct a 1,011 S.F. office addition. The property is located in the Historic District and received HDC approval for this work in February. We also received approval from the Technical Advisory Committee on April 13, 2026. There is no change to the parking lot proposed, only striping to define parking spaces. The last site approval on this lot that we could find was from 1988.

The following items are provided in support of this Application:

1. Completed Site Plan (submitted online).
2. Historic District Approval.
3. Technical Advisory Committee Approval.
4. Letter of Authorization.
5. Current Deed.
6. Abutters List and Three (3) Mailing Labels each.
7. Tax Map.
8. Architectural Plans.
9. One (1) Full Size Plan Sets Folded.
10. One (1) Half Size Plan Sets Folded.

If you have any questions or need any additional information, please feel free to contact our office. Thank you very much for your time.

Very truly yours,  
**JONES & BEACH ENGINEERS, INC.**



Joseph A. Coronati  
Vice President

cc: Robert Graham, 304 Maplewood LLC (via email)

# JONES & BEACH ENGINEERS INC.

85 Portsmouth Avenue, PO Box 219, Stratham, NH 03885  
603.772.4746 - JonesandBeach.com

April 28, 2026

Portsmouth Planning Board  
Attn: Board Members  
1 Junkins Avenue, Suite 3<sup>rd</sup> Floor  
Portsmouth, NH 03801

**RE: Response Letter – LU-26-5  
304 Maplewood Avenue, Portsmouth, NH  
Tax Map 140, Lot 7  
JBE Project No. 23169**

Dear Board Members,

We are in receipt of TAC Approval comments dated April 7, 2026. Review comments are listed below with our responses in bold.

*1. Show new fence within property line on plans.*

**RESPONSE: The fence has been moved within the property lines on the plans.**

*2. Handicapped parking spots and access aisle will be switched.*

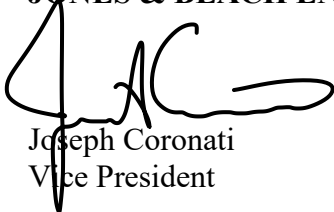
**RESPONSE: Handicap parking spots and access aisle have been switched on the plans.**

*3. Confirm active waterline and remove inactive one from plans.*

**RESPONSE: The inactive waterline has been removed and the active waterline has been labeled on the plans.**

Thank you very much for your time.

Very truly yours,  
**JONES & BEACH ENGINEERS, INC.**



Joseph Coronati  
Vice President

cc: Robert Graham, 304 Maplewood LLC (via email)

# Findings of Fact | Site Plan Review

## City of Portsmouth Planning Board

Date: May 21, 2026

Property Address: 304 Maplewood Avenue

Application #: LU-26-5

Decision:  Approve     Deny     Approve with Conditions

### Findings of Fact:

Per RSA 676:3, I: The local land use board shall issue a final written decision which either approves or disapproves an application for a local permit and make a copy of the decision available to the applicant. **The decision shall include specific written findings of fact that support the decision. Failure of the board to make specific written findings of fact supporting a disapproval shall be grounds for automatic reversal and remand by the superior court upon appeal, in accordance with the time periods set forth in RSA 677:5 or RSA 677:15, unless the court determines that there are other factors warranting the disapproval.** If the application is not approved, the board shall provide the applicant with written reasons for the disapproval. If the application is approved with conditions, the board shall include in the written decision a detailed description of the all conditions necessary to obtain final approval.

Site Plan Regulations Section 2.9 Evaluation Criteria - in order to grant site plan review approval, the TAC and the Planning Board shall find that the application satisfies evaluation criteria pursuant to NH State Law and listed herein. In making a finding, the TAC and the Planning Board shall consider all standards provided in Articles 3 through 11 of these regulations.

	Site Plan Review Regulations Section 2.9 Evaluation Criteria	Finding (Meets Standard/Criteria)	Supporting Information
1	Compliance with all City Ordinances and Codes and these regulations. <u>Applicable standards:</u>	<b>Meets</b>  <b>Does Not Meet</b>	<u>Applicable standards:</u> Building addition conforms to Zoning Ordinance and HDC approved.
2	Provision for the safe development, change or expansion of use of the site.	<b>Meets</b>  <b>Does Not Meet</b>	Agreed, small addition and only minor changes to the site.
3	Adequate erosion control and stormwater management practices and other mitigative measures, if needed, to prevent adverse effects on downstream water quality and flooding of the property or that of another.	<b>Meets</b>  <b>Does Not Meet</b>	Agreed, this is a small building addition and no other added impervious surface proposed. Roof water to be infiltrated with stone drip edge.

	<b>Site Plan Review Regulations Section 2.9 Evaluation Criteria</b>	<b>Finding (Meets Standard/Criteria)</b>	<b>Supporting Information</b>
4	Adequate protection for the quality of groundwater.	<b>Meets</b> <b>Does Not Meet</b>	No change, infiltratry stormwater
5	Adequate and reliable water supply sources.	<b>Meets</b> <b>Does Not Meet</b>	Yes, building already connected to city water.
6	Adequate and reliable sewage disposal facilities, lines, and connections.	<b>Meets</b> <b>Does Not Meet</b>	Yes, building already connected to city sewer.
7	Absence of undesirable and preventable elements of pollution such as smoke, soot, particulates, odor, wastewater, stormwater, sedimentation or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties.	<b>Meets</b> <b>Does Not Meet</b>	No odors from office building exist or proposed.
8	Adequate provision for fire safety, prevention and control.	<b>Meets</b> <b>Does Not Meet</b>	Yes, see architectural plans.
9	Adequate protection of natural features such as, but not limited to, wetlands.	<b>Meets</b> <b>Does Not Meet</b>	Yes, NHDES Shoreland Permit already granted. No impacts to local wetland buffers.
10	Adequate protection of historical features on the site.	<b>Meets</b> <b>Does Not Meet</b>	Yes, there are none present to our knowledge.
11	Adequate management of the volume and flow of traffic on the site and adequate traffic controls to protect public safety and prevent traffic congestion.	<b>Meets</b> <b>Does Not Meet</b>	Yes, curb cuts are well defined and no change to parking except adding better stripping.
12	Adequate traffic controls and traffic management measures to prevent an unacceptable increase in safety hazards and traffic congestion off-site.	<b>Meets</b> <b>Does Not Meet</b>	Yes, curb cuts are well defined and no change to parking except adding better stripping.

	<b>Site Plan Review Regulations Section 2.9 Evaluation Criteria</b>	<b>Finding (Meets Standard/Criteria)</b>	<b>Supporting Information</b>
<b>13</b>	Adequate insulation from external noise sources.	<b>Meets</b> <b>Does Not Meet</b>	Yes
<b>14</b>	Existing municipal solid waste disposal, police, emergency medical, and other municipal services and facilities adequate to handle any new demands on infrastructure or services created by the project.	<b>Meets</b> <b>Does Not Meet</b>	Small addition already connected to city utilities. No change proposed.
<b>15</b>	Provision of usable and functional open spaces of adequate proportions, including needed recreational facilities that can reasonably be provided on the site	<b>Meets</b> <b>Does Not Meet</b>	This proposal exceeds the open space requirements.
<b>16</b>	Adequate layout and coordination of on-site accessways and sidewalks in relationship to off-site existing or planned streets, accessways, bicycle paths, and sidewalks.	<b>Meets</b> <b>Does Not Meet</b>	No change to access to building.
<b>17</b>	Demonstration that the land indicated on plans submitted with the application shall be of such character that it can be used for building purposes without danger to health.	<b>Meets</b> <b>Does Not Meet</b>	Property is already developed and area for proposed addition is currently lawn and flat.
<b>18</b>	Adequate quantities, type or arrangement of landscaping and open space for the provision of visual, noise and air pollution buffers.	<b>Meets</b> <b>Does Not Meet</b>	Yes, we are adding stockade fencing around the property and maintaining the existing landscaping, open space and wooded buffers.
<b>19</b>	Compliance with applicable City approved design standards.	<b>Meets</b> <b>Does Not Meet</b>	Agreed
	<b>Other Board Findings:</b>		



# City of Portsmouth, New Hampshire

## Site Plan Application Checklist

This site plan application checklist is a tool designed to assist the applicant in the planning process and for preparing the application for Planning Board review. The checklist is required to be completed and uploaded to the Site Plan application in the City's online permitting system. A pre-application conference with a member of the planning department is strongly encouraged as additional project information may be required depending on the size and scope. The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all site plan review requirements. Please refer to the Site Plan review regulations for full details.

**Applicant Responsibilities (Section 2.5.2):** Applicable fees are due upon application submittal along with required attachments. The application shall be complete as submitted and provide adequate information for evaluation of the proposed site development. Waiver requests must be submitted in writing with appropriate justification.

Name of Applicant: 304 Maplewood LLC Date Submitted: 2/13/26

Application # (in City's online permitting): \_\_\_\_\_

Site Address: 304 Maplewood Avenue Map: 140 Lot: 7

Application Requirements			
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)	Waiver Requested
<input checked="" type="checkbox"/>	Complete <a href="#">application</a> form submitted via the City's web-based permitting program (2.5.2.1(2.5.2.3A))		N/A
<input checked="" type="checkbox"/>	All application documents, plans, supporting documentation and other materials uploaded to the application form in viewpoint in digital Portable Document Format (PDF). One hard copy of all plans and materials shall be submitted to the Planning Department by the published deadline. (2.5.2.8)		N/A

Site Plan Review Application Required Information			
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input checked="" type="checkbox"/>	Statement that lists and describes "green" building components and systems. (2.5.3.1B)		
<input checked="" type="checkbox"/>	Existing and proposed gross floor area and dimensions of all buildings and statement of uses and floor area for each floor. (2.5.3.1C)		N/A
<input checked="" type="checkbox"/>	Tax map and lot number, and current zoning of all parcels under Site Plan Review. (2.5.3.1D)		N/A

**Site Plan Review Application Required Information**

<input checked="" type="checkbox"/>	<b>Required Items for Submittal</b>	<b>Item Location (e.g. Page/line or Plan Sheet/Note #)</b>	<b>Waiver Requested</b>
<input checked="" type="checkbox"/>	Owner's name, address, telephone number, and signature. Name, address, and telephone number of applicant if different from owner. <b>(2.5.3.1E)</b>		N/A
<input checked="" type="checkbox"/>	Names and addresses (including Tax Map and Lot number and zoning districts) of all direct abutting property owners (including properties located across abutting streets) and holders of existing conservation, preservation or agricultural preservation restrictions affecting the subject property. <b>(2.5.3.1F)</b>		N/A
<input checked="" type="checkbox"/>	Names, addresses and telephone numbers of all professionals involved in the site plan design. <b>(2.5.3.1G)</b>		N/A
<input checked="" type="checkbox"/>	List of reference plans. <b>(2.5.3.1H)</b>		N/A
<input type="checkbox"/>	List of names and contact information of all public or private utilities servicing the site. <b>(2.5.3.1I)</b>		N/A

**Site Plan Specifications**

<input checked="" type="checkbox"/>	<b>Required Items for Submittal</b>	<b>Item Location (e.g. Page/line or Plan Sheet/Note #)</b>	<b>Waiver Requested</b>
<input checked="" type="checkbox"/>	Full size plans shall not be larger than 22 inches by 34 inches with match lines as required, unless approved by the Planning Director.. <b>(2.5.4.1A)</b>	Required on all plan sheets	N/A
<input checked="" type="checkbox"/>	Scale: Not less than 1 inch = 60 feet and a graphic bar scale shall be included on all plans. <b>(2.5.4.1B)</b>	Required on all plan sheets	N/A
<input type="checkbox"/>	GIS data should be referenced to the coordinate system New Hampshire State Plane, NAD83 (1996), with units in feet. <b>(2.5.4.1C)</b>		N/A
<input checked="" type="checkbox"/>	Plans shall be drawn to scale and stamped by a NH licensed civil engineer. <b>(2.5.4.1D)</b>	Required on all plan sheets	N/A
<input type="checkbox"/>	Wetlands shall be delineated by a NH certified wetlands scientist and so stamped. <b>(2.5.4.1E)</b>		N/A
<input checked="" type="checkbox"/>	Title (name of development project), north point, scale, legend. <b>(2.5.4.2A)</b>		N/A
<input checked="" type="checkbox"/>	Date plans first submitted, date and explanation of revisions. <b>(2.5.4.2B)</b>		N/A
<input checked="" type="checkbox"/>	Individual plan sheet title that clearly describes the information that is displayed. <b>(2.5.4.2C)</b>	Required on all plan sheets	N/A
<input type="checkbox"/>	Source and date of data displayed on the plan. <b>(2.5.4.2D)</b>		N/A

**Site Plan Specifications – Required Exhibits and Data**

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input checked="" type="checkbox"/>	<p><b>1. Existing Conditions: (2.5.4.3A)</b></p> <ul style="list-style-type: none"> <li>• Surveyed plan of site showing existing natural and built features;</li> <li>• Existing building footprints and gross floor area;</li> <li>• Existing parking areas and number of parking spaces provided;</li> <li>• Zoning district boundaries;</li> <li>• Existing, required, and proposed dimensional zoning requirements including building and open space coverage, yards and/or setbacks, and dwelling units per acre;</li> <li>• Existing impervious and disturbed areas;</li> <li>• Limits and type of existing vegetation;</li> <li>• Wetland delineation, wetland function and value assessment (including vernal pools);</li> <li>• SFHA, 100-year flood elevation line and BFE data, as required.</li> </ul>		
<input checked="" type="checkbox"/>	<p><b>2. Buildings and Structures: (2.5.4.3B)</b></p> <ul style="list-style-type: none"> <li>• Plan view: Use, size, dimensions, footings, overhangs, 1st fl. elevation;</li> <li>• Elevations: Height, massing, placement, materials, lighting, façade treatments;</li> <li>• Total Floor Area;</li> <li>• Number of Usable Floors;</li> <li>• Gross floor area by floor and use.</li> </ul>		
<input checked="" type="checkbox"/>	<p><b>3. Access and Circulation: (2.5.4.3C)</b></p> <ul style="list-style-type: none"> <li>• Location/width of access ways within site;</li> <li>• Location of curbing, right of ways, edge of pavement and sidewalks;</li> <li>• Location, type, size and design of traffic signing (pavement markings);</li> <li>• Names/layout of existing abutting streets;</li> <li>• Driveway curb cuts for abutting prop. and public roads;</li> <li>• If subdivision; Names of all roads, right of way lines and easements noted;</li> <li>• AASHTO truck turning templates, description of minimum vehicle allowed being a WB-50 (unless otherwise approved by TAC).</li> </ul>		
<input checked="" type="checkbox"/>	<p><b>4. Parking and Loading: (2.5.4.3D)</b></p> <ul style="list-style-type: none"> <li>• Location of off street parking/loading areas, landscaped areas/buffers;</li> <li>• Parking Calculations (# required and the # provided).</li> </ul>		
<input checked="" type="checkbox"/>	<p><b>5. Water Infrastructure: (2.5.4.3E)</b></p> <ul style="list-style-type: none"> <li>• Size, type and location of water mains, shut-offs, hydrants &amp; Engineering data;</li> <li>• Location of wells and monitoring wells (include protective radii).</li> </ul>		
<input checked="" type="checkbox"/>	<p><b>6. Sewer Infrastructure: (2.5.4.3F)</b></p> <ul style="list-style-type: none"> <li>• Size, type and location of sanitary sewage facilities &amp; Engineering data, including any onsite temporary facilities during construction period.</li> </ul>		

<input checked="" type="checkbox"/>	<b>7. Utilities: (2.5.4.3G)</b> <ul style="list-style-type: none"> <li>The size, type and location of all above &amp; below ground utilities;</li> <li>Size type and location of generator pads, transformers and other fixtures.</li> </ul>		
<input checked="" type="checkbox"/>	<b>8. Solid Waste Facilities: (2.5.4.3H)</b> <ul style="list-style-type: none"> <li>The size, type and location of solid waste facilities.</li> </ul>		
<input checked="" type="checkbox"/>	<b>9. Storm water Management: (2.5.4.3I)</b> <ul style="list-style-type: none"> <li>The location, elevation and layout of all storm-water drainage.</li> <li>The location of onsite snow storage areas and/or proposed off-site snow removal provisions.</li> <li>Location and containment measures for any salt storage facilities</li> <li>Location of proposed temporary and permanent material storage locations and distance from wetlands, water bodies, and stormwater structures.</li> </ul>		
<input checked="" type="checkbox"/>	<b>10. Outdoor Lighting: (2.5.4.3J)</b> <ul style="list-style-type: none"> <li>Type and placement of all lighting (exterior of building, parking lot and any other areas of the site) and photometric plan.</li> </ul>		
<input checked="" type="checkbox"/>	<b>11. Indicate where dark sky friendly lighting measures have been implemented. (10.1)</b>		
<input checked="" type="checkbox"/>	<b>12. Landscaping: (2.5.4.3K)</b> <ul style="list-style-type: none"> <li>Identify all undisturbed area, existing vegetation and that which is to be retained;</li> <li>Location of any irrigation system and water source.</li> </ul>		
<input checked="" type="checkbox"/>	<b>13. Contours and Elevation: (2.5.4.3L)</b> <ul style="list-style-type: none"> <li>Existing/Proposed contours (2 foot minimum) and finished grade elevations.</li> </ul>		
<input checked="" type="checkbox"/>	<b>14. Open Space: (2.5.4.3M)</b> <ul style="list-style-type: none"> <li>Type, extent and location of all existing/proposed open space.</li> </ul>		
<input checked="" type="checkbox"/>	<b>15. All easements, deed restrictions and non-public rights of ways. (2.5.4.3N)</b>		
<input checked="" type="checkbox"/>	<b>16. Character/Civic District (All following information shall be included): (2.5.4.3P)</b> <ul style="list-style-type: none"> <li>Applicable Building Height (10.5A21.20 &amp; 10.5A43.30);</li> <li>Applicable Special Requirements (10.5A21.30);</li> <li>Proposed building form/type (10.5A43);</li> <li>Proposed community space (10.5A46).</li> </ul>		
<input checked="" type="checkbox"/>	<b>17. Special Flood Hazard Areas (2.5.4.3Q)</b> <ul style="list-style-type: none"> <li>The proposed development is consistent with the need to minimize flood damage;</li> <li>All public utilities and facilities are located and construction to minimize or eliminate flood damage;</li> <li>Adequate drainage is provided so as to reduce exposure to flood hazards.</li> </ul>		

**Other Required Information**


<input checked="" type="checkbox"/>	<b>Required Items for Submittal</b>	<b>Item Location (e.g. Page/line or Plan Sheet/Note #)</b>	<b>Waiver Requested</b>
<input type="checkbox"/>	Traffic Impact Study or Trip Generation Report, as required. <b>(3.2.1-2)</b>	N/A	
<input checked="" type="checkbox"/>	Indicate where Low Impact Development Design practices have been incorporated. <b>(7.1)</b>		
<input type="checkbox"/>	Indicate whether the proposed development is located in a wellhead protection or aquifer protection area. Such determination shall be approved by the Director of the Dept. of Public Works. <b>(7.3.1)</b>	N/A	
<input type="checkbox"/>	Stormwater Management and Erosion Control Plan. <b>(7.4)</b>	N/A	
<input type="checkbox"/>	Inspection and Maintenance Plan <b>(7.6.5)</b>	N/A	

**Final Site Plan Approval Required Information**

<input checked="" type="checkbox"/>	<b>Required Items for Submittal</b>	<b>Item Location (e.g. Page/line or Plan Sheet/Note #)</b>	<b>Waiver Requested</b>
<input checked="" type="checkbox"/>	All local approvals, permits, easements and licenses required, including but not limited to: <ul style="list-style-type: none"> <li>• Waivers;</li> <li>• Driveway permits;</li> <li>• Special exceptions;</li> <li>• Variances granted;</li> <li>• Easements;</li> <li>• Licenses.</li> </ul> <b>(2.5.3.2A)</b>		
<input checked="" type="checkbox"/>	Exhibits, data, reports or studies that may have been required as part of the approval process, including but not limited to: <ul style="list-style-type: none"> <li>• Calculations relating to stormwater runoff;</li> <li>• Information on composition and quantity of water demand and wastewater generated;</li> <li>• Information on air, water or land pollutants to be discharged, including standards, quantity, treatment and/or controls;</li> <li>• Estimates of traffic generation and counts pre- and post-construction;</li> <li>• Estimates of noise generation;</li> <li>• A Stormwater Management and Erosion Control Plan;</li> <li>• Endangered species and archaeological / historical studies;</li> <li>• Wetland and water body (coastal and inland) delineations;</li> <li>• Environmental impact studies.</li> </ul> <b>(2.5.3.2B)</b>		
<input checked="" type="checkbox"/>	A document from each of the required private utility service providers indicating approval of the proposed site plan and indicating an ability to provide all required private utilities to the site. <b>(2.5.3.2D)</b>		

**Final Site Plan Approval Required Information**

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input type="checkbox"/>	A list of any required state and federal permit applications required for the project and the status of same. <b>(2.5.3.2E)</b>	N/A	
<input checked="" type="checkbox"/>	A note shall be provided on the Site Plan stating: "All conditions on this Plan shall remain in effect in perpetuity pursuant to the requirements of the Site Plan Review Regulations." <b>(2.5.4.2E)</b>		N/A
<input type="checkbox"/>	For site plans that involve land designated as "Special Flood Hazard Areas" (SFHA) by the National Flood Insurance Program (NFIP) confirmation that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334. <b>(2.5.4.2F)</b>	N/A	
<input checked="" type="checkbox"/>	Plan sheets submitted for recording shall include the following notes: <ul style="list-style-type: none"> <li>a. "This Site Plan shall be recorded in the Rockingham County Registry of Deeds."</li> <li>b. "All improvements shown on this Site Plan shall be constructed and maintained in accordance with the Plan by the property owner and all future property owners. No changes shall be made to this Site Plan without the express approval of the Portsmouth Planning Director."</li> </ul> <b>(2.13.3)</b>		N/A

Applicant's Signature:  Date: 2/13/26



# CITY OF PORTSMOUTH

Planning & Sustainability  
Department  
1 Junkins Avenue  
Portsmouth, New  
Hampshire 03801  
(603) 610-7216

## HISTORIC DISTRICT COMMISSION

February 10, 2026

304 Maplewood Avenue LLC  
C/O Planet Fitness  
304 Maplewood Avenue  
Portsmouth, NH 03801

RE: **Work Session/Public Hearing for property located at 304 Maplewood Avenue (LU-26-5)**

Dear Owner:

The Historic District Commission, at its regularly scheduled meeting of **Wednesday, February 04, 2026**, considered your application for new construction to an existing structure (construct new rear 1-story addition) as per plans on file in the Planning & Sustainability Department. Said property is shown on Assessor Map 140 as Lot 7 and lies within the Character District 4-L2 (CD4-L2) and Historic Districts. As a result of said consideration, the Commission voted to **grant** Certificate of Approval as presented.

### **Findings of Fact**

#### A. Purpose and Intent

The proposed application meets the following objective(s) of the Historic District (as provided in Section 10.631.20 of the Zoning Ordinance):

-Preserves the integrity of the district.

#### B. Review Criteria

The proposed application also meets the following review criteria of the Historic District (as provided in Section 10.635.70 of the Zoning Ordinance):

-Compatibility of design with surrounding properties.

The Commission's decision may be appealed up to thirty (30) days after the vote. Any action taken by the applicant pursuant to the Commission's decision during this appeal period shall be at the applicant's risk. Please contact the Planning & Sustainability Department for more details about the appeals process.

Approvals may also be required from other City Committees or Boards. Once all required approvals have been received, applicant is responsible for applying for and securing a building permit from the Inspection Department prior to starting any project work.

This approval shall expire unless a building permit is issued within a period of one (1) year from the date granted by the Historic District Commission unless an extension is granted by the Commission in accordance with Section 10.636.70 of the Zoning Ordinance.

*Please note that any changes or modifications to this application require review and approval from the Commission prior to implementation and additional fees may apply.*

The minutes and audio recording of this meeting are available by contacting the Planning & Sustainability Department.

Very truly yours,

Izak Gilbo, Planner 1  
for Reagan Ruedig, Chair of the Historic District Commission

cc: Shanti Wolph, Chief Building Inspector  
Rosann Maurice-Lentz, City Assessor



# CITY OF PORTSMOUTH

Planning & Sustainability  
Department  
1 Junkins Avenue  
Portsmouth, New  
Hampshire 03801  
(603) 610-7216

## TECHNICAL ADVISORY COMMITTEE

April 13, 2026

304 Maplewood Avenue LLC  
304 Maplewood Avenue  
Portsmouth, New Hampshire 03801

RE: Request for amended Site Plan approval for property located at 304 Maplewood Ave,  
Portsmouth, NH (LU-26-5)

Dear Owner:

The Technical Advisory Committee, at its regularly scheduled meeting of Tuesday, April 7, 2026, considered your application for amended Site Plan approval for a 1,011 square foot addition to the existing office building. Said property is shown on Assessor Map 140 as Lot 7 and lies within the Character District 4-L2 (CD4-L2) and Historic Districts. As a result of said consideration, the Committee voted to **recommend approval** of this application to the Planning Board with the following **conditions**:

- 1) Show new fence within property line on plans.
- 2) Handicapped parking spots and access aisle will be switched.
- 3) Confirm active waterline and remove inactive one from plans.

This matter will be placed on the agenda for the Planning Board meeting scheduled for **Thursday, May 21, 2026**. One (1) hard copy of all plans and supporting reports and exhibits as well as an updated electronic file (in a PDF format) must be filed in the Planning & Sustainability Department and uploaded to the online permit system no later than **Wednesday, April 29, 2026**.

*Per Section 2.5 of the Site Plan Regulations, a site plan review application to the Planning Board must include all applicable information and supporting materials including but not limited to the following items:*

- Full updated plan set
- Draft Easements
- Drainage Analysis
- Traffic Studies
- Etc.

**All comments, corrections, and conditions identified as "Items to be addressed before Planning Board submittal" must be resolved/corrected for the Planning Board application submittal to be deemed complete.**

The minutes and audio recording of this meeting are available by contacting the Planning & Sustainability Department.

Very truly yours,

A handwritten signature in black ink, appearing to read "Peter Britz". The signature is written in a cursive style with a horizontal line extending to the right.

Peter Britz,  
Planning and Sustainability Director

cc: Joe Coronati, Jones and Beach, Inc.



The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

April 27, 2026

304 MAPLEWOOD LLC  
304 MAPLEWOOD AVE  
PORTSMOUTH NH 03801

**Re: Received Shoreland Permit Application (RSA 483-B)**  
**NHDES File Number: 2026-01055**  
**Subject Property: 304 Maplewood Ave, Portsmouth, Tax Map/Block/Lot(s): 140/no block/7**

Dear Applicant:

On April 27, 2026, the New Hampshire Department of Environmental Services (NHDES) Shoreland Program received the above-referenced Shoreland Permit Application (Application). This application shall be reviewed in accordance with the timeframes established under RSA 483-B:5-b, V. The language of RSA 483-B:5-b, V has been provided on the reverse of this document for your reference. The status of the Application is available on OneStop at <https://www4.des.state.nh.us/lrmonestop/>.

If you have any questions, please contact the Shoreland Program at (603) 271-2147.

Sincerely,

Nicole A. Pitts  
Application Receipt Center, Shoreland Program  
Wetlands Bureau, Land Resources Management  
Water Division

Copied: Agent  
Municipal Clerk

**RSA 483-B:5-b, V**

- (a) Within 30 days of receipt of an application for a permit or 30 days of receipt of an application for a permit that will require a waiver of the minimum standards of RSA 483-B:9, the department shall request any additional information reasonably required to complete its evaluation of the application, and provide the applicant with any written technical comments the department deems necessary. Any request for additional information shall specify that the applicant submit such information as soon as practicable and notify the applicant that if all of the requested information is not received within 60 days of the request, the department shall deny the application.
- (b) When the department requests additional information pursuant to subparagraph (a), the department shall, within 30 days of the department's receipt of the information:
  - (1) Approve the application and issue a permit; or
  - (2) Deny the application, and issue written findings in support of the denial; or
  - (3) Extend the time for rendering a decision on the application for good cause and with the written agreement of the applicant.
- (c) Where no request for additional information is made, the department shall, within 30 days of receipt of the application for a permit or 30 days of receipt of an application for a permit that will require a waiver of the minimum standards of RSA 483-B:9, approve or deny the application with written findings in support of the decision.
- (d) Within 5 business days of receipt of a permit by notification filing, the department shall issue a written notice to the property owner or agent stating that the notification has either been accepted or rejected. If the department does not respond within the 5-day period, the property owner or agent may submit to the department a written request for a response. A request submitted electronically by the applicant shall constitute a written request provided that the applicant has previously agreed to accept electronic communication. If the department fails to respond to the written request within an additional 5 days the property owner or agent shall be deemed to have a permit by notification and may proceed with the project as presented in the notification filing. The authorization provided by this subparagraph shall not relieve the applicant of complying with all requirements applicable to the project, including but not limited to requirements established in or under this chapter and RSA 485-A relative to water quality.
- (e) (1) The time limits prescribed by this paragraph shall supersede any time limits provided in any other provision of law. If the department fails to act within the applicable time frame established in subparagraphs (b) and (c), the applicant may ask the department to issue the permit by submitting a written request. If the applicant has previously agreed to accept communications from the department by electronic means, a request submitted electronically by the applicant shall constitute a written request.
  - (2) Within 14 days of the date of receipt of a written request from the applicant to issue the permit, the department shall:
    - (A) Approve the application, in whole or in part, and issue a permit; or
    - (B) Deny the application and issue written findings in support of the denial.
  - (3) If the department does not issue either a permit or a written denial within the 14-day period, the applicant shall be deemed to have a permit by default and may proceed with the project as presented in the application. The authorization provided by this subparagraph shall not relieve the applicant of complying with all requirements applicable to the project, including but not limited to requirements established in or under this chapter and RSA 485-A relating to water quality.
  - (4) Upon receipt of a written request from an applicant, the department shall issue written confirmation that the applicant has a permit by default pursuant to subparagraph (e)(3), which authorizes the applicant to proceed with the project as presented in the application and requires the work to comply with all requirements applicable to the project, including but not limited to requirements established in or under this chapter and RSA 485-A relating to water quality.
- (f) All applications filed in accordance with the rules adopted by the department under RSA 483-B:17 and which meet the minimum standards of this chapter shall be approved and a permit shall be issued.
- (g) The department may extend the time for rendering a decision under subparagraphs (b)(3) and (c)(3), without the applicant's agreement, on an application from an applicant who previously has been determined, after the exhaustion of available appellate remedies, to have failed to comply with this chapter or any rule adopted or permit or approval issued under this chapter, or to have misrepresented any material fact made in connection with any activity regulated or prohibited by this chapter, pursuant to an action initiated under RSA 483-B:18. The length of such an extension shall be no longer than reasonably necessary to complete the review of the application, and shall not exceed 30 days unless the applicant agrees to a longer extension. The department shall notify the applicant of the length of the extension.
- (h) The department may suspend review of an application for a proposed project on a property with respect to which the department has commenced an enforcement action against the applicant for any violation of this chapter, RSA 482-A, RSA 485-A:17, or RSA 485-A:29-44, or of any rule adopted or permit or approval issued pursuant to this chapter, RSA 482-A, RSA 485-A:17, or RSA 485-A:29-44. Any such suspension shall expire upon conclusion of the enforcement action and completion of any remedial actions the department may require to address the violation; provided, however, that the department may resume its review of the application sooner if doing so will facilitate resolution of the violation. The department shall resume its review of the application at the point the review was suspended, except that the department may extend any of the time limits under this paragraph and its rules up to a total of 30 days for all such extensions. For purposes of this subparagraph, "enforcement action" means an action initiated under RSA 482-A:13, RSA 482-A:14, RSA 482-A:14-b, RSA 483-B:18, RSA 485-A:22, RSA 485-A:42, or RSA 485-A:43.

**Letter of Authorization**

I, Robert Graham, 304 Maplewood LLC, 304 Maplewood Avenue, Portsmouth, NH 03801, authorized representative of owner of property located in Portsmouth, NH, known as Tax Map 140, Lot 7, do hereby authorize Jones & Beach Engineers, Inc., PO Box 219, Stratham, NH, to act on my behalf concerning the previously mentioned property. The parcel is located at 304 Maplewood Avenue in Portsmouth, NH.

I hereby appoint Jones & Beach Engineers, Inc., as my agent to act on my behalf in the review process, to include any required signatures.

*Cynthia Hix*

Witness

*Robert V. Graham*

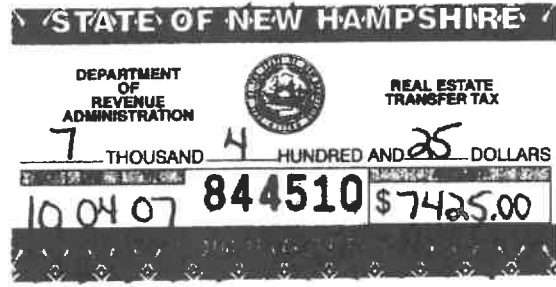
Robert Graham  
Designated Agent for Manager  
304 Maplewood LLC

*2-13-2026*  
Date

MAIL TO  
FLORIAN RETURN TO:  
WHALEY, DESHAIES, BAGLIARDI & WOELFEL, PC  
BOX 33

BK 4849 PG 2483

Return to:  
Feniger & Uliasz, LLP  
45 Bay Street  
Manchester, NH 03104



**WARRANTY DEED**

**KNOW ALL MEN BY THESE PRESENTS** that, Murray Hill Properties, Inc., a Maine Corporation having an address of PO Box 21, East Boothbay, Maine 04544, for consideration paid, grants to 304 Maplewood, LLC, a New Hampshire Limited Liability Company having an address of 304 Maplewood Avenue, Portsmouth, NH, with **WARRANTY COVENANTS**, the following described property:

Two certain tracts or parcels of land with the buildings thereon, situate in the City of Portsmouth, County of Rockingham and State of New Hampshire and known as 304 Maplewood Avenue, being more particularly bound and described as follows:

Tract I: Beginning on Maplewood Avenue at land now or formerly of Clara D. Moore, and running southwesterly by said land of said Moore, 86 feet to land now or formerly of Biagio Donini and Candina Donini (conveyed to the them by Frederick O. Baumgarten, et al by deed dated 05/31/35 and recorded in Volume 906, Page 430 of the Rockingham County Registry of Deeds); thence turning and running northwesterly by said last mentioned land 50' feet 4" to other land of said Doninis; thence turning and running by said last mentioned land northeasterly 42' feet to an angle, and thence northerly 32'7" to Dennett Street; thence turning and running northeasterly by said Dennett Street 23'8" to Maplewood Avenue; thence turning and running by said Maplewood Avenue, southeasterly 51', more or less to the point of beginning.

Tract II: Bounded northeasterly by Maplewood Avenue 72', more or less, northwesterly by land of Frederick O. Baumgarten and Charlotte E. Baumgarten and by land now or formerly of Biagio Donini and C.C. Donini 133 feet, more or less, southwesterly by land now or formerly of John J. Hoyt and land now or formerly of Charles W. Marden, 72 feet, more or less, southeasterly by land now or formerly of Susan B. Marvin, land now or formerly of Lydia L. Pinkham and land of said Charles V. Marden, 133 feet, more or less.

Subject to any and all easements, restrictions and covenants of record.

056487  
2007 OCT -4 PM 12:01  
ROCKINGHAM COUNTY  
REGISTRY OF DEEDS

Meaning and intending to describe and convey the same premises as conveyed to Murray Hill Properties, Inc., by Quitclaim Deed of D. Wayne Moore dated 09/03/02 and recorded in Volume 3964, Page 671 of the Rockingham County Registry of Deeds.

Executed this 24<sup>th</sup> day of September, 2007.

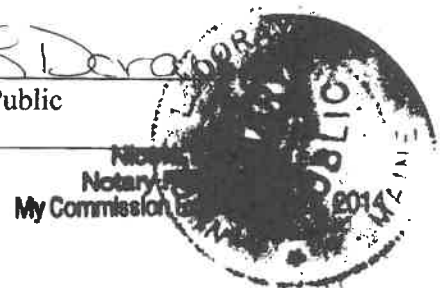
Murray Hill Properties, Inc.

By: [Signature]  
D. Wayne Moore, Duly Authorized

COUNTY OF Lincoln  
STATE OF MAINE

On this 24 day of September, 2007, personally appeared before me, D. Wayne Moore, duly authorized President of Murray Hill Properties, Inc., a S Corporation, and known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

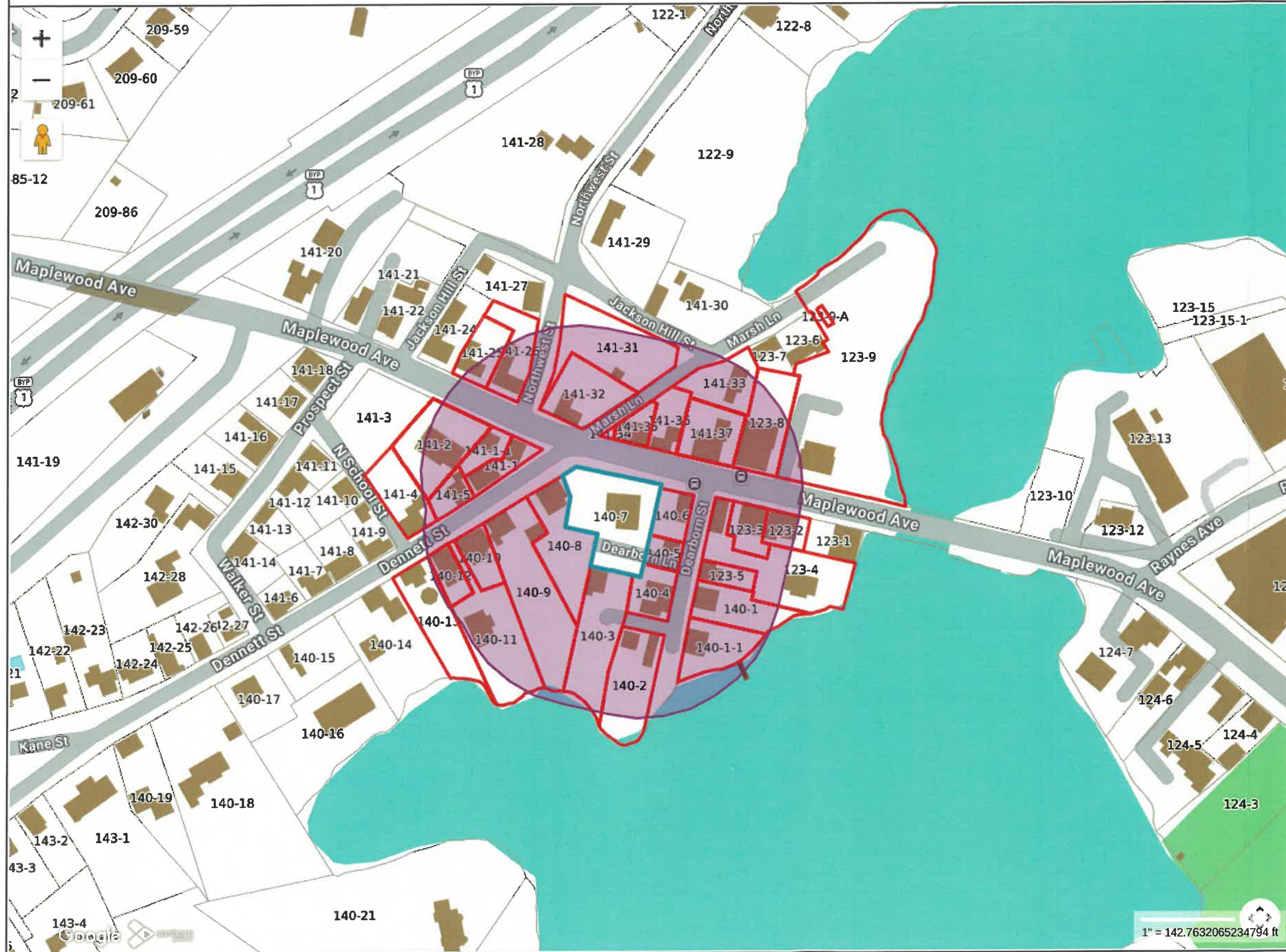
[Signature]  
Justice of Peace/Notary Public  
My commission expires: \_\_\_\_\_



Property ID	Site Address	Owner Name	Owner Name 2	Owner Address	City	State	Zip
0140-0001-0000	28 DEARBORN ST	REGAN BRIAN M		28 DEARBORN ST	PORTSMOUTH	NH	03801
0140-0002-0000	41 DEARBORN ST	GOLDEN JAMES E	MCCARTHY COURTNEY E	41 DEARBORN ST	PORTSMOUTH	NH	03801
0140-0003-0000	39 DEARBORN ST	BARDONG SHAWN & MICHIO		39 DEARBORN ST	PORTSMOUTH	NH	03801
0140-0004-0000	33 DEARBORN ST	STASIUK MICHAEL		31/33 DEARBORN ST	PORTSMOUTH	NH	03801
0140-0005-0000	21 DEARBORN ST	ALATI BRIAN J REV TRUST	ALATI BRIAN J TRUSTEE	274 NEW CASTLE AVE	PORTSMOUTH	NH	03801
0140-0006-0000	276 MAPLEWOOD AVE	SALAS RAFAEL	ABRUZESE MARIA RUTH	276 MAPLEWOOD AVE	PORTSMOUTH	NH	03801
0140-0008-0000	12 DENNETT ST	ANCTIL S CHRISTOPHER		73 EXETER RD	NORTH HAMPTON	NH	03862
0140-0009-0000	28 DENNETT ST	BENSLEY JOHN E	BENSLEY CYNTHIA S	28 DENNETT ST	PORTSMOUTH	NH	03801
0140-0010-0000	38 DENNETT ST	SHOOP ZEHRA N		PO BOX 277	KITTERY	ME	03904
0140-0011-0000	42 DENNETT ST	DEMPSEY GEORGE HENRY LIVING TRUST		42 DENNETT ST	PORTSMOUTH	NH	03801
0140-0012-0000	44 DENNETT ST	DENNETT INVESTMENT GROUP LLC		56 DENNETT ST	PORTSMOUTH	NH	03801
0140-0013-0000	56 DENNETT ST	HOERMAN FAMILY REVOCABLE TRUST OF 2019	HOERMAN WALTER A AND MARY ELLEN TRUSTEE	56 DENNETT ST	PORTSMOUTH	NH	03801
0141-0004-0000	49 DENNETT ST	VIEIRA ROBERT F	VIEIRA DIANE R	49 DENNETT ST	PORTSMOUTH	NH	03801
0141-0005-0000	31 DENNETT ST	ABSHIER NICOLE L		31 DENNETT ST	PORTSMOUTH	NH	03801
0141-0025-0000	347 MAPLEWOOD AVE	HEAD PAUL B II	HEAD HOLLY	347 MAPLEWOOD AVE	PORTSMOUTH	NH	03801
0141-0033-0000	1 MARSH LN	WHITE L MICHELLE	ZIEBARTH WALTER	3 MARSH LN	PORTSMOUTH	NH	03801
0141-0035-0000	293 MAPLEWOOD AVE	293 MAPLEWOOD AVENUE CONDOMINIUMS		295 MAPLEWOOD AVE	PORTSMOUTH	NH	03801
0141-0036-0000	287 MAPLEWOOD AVE	COOPER EVON		16 GARLAND RD	LINCOLN	MA	01773
0141-0001-0001	334 MAPLEWOOD AVE	JORDAN KATHRYN H		55 OAKWOOD DR	PORTSMOUTH	NH	03801
0141-0002-0001	348 MAPLEWOOD AVE #1	GLENNEY AARON		348 MAPLEWOOD AVE #1	PORTSMOUTH	NH	03801
0141-0002-0002	348 MAPLEWOOD AVE #2	GIBB BRIAN K		348 MAPLEWOOD AVE UNIT 2	PORTSMOUTH	NH	03801
0141-0002-0003	348 MAPLEWOOD AVE #3	DENICOLA ROBERT JR		348 MAPLEWOOD AVE #3	PORTSMOUTH	NH	03801
0141-0002-0004	348 MAPLEWOOD AVE #4	ABSHIRE DIANA C		348 MAPLEWOOD AVE APT 4	PORTSMOUTH	NH	03801
0141-0002-0005	348 MAPLEWOOD AVE #5	STANDISH DEBORAH		348 MAPLEWOOD AVE APT 5	PORTSMOUTH	NH	03801
0123-0002-0000	248 MAPLEWOOD AVE	MAPLEWOOD AVE LLC		30 SPRING ST	PORTSMOUTH	NH	03801
0123-0003-0000	258 MAPLEWOOD AVE	BVB LLC		87 RIDGE RD	YORK	ME	03909
0123-0004-0000	6 DEARBORN ST	6-10 DEARBORN STREET LLC		3 QUILL LANE STE 107	BARRINGTON	NH	03825
0123-0005-0000	22 DEARBORN ST	HUDLIN MELISSA A REV TR	HUDLIN MELISSA A TRUSTEE	256 WIBIRD ST	PORTSMOUTH	NH	03801
0123-0008-0000	259 MAPLEWOOD AVE	259 MAPLEWOOD AVENUE LLC		259 MAPLEWOOD AVE	PORTSMOUTH	NH	03801
0123-0009-0000	235 MAPLEWOOD AVE	JACKSON POINT LLC		PO BOX 1131	RYE	NH	03870
0141-0001-0000	324 MAPLEWOOD AVE	NEILA LLC		31 DENNETT ST	PORTSMOUTH	NH	03801
0141-0026-0000	335 MAPLEWOOD AVE	PETERSEN JAMES F REVOCABLE TRUST	PETERSEN JAMES F TRUSTEE	PO BOX 4516	PORTSMOUTH	NH	03802
0141-0031-0000	NORTHWEST ST	PUBLIC SERVICE CO OF NH		PO BOX 270	HARTFORD	CT	06141
0141-0034-0000	JACKSON HILL ST	35 PINES LLC		295 MAPLEWOOD AVE UNIT 1	PORTSMOUTH	NH	03801
0141-0037-0001	273 MAPLEWOOD AVE #1	NISSENBAUM & CELLETTI RV LV TR	CELLETTI MADELINE M TRUSTEE	18 WASHINGTON ST	BOXFORD	MA	01921
0141-0037-0002	273 MAPLEWOOD AVE #2	CARON JEFFREY	CARON RONDA	325 THAXTER RD	PORTSMOUTH	NH	03801
0141-0037-0003	273 MAPLEWOOD AVE #3	FORTIN ALISON A		273 MAPLEWOOD AV UNIT 3	PORTSMOUTH	NH	03801
0141-0037-0004	273 MAPLEWOOD AVE #4	COGSWELL TIMOTHY E		273 MAPLEWOOD AVE UNIT 4	PORTSMOUTH	NH	03801
0141-0002-0000	348 MAPLEWOOD AVE	OLD FRANKLIN SCHOOL CONDO MASTERCARD					
0141-0037-0000	273 MAPLEWOOD AVE	BOISVERT BRADLEY P		20 SHERBURNE RD	PORTSMOUTH	NH	03801
0141-0035-0003	295 MAPLEWOOD AVE F #3	SEE AARON & ALLYSON		293 MAPLEWOOD AVE UNIT F	PORTSMOUTH	NH	03801
0141-0035-0002	295 MAPLEWOOD AVE R #2	BASSI VICTORIA	BOUCHARD CAMERON J	295 MAPLEWOOD AVE R #2	PORTSMOUTH	NH	03801
0141-0035-0001	295 MAPLEWOOD AVE #1	35 PINES LLC		295 MAPLEWOOD AVE #1	PORTSMOUTH	NH	03801
0141-0032-0000	315 MAPLEWOOD AVE	GEREMIA PETER P		315 MAPLEWOOD AVE	PORTSMOUTH	NH	03801
0140-0012-0002	46 DENNETT ST #2	BURRA STEFANIE A		120 TOWNE ST APT #248	FAIRFIELD	CT	06902
0140-0012-0001	44 DENNETT ST #1	NORTH MILL RENTALS LLC		294 THORNTON ST	PORTSMOUTH	NH	03801
0140-0001-0001	30 DEARBORN ST	REGAN SUSAN M		30 DEARBORN ST	PORTSMOUTH	NH	03801

Jones & Beach Engineers, Inc., Attn. Joseph Coronati, PO Box 219, Stratham, NH 03885

304 Maplewood LLC, 304 Maplewood Ave., Portsmouth, NH 03801



**Property Information**  
**Property ID** 0140-0007-0000  
**Location** 304 MAPLEWOOD AVE  
**Owner** 304 MAPLEWOOD LLC



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.

1" = 142.7632065234794 ft

# 304 MAPLEWOOD AVENUE OFFICE ADDITION

HISTORIC DISTRICT COMMISSION PUBLIC HEARING, FEBRUARY 2026

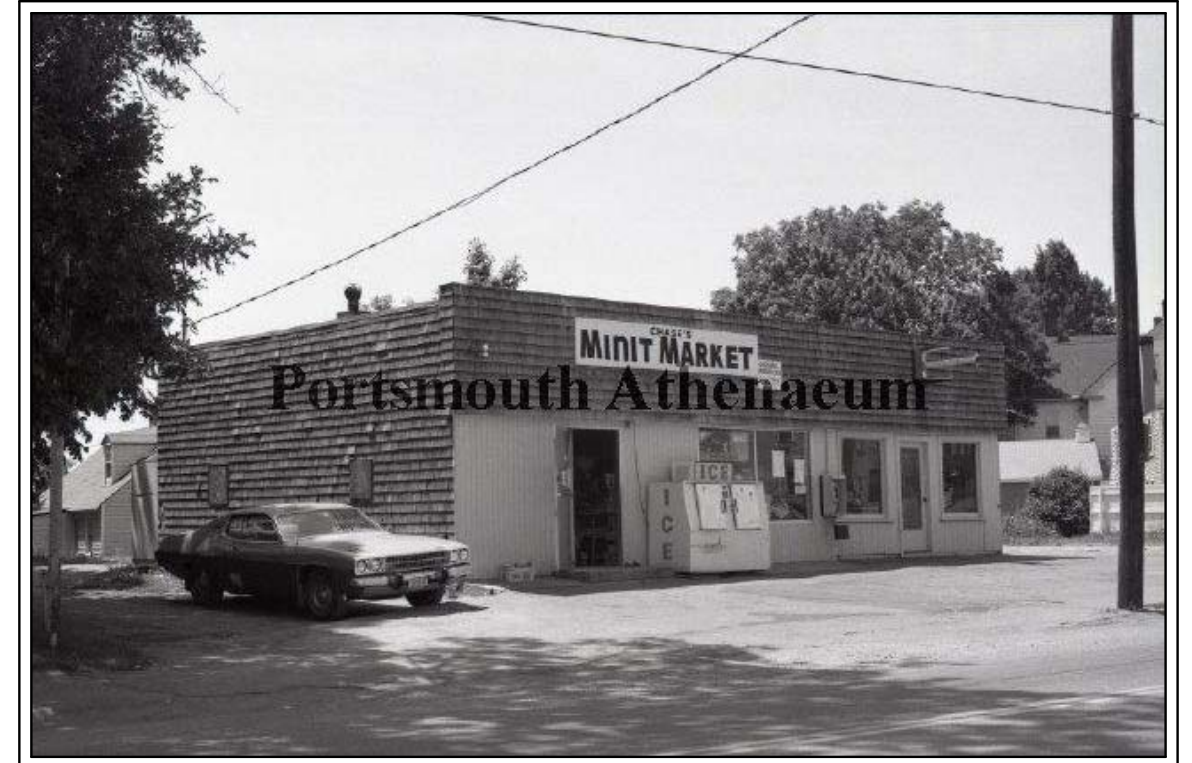
**BUILDING HISTORY:**

- BUILT IN 1940, ORIGINALLY A MODERN STYLE COMMERCIAL BUILDING OCCUPIED BY CHASE'S MINIT MARKET
- THE STRUCTURE IS A ONE STORY, RECTANGULAR BUILDING WITH REAR ELL
- WHEN RENOVATED, THE ROOF CHANGED FROM A FLAT ROOF TO A GABLE/HIP ROOF
- STRUCTURE IS NOW AN OFFICE BUILDING
- REMOVE REAR SHED ADDITION

**GENERAL PROJECT DESCRIPTION:**

- EXISTING BUILDING TO REMAIN
- EXISTING REAR SHED DORMER ADDITION TO BE REMOVED
- 1,000 SF OFFICE ADDITION ON REAR OF BUILDING

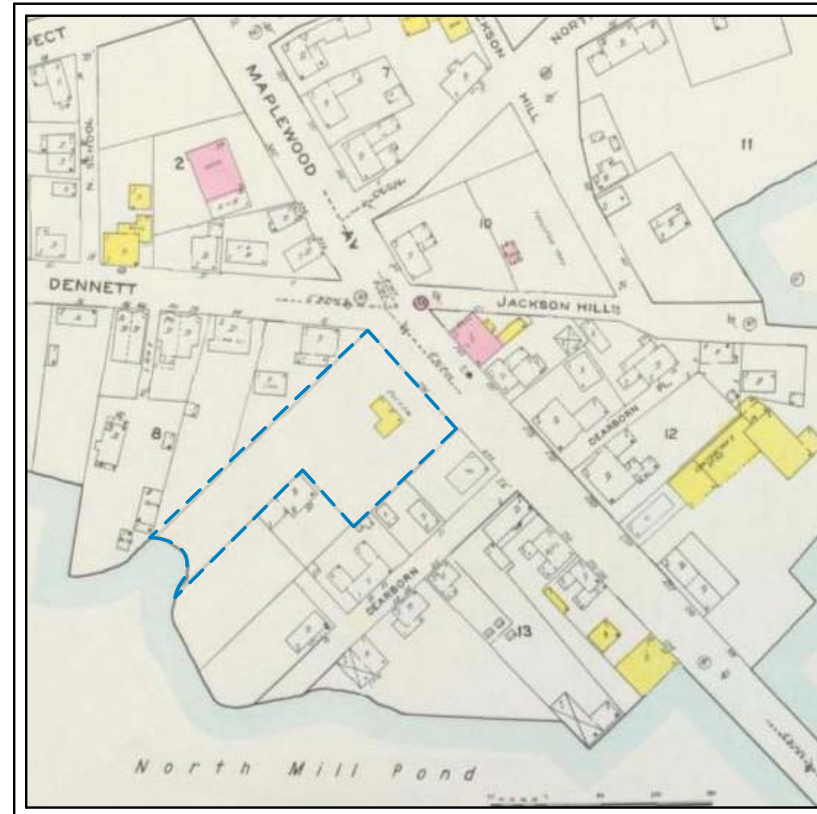
SHEET LIST - HDC	
Sheet Number	Sheet Name
A0	COVER
C1	EXISTING CONDITIONS PLAN
A1	SITE PLAN
A2	EXISTING IMAGES
A3	PROPOSED PLANS
A4	PROPOSED ELEVATIONS
A5	PROPOSED ELEVATIONS
A6	WINDOW SCHEDULE/MATERIALS



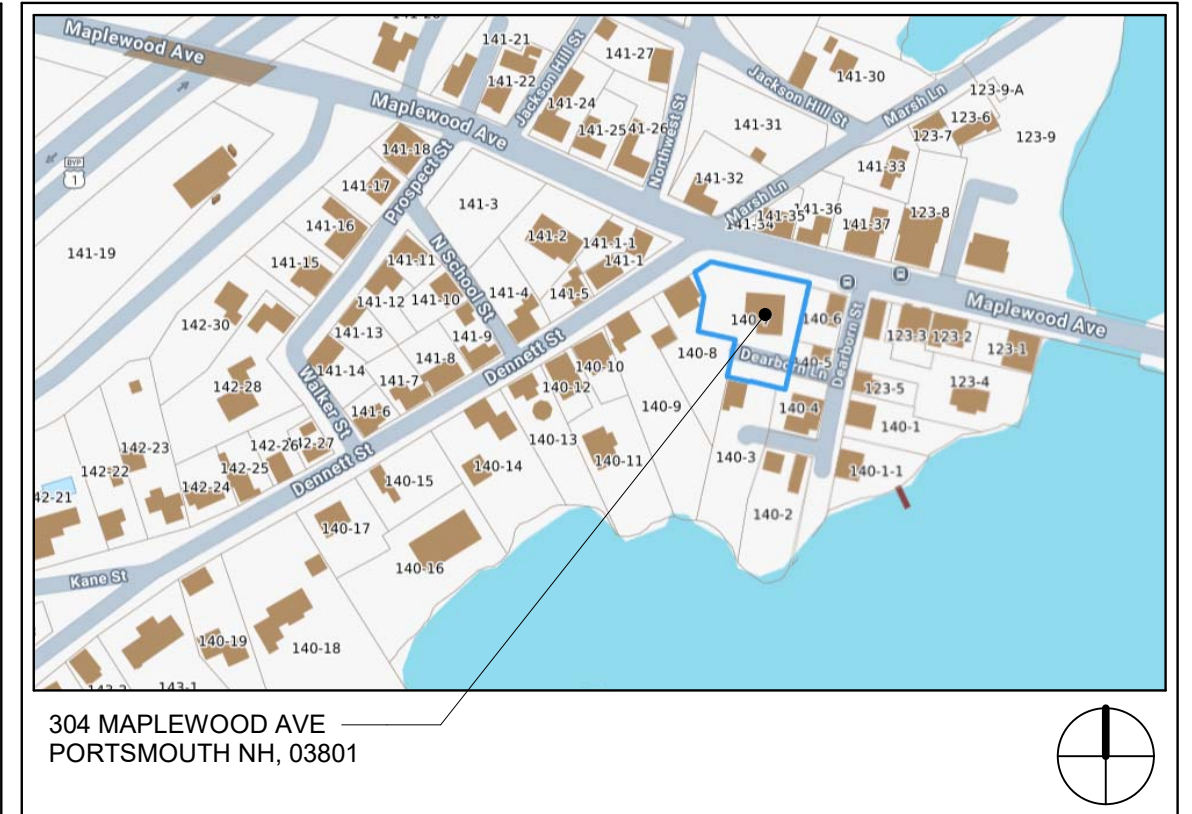
VIEW OF CHASE'S MINIT MARKET, 304 MAPLEWOOD AVE. IMAGE DATE: AUGUST 6, 1982  
PHOTOGRAPHER: WOODARD DORR OPENO, COURTESY OF PORTSMOUTH ATHENAEUM



EXISTING PERSPECTIVE FROM MAPLEWOOD AVE LOOKING AT 304 MAPLEWOOD



ZONING PLAN FROM THE SANDBORN FIRE INSURANCE MAPS IN 1956, PROVIDED BY THE PORTSMOUTH ATHENAEUM.



304 MAPLEWOOD AVE  
PORTSMOUTH NH, 03801

© 2026 Portsmouth Architects

**OFFICE ADDITION**

304 MAPLEWOOD AVE  
PORTSMOUTH, NH 03801

**COVER**

HISTORIC DISTRICT COMMISSION- PUBLIC HEARING,  
FEBRUARY 2026

4 Market Street  
Portsmouth, New Hampshire  
603.430.0274

brought to you by  
**McHENRY ARCHITECTURE**



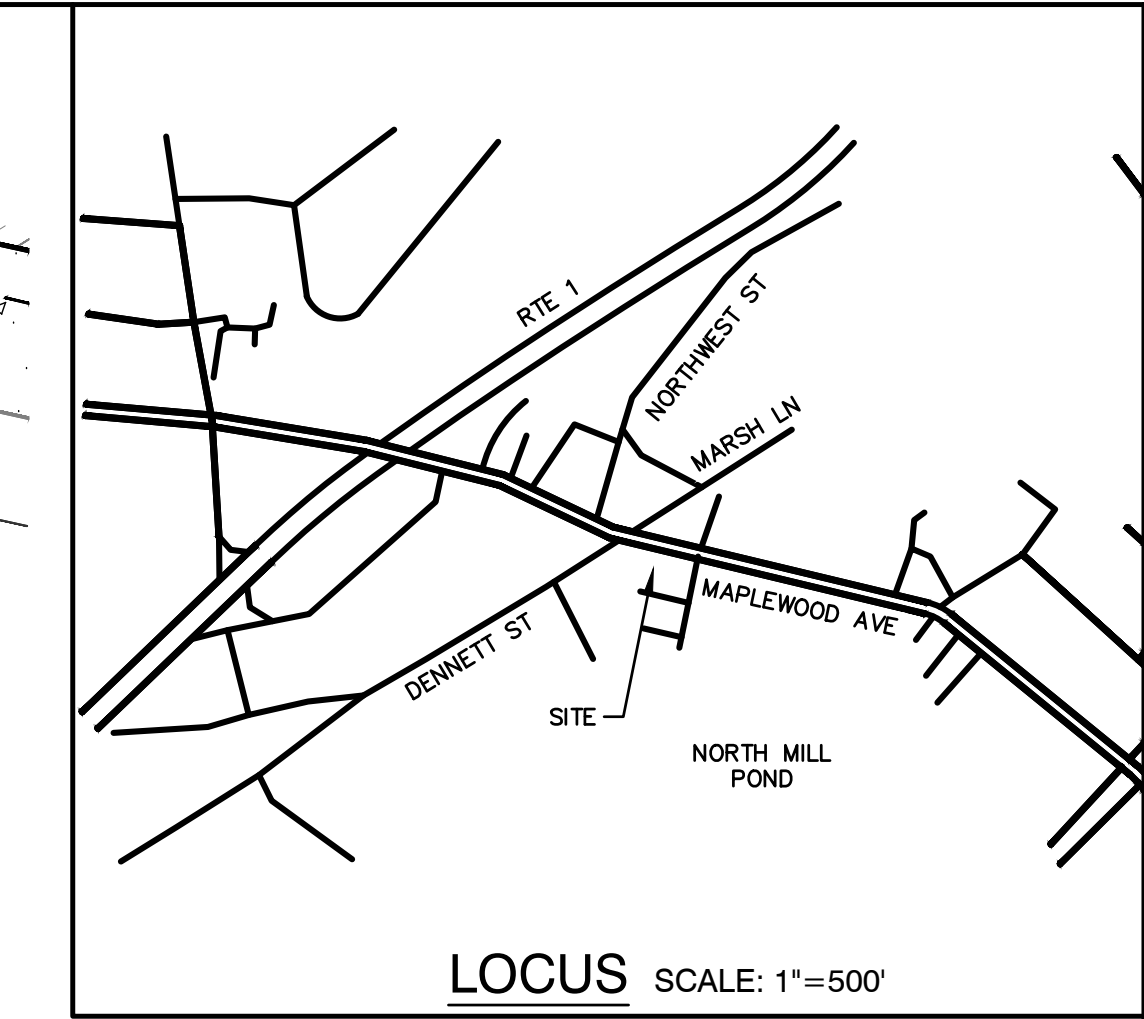
**A0**

01/16/2026  
PA: MM / MG  
Project Number: 25081  
**NOT TO SCALE**

**PROJECT PARCEL**  
TOWN OF PORTSMOUTH  
TAX MAP 140, LOT 7

**APPLICANT/OWNER**  
304 MAPLEWOOD LLC 304  
MAPLEWOOD AVE  
PORTSMOUTH, NH 03801  
BK 4849, PG 2483

**TOTAL LOT AREA**  
14,396 SQ. FT.  
0.33 ACRES



- LEGEND**
- PROPERTY LINE
  - ABUTTER PROPERTY LINE
  - BUILDING SETBACK
  - SURVEY TIE LINES
  - EASEMENT
  - SIDEWALK
  - EDGE OF PAVEMENT
  - EDGE OF GRAVEL
  - OHE OVERHEAD ELECTRIC LINES
  - EDGE OF LANDSCAPED AREA
  - VGC VERTICAL CONCRETE CURB
  - CATCH BASIN
  - UTILITY POLE
  - ELECTRIC METER
  - GAS LINE
  - GAS GATE VALVE
  - GAS METER
  - IR FND / IRON PIPE AS NOTED
  - METAL FENCE POST
  - CONCRETE
  - STONE PAVERS
  - DETECTIBLE WARNING PAD
  - RIP-RAP

**ZONING SUMMARY**

ZONE	CHARACTER DISTRICT (CD4-L2)
MINIMUM LOT AREA	3,000 S.F.
MAXIMUM FRONT YARD SETBACK	15'
SIDE YARD SETBACK	5' MIN; 20' MAX
MINIMUM REAR YARD SETBACK	5' FROM REAR LOT LINE; 10' FROM CENTER LINE OF ALLEY
MAXIMUM BUILDING HEIGHT	60' (2-5 STORIES)
MAXIMUM BUILDING COVERAGE	60% OF LOT
MAXIMUM BUILDING FOOTPRINT	2,500 S.F.
MINIMUM OPEN SPACE	25% OF LOT

**CERTIFICATION:**

PURSUANT TO RSA 676:18-III AND RSA 672:14

I CERTIFY THAT THIS SURVEY PLAN IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

I CERTIFY THAT THIS PLAN WAS PREPARED UNDER MY DIRECT SUPERVISION, THAT IT IS THE RESULT OF A FIELD SURVEY BY THIS OFFICE AND HAS AN UNADJUSTED LINEAR ERROR OF CLOSURE THAT EXCEEDS BOTH THE MINIMUM OF 1:10,000 AS DEFINED IN SECTION 503.04 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES AND THE MINIMUM OF 1:15,000 AS DEFINED IN SECTION 4.2 OF THE N.H.L.S.A. ETHICS AND STANDARDS.

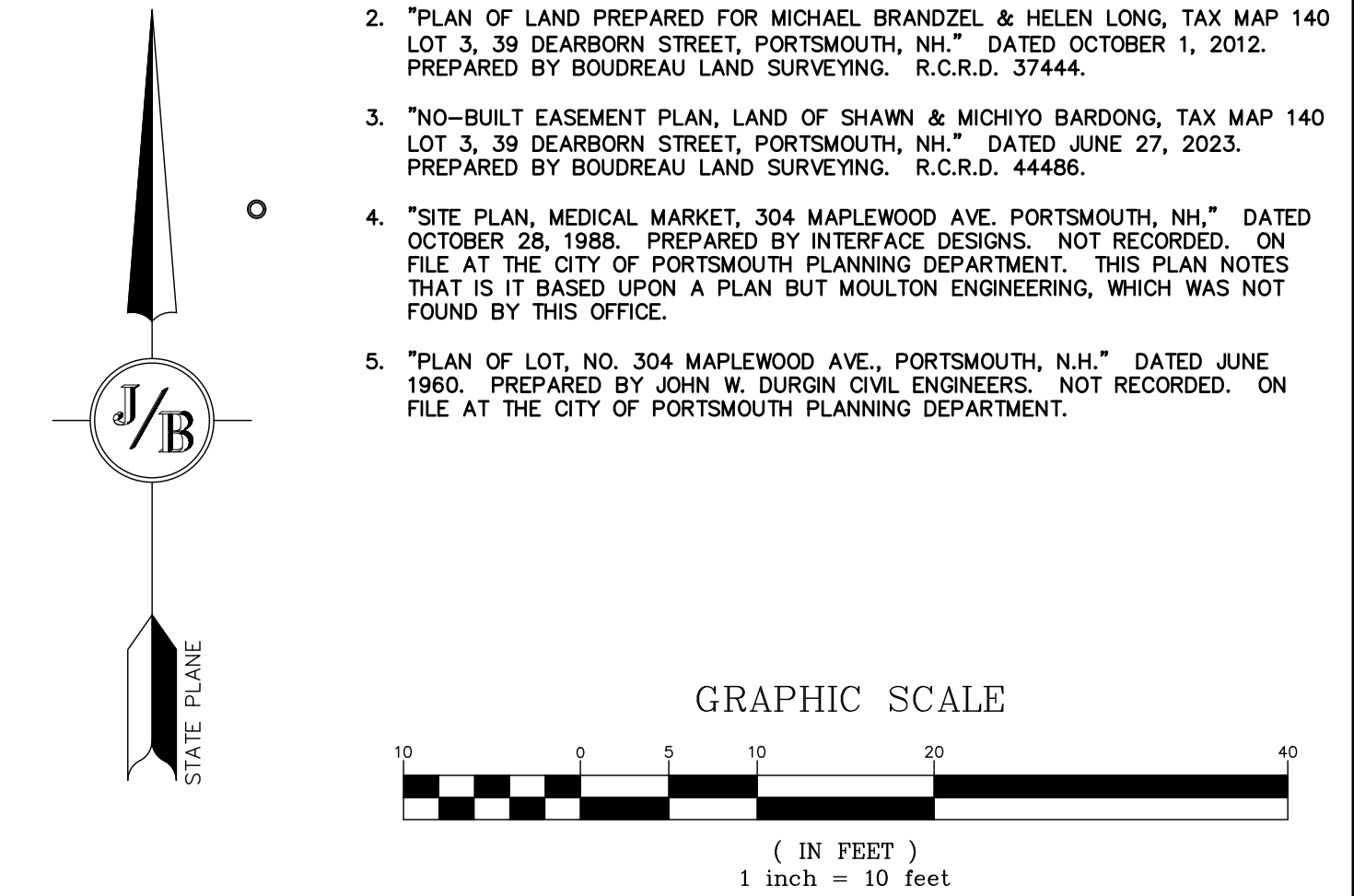
THIS SURVEY CONFORMS TO A CATEGORY 1 CONDITION 1 SURVEY AS DEFINED IN SECTION 4.1 OF THE N.H.L.S.A. ETHICS AND STANDARDS.

SIGNATURE

**MATTHEW J. SALVUCCI, LLS 1030**      **DATE:**  
ON BEHALF OF JONES & BEACH ENGINEERS, INC.

- NOTES:**
- THE INTENT OF THIS PLAN IS TO SHOW THE EXISTING SITE FEATURES OF TAX MAP 140 LOT 7.
  - THE UTILITY LOCATIONS SHOWN HEREON WERE DETERMINED BY OBSERVED ABOVE GROUND EVIDENCE AND SHOULD BE CONSIDERED APPROXIMATE IN LOCATION ONLY. LOCATION, DEPTH, SIZE, TYPE, EXISTENCE OR NONEXISTENCE OF UNDERGROUND UTILITIES AND/OR UNDERGROUND STORAGE TANKS WAS NOT VERIFIED BY THIS SURVEY. ALL CONTRACTORS SHOULD NOTIFY IN WRITING ALL UTILITY COMPANIES AND GOVERNMENT AGENCIES PRIOR TO ANY EXCAVATION WORK OR CALL DIG-SAFE AT 1-888-DIG-SAFE.
  - THE SUBJECT PARCEL IS NOT LOCATED WITHIN AN AREA HAVING A SPECIAL FLOOD HAZARD ZONE DESIGNATION BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), ON FLOOD INSURANCE RATE MAP NO. 33015C0259F, WITH EFFECTIVE DATE OF JANUARY, 29, 2021.
  - BASIS OF BEARING: HORIZONTAL - NH STATE PLANE. VERTICAL - NAVD88.
  - CERTAIN DATA HEREON MAY VARY FROM RECORDED DATA DUE TO DIFFERENCES IN DECLINATION, ORIENTATION, AND METHODS OF MEASUREMENT.
  - ALL BOOK AND PAGE NUMBERS REFER TO THE ROCKINGHAM COUNTY REGISTRY OF DEEDS.
  - THE TAX MAP AND LOT NUMBERS ARE BASED ON THE TOWN OF PORTSMOUTH. TAX RECORDS AND ARE SUBJECT TO CHANGE.
  - RESEARCH WAS PERFORMED AT THE TOWN OF PORTSMOUTH ASSESSOR'S OFFICE AND THE ROCKINGHAM COUNTY REGISTRY OF DEEDS.
  - THIS SURVEY IS NOT A CERTIFICATION TO OWNERSHIP OR TITLE OF LANDS SHOWN. OWNERSHIP AND ENCUMBRANCES ARE MATTERS OF TITLE EXAMINATION NOT OF A BOUNDARY SURVEY. THE INTENT OF THIS PLAN IS TO RETRACE THE BOUNDARY LINES OF DEEDS REFERENCED HEREON. OWNERSHIP OF ADJOINING PROPERTIES IS ACCORDING TO ASSESSOR'S RECORDS. THIS PLAN MAY OR MAY NOT INDICATE ALL ENCUMBRANCES EXPRESSED, IMPLIED OR PRESCRIPTIVE.
  - ANY USE OF THIS PLAN AND OR ACCOMPANYING DESCRIPTIONS SHOULD BE DONE WITH LEGAL COUNSEL. TO BE CERTAIN THAT TITLES ARE CLEAR, THAT INFORMATION IS CURRENT, AND THAT ANY NECESSARY CERTIFICATES ARE IN PLACE FOR A PARTICULAR CONVEYANCE, OR OTHER USES.
  - NO WETLANDS WERE OBSERVED ON THE SUBJECT PREMISES.
  - SURVEY TIE LINES SHOWN HEREON ARE NOT BOUNDARY LINES. THEY SHOULD ONLY BE USED TO LOCATE THE PARCEL SURVEYED FROM THE FOUND MONUMENTS SHOWN AND LOCATED BY THIS SURVEY.

- PLAN REFERENCES:**
- "LOT LINE RELOCATION PLAN FOR JOHN J. & CATHERINE PAUSON AND HAROLD C. & ASTRID LOUISE PASSER, 12-28 DENNETT STREET, PORTSMOUTH, NH," DATED NOVEMBER 30, 1983. PREPARED BY RICHARD P. MILLETTE AND ASSOCIATES. R.C.R.D. 12123.
  - "PLAN OF LAND PREPARED FOR MICHAEL BRANDZEL & HELEN LONG, TAX MAP 140 LOT 3, 39 DEARBORN STREET, PORTSMOUTH, NH," DATED OCTOBER 1, 2012. PREPARED BY BOUDREAU LAND SURVEYING. R.C.R.D. 37444.
  - "NO-BUILT EASEMENT PLAN, LAND OF SHAWN & MICHIO BARDONG, TAX MAP 140 LOT 3, 39 DEARBORN STREET, PORTSMOUTH, NH," DATED JUNE 27, 2023. PREPARED BY BOUDREAU LAND SURVEYING. R.C.R.D. 44486.
  - "SITE PLAN, MEDICAL MARKET, 304 MAPLEWOOD AVE. PORTSMOUTH, NH," DATED OCTOBER 28, 1988. PREPARED BY INTERFACE DESIGNS. NOT RECORDED. ON FILE AT THE CITY OF PORTSMOUTH PLANNING DEPARTMENT. THIS PLAN NOTES THAT IS IT BASED UPON A PLAN BUT MOULTON ENGINEERING, WHICH WAS NOT FOUND BY THIS OFFICE.
  - "PLAN OF LOT, NO. 304 MAPLEWOOD AVE., PORTSMOUTH, N.H." DATED JUNE 1960. PREPARED BY JOHN W. DURGIN CIVIL ENGINEERS. NOT RECORDED. ON FILE AT THE CITY OF PORTSMOUTH PLANNING DEPARTMENT.



Design: XXX	Draft: KDR	Date: 01/14/26
Checked: JAC	Scale: AS SHOWN	Project No.: 23169
Drawing Name: 23169-PLAN.dwg		
THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM JONES & BEACH ENGINEERS, INC. (JBE). ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO JBE.		

REV.	DATE	REVISION	BY
0	1/14/26	ISSUED FOR REVIEW	KDR

Designed and Produced in NH

**J/B Jones & Beach Engineers, Inc.**

85 Portsmouth Ave.    Civil Engineering Services    603-772-4746  
PO Box 219  
Stratham, NH 03885    E-MAIL: JBE@JONESANDBEACH.COM

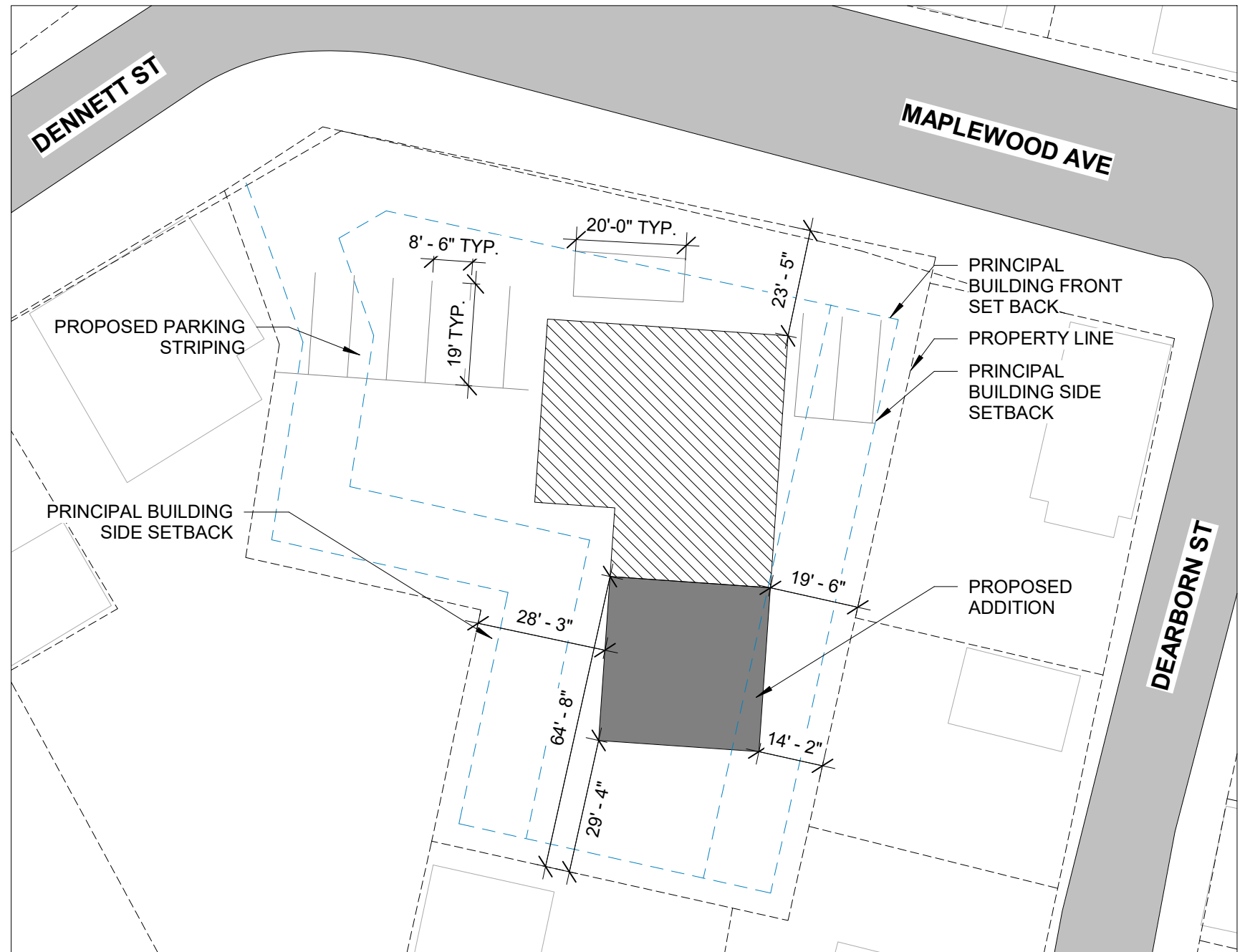
Plan Name:	<b>EXISTING CONDITIONS PLAN</b>
Project:	<b>304 MAPLEWOOD AVE, PORTSMOUTH, NH</b>
Owner of Record:	<b>304 MAPLEWOOD LLC 304 MAPLEWOOD AVE, PORTSMOUTH, NH 03801</b>

DRAWING No.

**C1**

SHEET 1 OF 2  
JBE PROJECT NO. 23169

ZONING SUMMARY	
ZONE	CHARACTER DISTRICT (CD4-L2)
MINIMUM LOT AREA	3,000 SF
MAXIMUM FRONT YARD SETBACK	15'
SIDE YARD SETBACK	5' MIN; 20' MAX
MINIMUM REAR YARD SETBACK	5' FROM REAR LOT LINE; 10' FROM CENTER LINE OF ALLEY
MAXIMUM BUILDING HEIGHT	60' (2-5 STORIES)
MAXIMUM BUILDING COVERAGE	60% OF LOT
MAXIMUM BUILDING FOOTPRINT	2,500 S.F.
MINIMUM OPEN SPACE	25% OF LOT



1 ARCHITECTURAL SITE PLAN  
1" = 30'-0"

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# OFFICE ADDITION

304 MAPLEWOOD AVE  
PORTSMOUTH, NH 03801

# SITE PLAN

HISTORIC DISTRICT COMMISSION- PUBLIC HEARING,  
FEBRUARY 2026

4 Market Street  
Portsmouth, New Hampshire  
603.430.0274

brought to you by  
McHENRY ARCHITECTURE



A1

01/16/2026

PA: MM / MG

Project Number: 25081

AS INDICATED



PERSPECTIVE FROM MAPLEWOOD AVE



PERSPECTIVE OF BACK OF BUILDING, REAR SHED ADDITION TO BE REMOVED



VIEW OF EXISTING UTILITIES AND SERVICES ON WEST SIDE OF BUILDING



PERSPECTIVE OF BACK SIDE OF BUILDING



PERSPECTIVE OF EAST SIDE OF BUILDING



PERSPECTIVE FROM BACK OF BUILDING, SHOWING THE YARD

© 2026 Portsmouth Architects

# OFFICE ADDITION

304 MAPLEWOOD AVE  
PORTSMOUTH, NH 03801

# EXISTING IMAGES

HISTORIC DISTRICT COMMISSION- PUBLIC HEARING,  
FEBRUARY 2026

4 Market Street  
Portsmouth, New Hampshire  
603.430.0274  
brought to you by  
McHENRY ARCHITECTURE



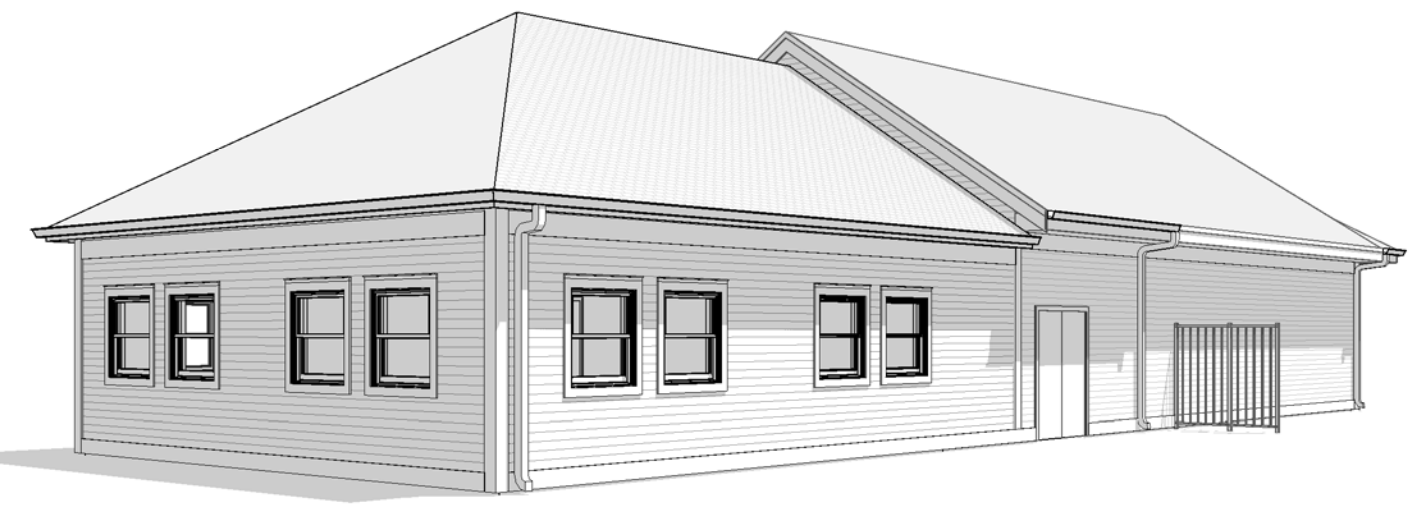
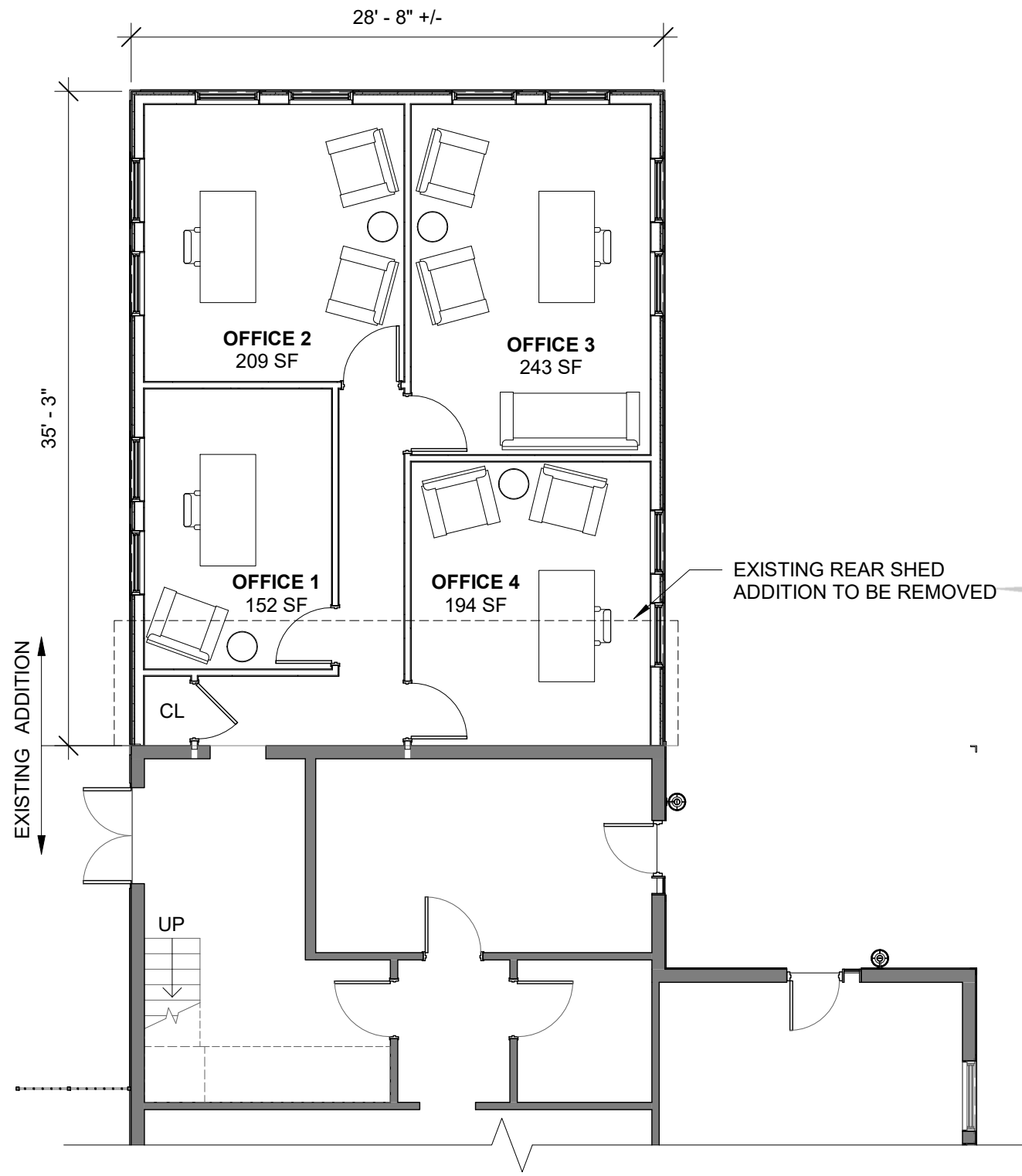
A2

01/16/2026

PA: MM / MG

Project Number: 25081

NOT TO SCALE



2 3D VIEW - ADDITION

1 FLOOR PLAN  
1/8" = 1'-0"

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**OFFICE ADDITION**  
304 MAPLEWOOD AVE  
PORTSMOUTH, NH 03801

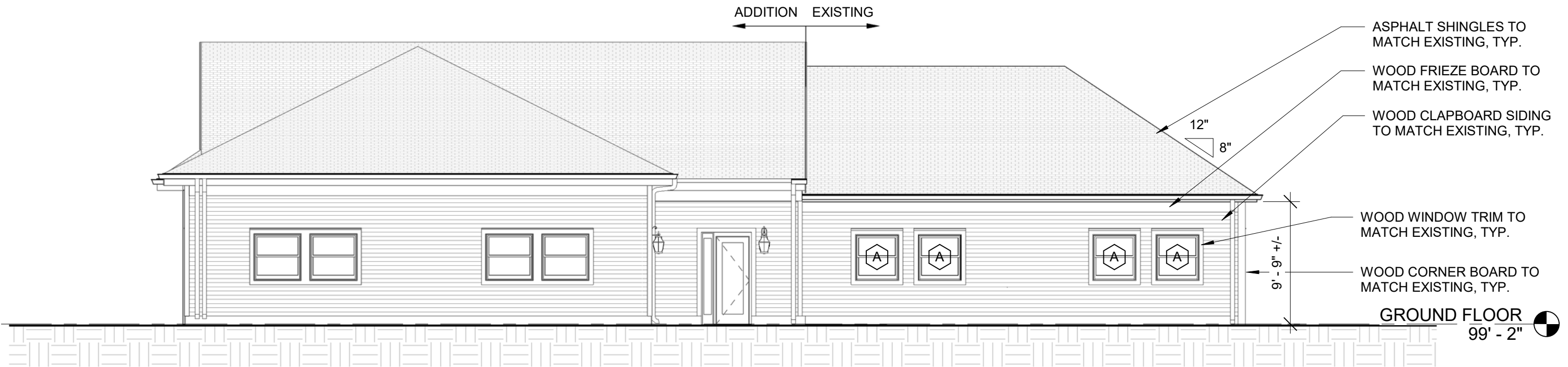
**PROPOSED PLANS**  
HISTORIC DISTRICT COMMISSION- PUBLIC HEARING,  
FEBRUARY 2026

4 Market Street  
Portsmouth, New Hampshire  
603.430.0274  
brought to you by  
McHENRY ARCHITECTURE

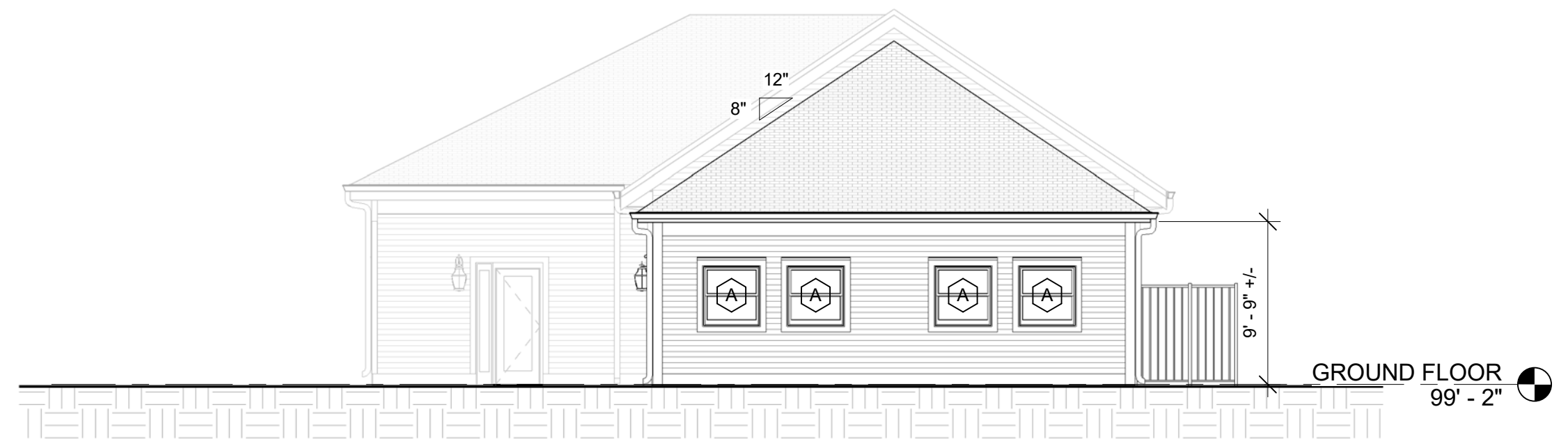


A3

01/16/2026  
PA: MM / MG  
Project Number: 25081  
AS INDICATED



2 WEST ELEVATION  
1/8" = 1'-0"



1 SOUTH ELEVATION  
1/8" = 1'-0"

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**OFFICE ADDITION**  
304 MAPLEWOOD AVE  
PORTSMOUTH, NH 03801

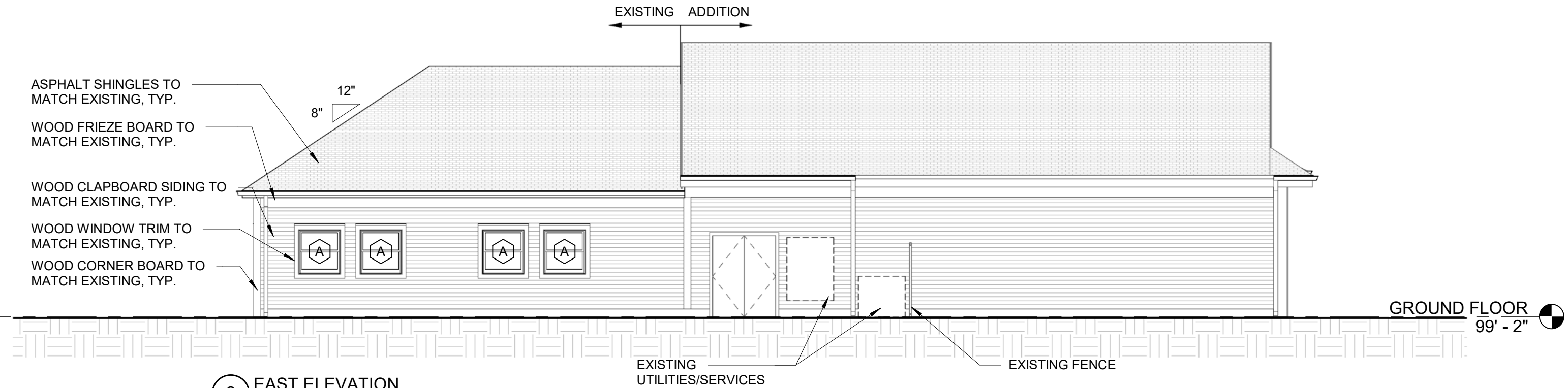
**PROPOSED ELEVATIONS**  
HISTORIC DISTRICT COMMISSION- PUBLIC HEARING,  
FEBRUARY 2026

4 Market Street  
Portsmouth, New Hampshire  
603.430.0274  
brought to you by  
**McHENRY ARCHITECTURE**



A4

01/16/2026  
PA: MM / MG  
Project Number: 25081  
Scale: 1/8" = 1'-0"



2 EAST ELEVATION  
1/8" = 1'-0"



1 NORTH ELEVATION  
1/8" = 1'-0"

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**OFFICE ADDITION**  
304 MAPLEWOOD AVE  
PORTSMOUTH, NH 03801

**PROPOSED ELEVATIONS**  
HISTORIC DISTRICT COMMISSION- PUBLIC HEARING,  
FEBRUARY 2026

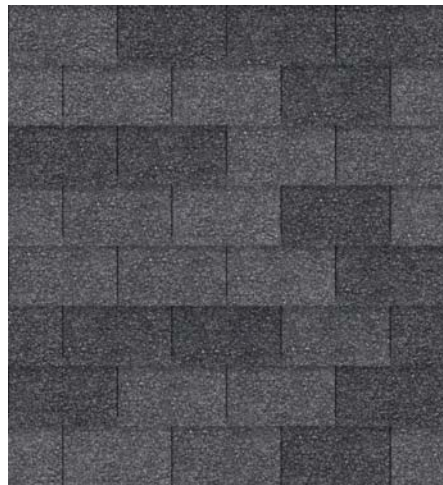
4 Market Street  
Portsmouth, New Hampshire  
603.430.0274  
brought to you by  
McHENRY ARCHITECTURE



A5

01/16/2026  
PA: MM / MG  
Project Number: 25081  
Scale: 1/8" = 1'-0"

WINDOW SCHEDULE				
Type Mark	Manufacturer	Material / Cladding	Width	Height
A	Marvin Windows and Doors	Fiberglass	3' - 5 1/2"	3' - 7 3/4"

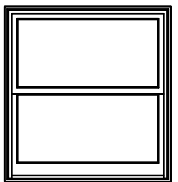


**ASPHALT SHINGLES**

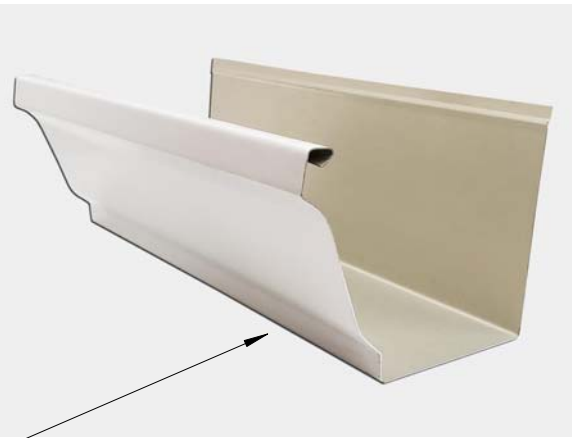


**CLAPBOARD SIDING**  
4" EXPOSURE TO MATCH EXISTING

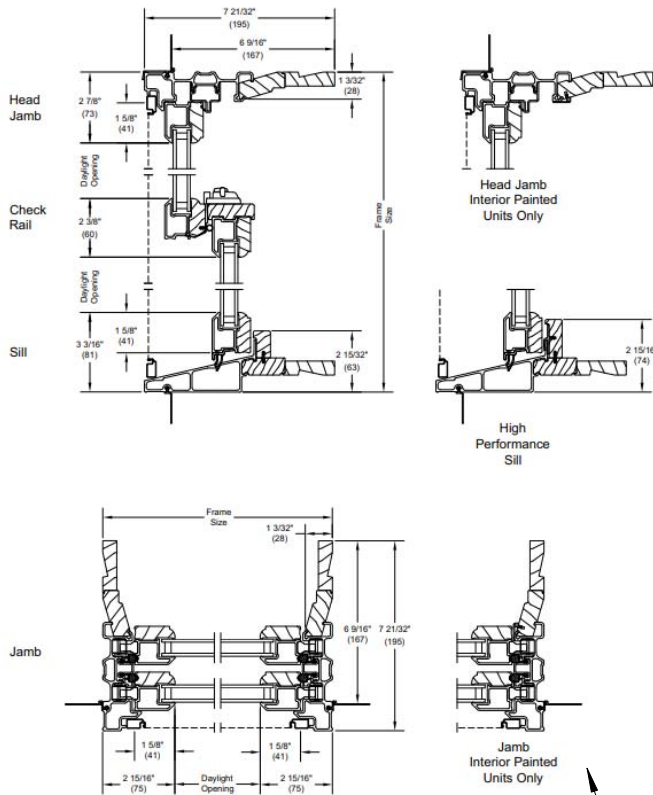
**WINDOW TYPES**



**TYPE A:**  
FIBERGLASS CLAD  
WOOD DOUBLE  
HUNG WINDOW



**K-STYLE GUTTER AND  
RECTANGULAR DOWNSPOUT TO  
MATCH EXISTING**



**WINDOWS**  
MARVIN ELEVATE DOUBLE HUNG G2



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**OFFICE ADDITION**  
304 MAPLEWOOD AVE  
PORTSMOUTH, NH 03801

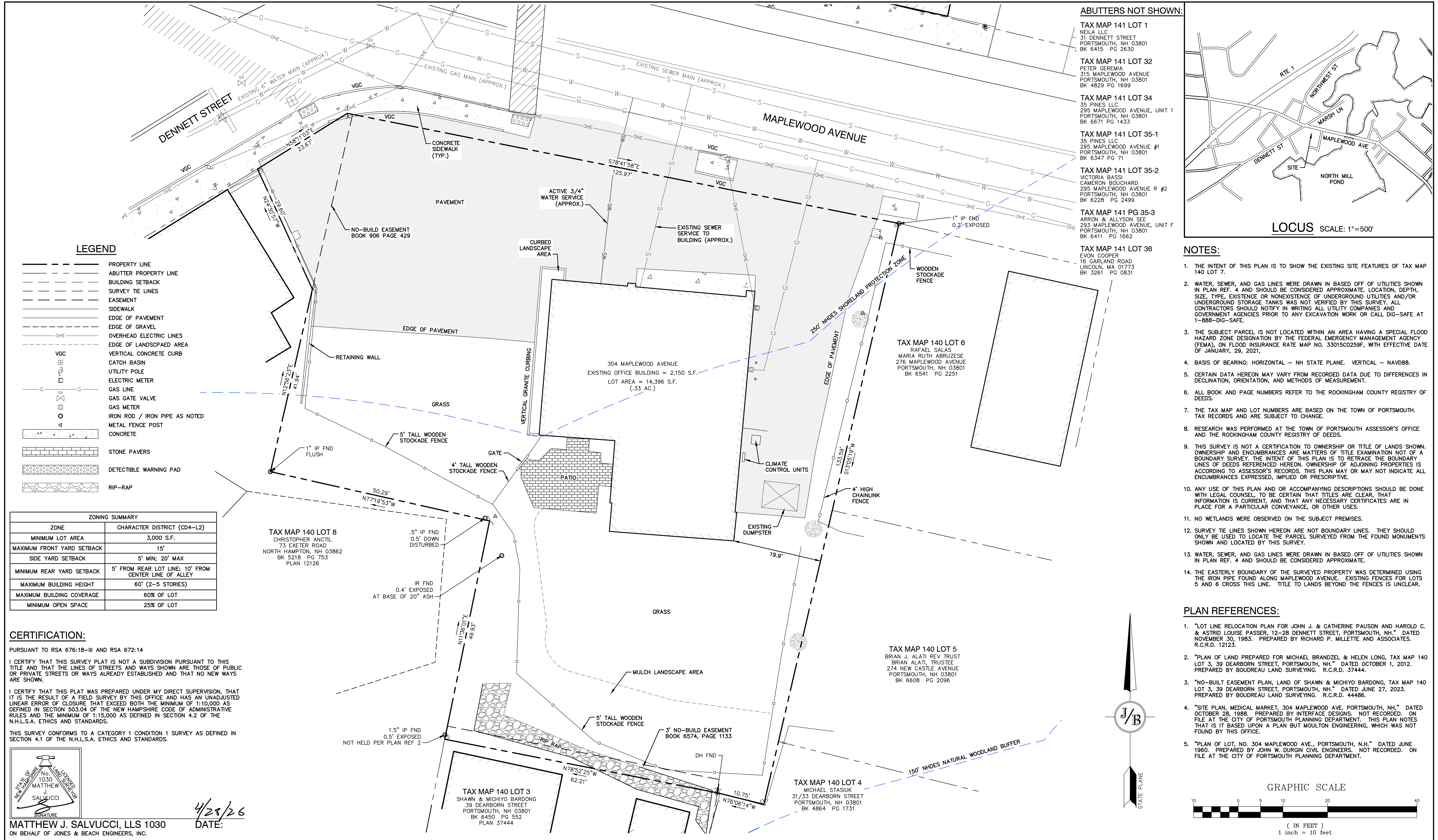
**WINDOW SCHEDULE/MATERIALS**  
HISTORIC DISTRICT COMMISSION- PUBLIC HEARING,  
FEBRUARY 2026

4 Market Street  
Portsmouth, New Hampshire  
603.430.0274  
brought to you by  
**McHENRY ARCHITECTURE**

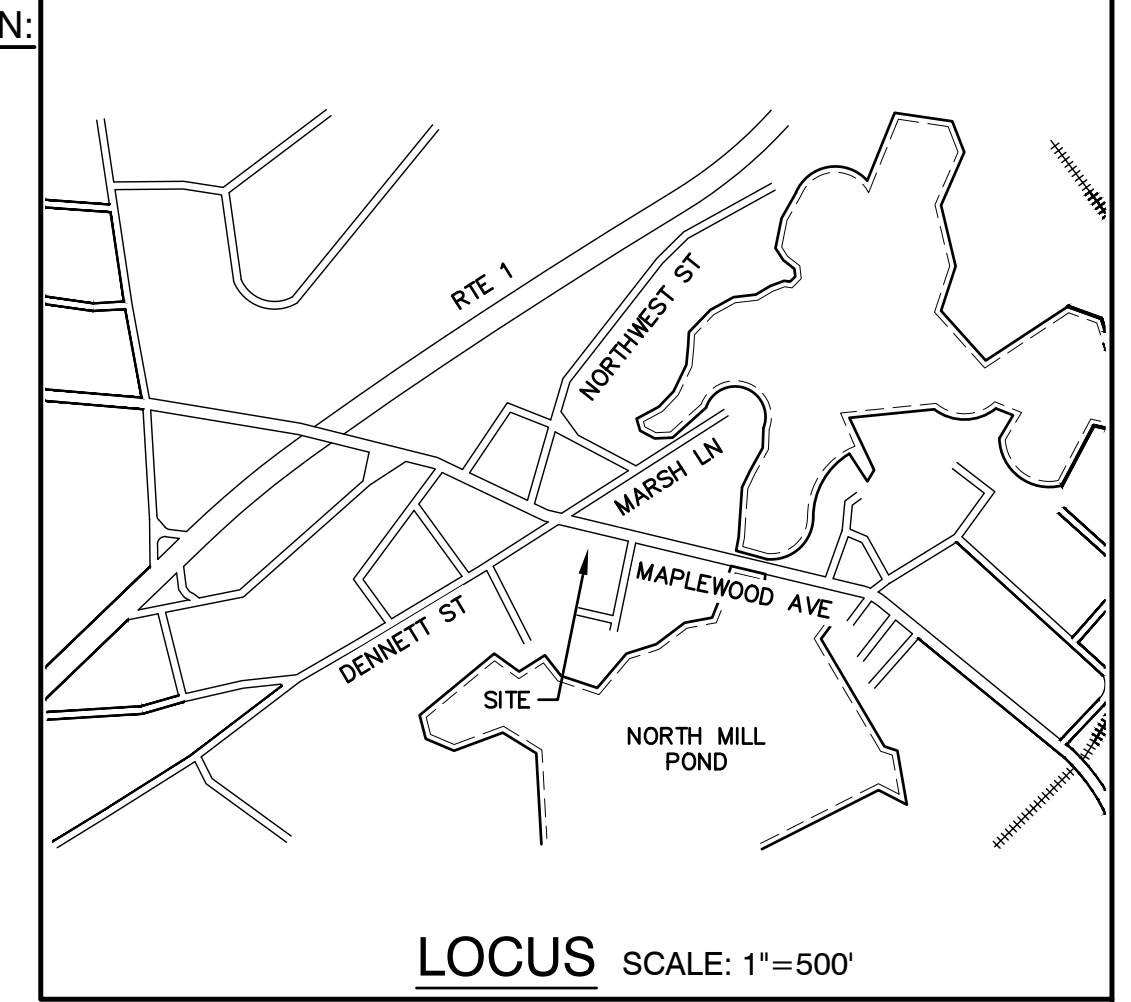


**A6**

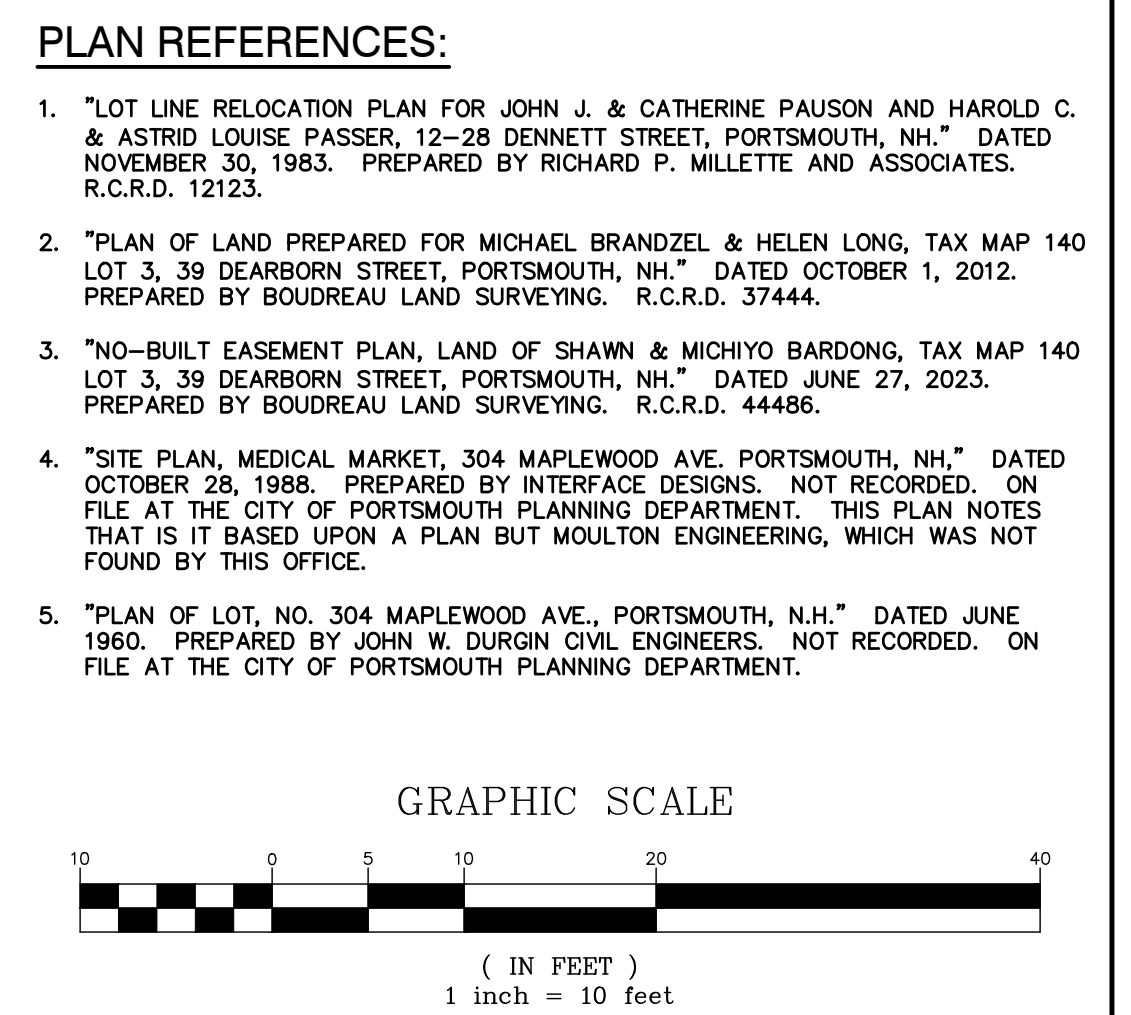
01/16/2026  
PA: MM / MG  
Project Number: 25081  
**NOT TO SCALE**



- ABUTTERS NOT SHOWN:**
- TAX MAP 141 LOT 1  
NEILA LLC  
31 DENNETT STREET  
PORTSMOUTH, NH 03801  
BK 6415 PG 2630
  - TAX MAP 141 LOT 32  
PETER GEREMIA  
315 MAPLEWOOD AVENUE  
PORTSMOUTH, NH 03801  
BK 4829 PG 1699
  - TAX MAP 141 LOT 34  
35 PINES LLC  
295 MAPLEWOOD AVENUE, UNIT 1  
PORTSMOUTH, NH 03801  
BK 6671 PG 1433
  - TAX MAP 141 LOT 35-1  
35 PINES LLC  
295 MAPLEWOOD AVENUE #1  
PORTSMOUTH, NH 03801  
BK 6347 PG 71
  - TAX MAP 141 LOT 35-2  
VICTORIA BASSI  
CAMERON BOUCHARD  
295 MAPLEWOOD AVENUE R #2  
PORTSMOUTH, NH 03801  
BK 6228 PG 2499
  - TAX MAP 141 PG 35-3  
ARRON & ALLYSON SEE  
293 MAPLEWOOD AVENUE, UNIT F  
PORTSMOUTH, NH 03801  
BK 6411 PG 1662
  - TAX MAP 141 LOT 36  
EVON COOPER  
16 GARLAND ROAD  
LINCOLN, MA 01773  
BK 3261 PG 0831



- NOTES:**
- THE INTENT OF THIS PLAN IS TO SHOW THE EXISTING SITE FEATURES OF TAX MAP 140 LOT 7.
  - WATER, SEWER, AND GAS LINES WERE DRAWN IN BASED OFF OF UTILITIES SHOWN IN PLAN REF. 4 AND SHOULD BE CONSIDERED APPROXIMATE. LOCATION, DEPTH, SIZE, TYPE, EXISTENCE OR NONEXISTENCE OF UNDERGROUND UTILITIES AND/OR UNDERGROUND STORAGE TANKS WAS NOT VERIFIED BY THIS SURVEY. ALL CONTRACTORS SHOULD NOTIFY IN WRITING ALL UTILITY COMPANIES AND GOVERNMENT AGENCIES PRIOR TO ANY EXCAVATION WORK OR CALL DIG-SAFE AT 1-888-DIG-SAFE.
  - THE SUBJECT PARCEL IS NOT LOCATED WITHIN AN AREA HAVING A SPECIAL FLOOD HAZARD ZONE DESIGNATION BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), ON FLOOD INSURANCE RATE MAP NO. 33015C0259F, WITH EFFECTIVE DATE OF JANUARY, 29, 2021.
  - BASIS OF BEARING: HORIZONTAL - NH STATE PLANE. VERTICAL - NAVD88.
  - CERTAIN DATA HEREON MAY VARY FROM RECORDED DATA DUE TO DIFFERENCES IN DECLINATION, ORIENTATION, AND METHODS OF MEASUREMENT.
  - ALL BOOK AND PAGE NUMBERS REFER TO THE ROCKINGHAM COUNTY REGISTRY OF DEEDS.
  - THE TAX MAP AND LOT NUMBERS ARE BASED ON THE TOWN OF PORTSMOUTH. TAX RECORDS AND ARE SUBJECT TO CHANGE.
  - RESEARCH WAS PERFORMED AT THE TOWN OF PORTSMOUTH ASSESSOR'S OFFICE AND THE ROCKINGHAM COUNTY REGISTRY OF DEEDS.
  - THIS SURVEY IS NOT A CERTIFICATION TO OWNERSHIP OR TITLE OF LANDS SHOWN. OWNERSHIP AND ENCUMBRANCES ARE MATTERS OF TITLE EXAMINATION NOT OF A BOUNDARY SURVEY. THE INTENT OF THIS PLAN IS TO RETRACE THE BOUNDARY LINES OF DEEDS REFERENCED HEREON. OWNERSHIP OF ADJOINING PROPERTIES IS ACCORDING TO ASSESSOR'S RECORDS. THIS PLAN MAY OR MAY NOT INDICATE ALL ENCUMBRANCES EXPRESSED, IMPLIED OR PRESCRIPTIVE.
  - ANY USE OF THIS PLAN AND OR ACCOMPANYING DESCRIPTIONS SHOULD BE DONE WITH LEGAL COUNSEL. TO BE CERTAIN THAT TITLES ARE CLEAR, THAT INFORMATION IS CURRENT, AND THAT ANY NECESSARY CERTIFICATIONS ARE IN PLACE FOR A PARTICULAR CONVEYANCE, OR OTHER USES.
  - NO WETLANDS WERE OBSERVED ON THE SUBJECT PREMISES.
  - SURVEY TIE LINES SHOWN HEREON ARE NOT BOUNDARY LINES. THEY SHOULD ONLY BE USED TO LOCATE THE PARCEL SURVEYED FROM THE FOUND MONUMENTS SHOWN AND LOCATED BY THIS SURVEY.
  - WATER, SEWER, AND GAS LINES WERE DRAWN IN BASED OFF OF UTILITIES SHOWN IN PLAN REF. 4 AND SHOULD BE CONSIDERED APPROXIMATE.
  - THE EASTERLY BOUNDARY OF THE SURVEYED PROPERTY WAS DETERMINED USING THE IRON PIPE FOUND ALONG MAPLEWOOD AVENUE. EXISTING FENCES FOR LOTS 5 AND 6 CROSS THIS LINE. TITLE TO LANDS BEYOND THE FENCES IS UNCLEAR.



**LEGEND**

- PROPERTY LINE
- ABUTTER PROPERTY LINE
- BUILDING SETBACK
- SURVEY TIE LINES
- EASEMENT
- SIDEWALK
- EDGE OF PAVEMENT
- EDGE OF GRAVEL
- OVERHEAD ELECTRIC LINES
- EDGE OF LANDSCAPED AREA
- VERTICAL CONCRETE CURB
- CATCH BASIN
- UTILITY POLE
- ELECTRIC METER
- GAS LINE
- GAS GATE VALVE
- GAS METER
- IRON ROD / IRON PIPE AS NOTED
- METAL FENCE POST
- CONCRETE
- STONE PAVERS
- DETECTIBLE WARNING PAD
- RIP-RAP

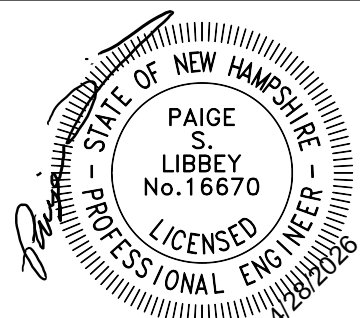
**ZONING SUMMARY**

ZONE	CHARACTER DISTRICT (CD4-L2)
MINIMUM LOT AREA	3,000 S.F.
MAXIMUM FRONT YARD SETBACK	15'
SIDE YARD SETBACK	5' MIN; 20' MAX
MINIMUM REAR YARD SETBACK	5' FROM REAR LOT LINE; 10' FROM CENTER LINE OF ALLEY
MAXIMUM BUILDING HEIGHT	60' (2-5 STORIES)
MAXIMUM BUILDING COVERAGE	60% OF LOT
MINIMUM OPEN SPACE	25% OF LOT

**CERTIFICATION:**  
PURSUANT TO RSA 676:18-III AND RSA 672:14  
I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.  
I CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY DIRECT SUPERVISION, THAT IT IS THE RESULT OF A FIELD SURVEY BY THIS OFFICE AND HAS AN UNADJUSTED LINEAR ERROR OF CLOSURE THAT EXCEEDS BOTH THE MINIMUM OF 1:10,000 AS DEFINED IN SECTION 503.04 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES AND THE MINIMUM OF 1:15,000 AS DEFINED IN SECTION 4.2 OF THE N.H.L.S.A. ETHICS AND STANDARDS.  
THIS SURVEY CONFORMS TO A CATEGORY 1 CONDITION 1 SURVEY AS DEFINED IN SECTION 4.1 OF THE N.H.L.S.A. ETHICS AND STANDARDS.

MATTHEW J. SALVUCCI, LLS 1030  
ON BEHALF OF JONES & BEACH ENGINEERS, INC.  
DATE: 4/28/26

Design: XXX	Draft: KDR	Date: 01/14/26
Checked: JAC	Scale: AS SHOWN	Project No.: 23169
Drawing Name: 23169-PLAN.dwg		
THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM JONES & BEACH ENGINEERS, INC. (JBE). ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO JBE.		



REV.	DATE	REVISION	BY
1	3/19/26	REVISED PLAN SET	KDR
0	1/14/26	ISSUED FOR REVIEW	KDR
REV.	DATE	REVISION	BY

Designed and Produced in NH

**J/B Jones & Beach Engineers, Inc.**

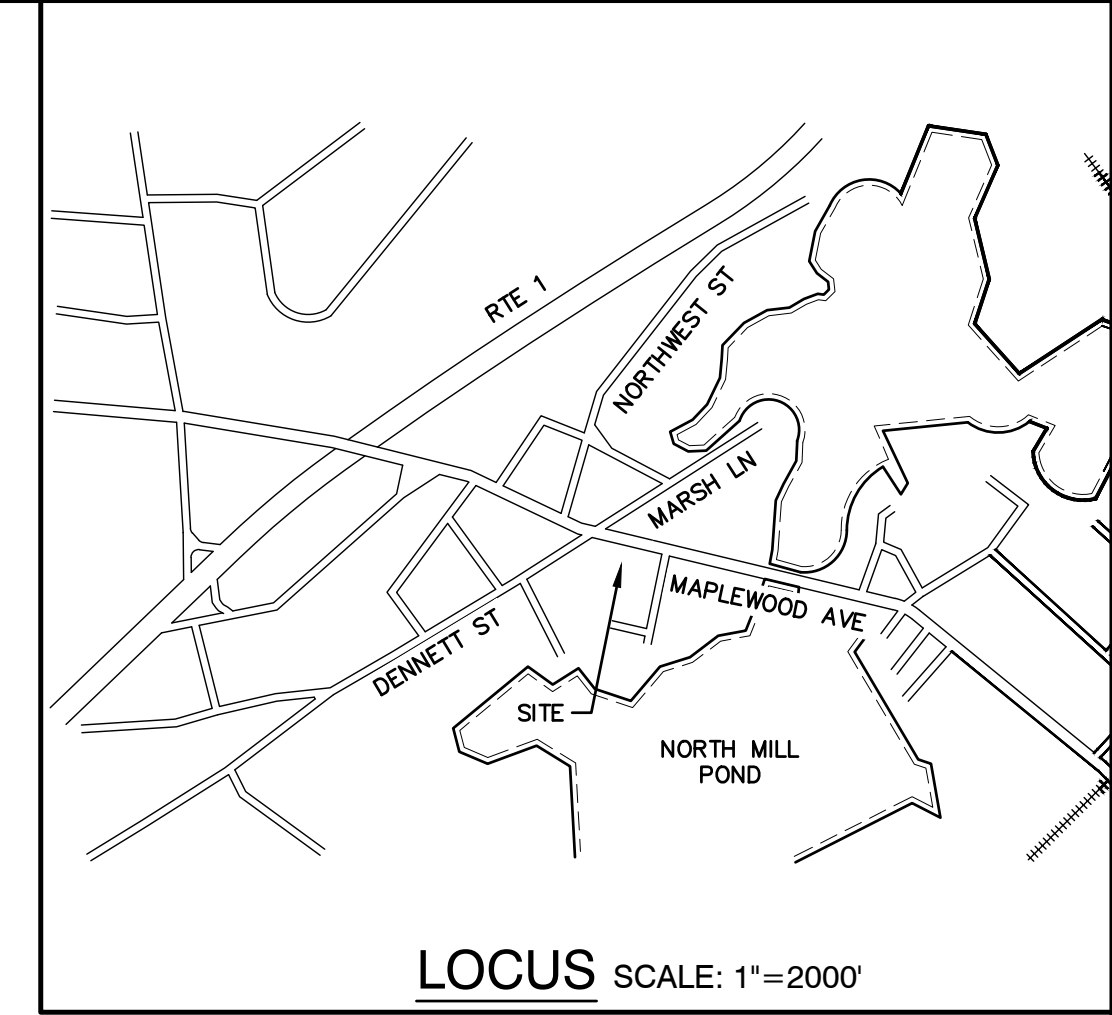
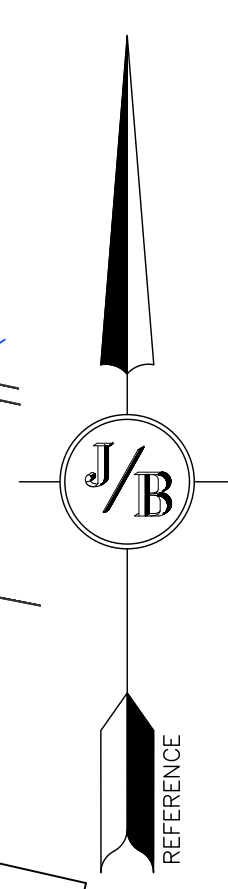
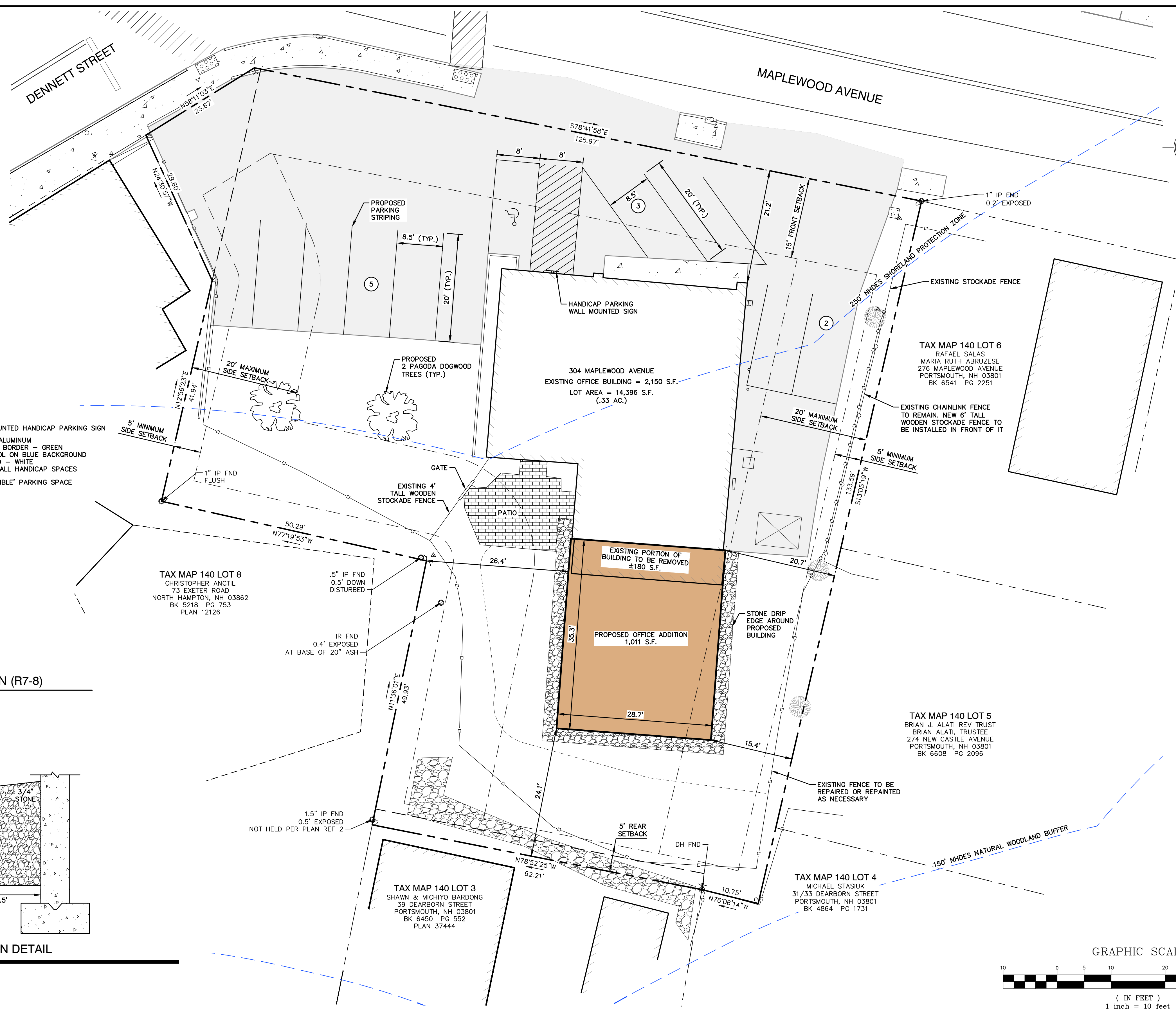
85 Portsmouth Ave. Civil Engineering Services 603-772-4746  
PO Box 219 Stratham, NH 03885 E-MAIL: JBE@JONESANDBEACH.COM

Plan Name:	<b>EXISTING CONDITIONS PLAN</b>
Project:	<b>TAX MAP 140, LOT 7 304 MAPLEWOOD AVE, PORTSMOUTH, NH</b>
Owner of Record:	304 MAPLEWOOD, LLC 304 MAPLEWOOD AVE, PORTSMOUTH, NH 03801 BK 4849, PG 2483

DRAWING No.  
**C1**  
SHEET 1 OF 3  
JBE PROJECT NO. 23169

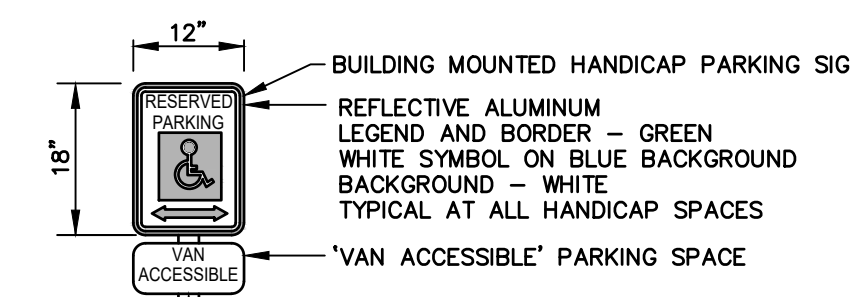
**ABUTTERS NOT SHOWN:**

- TAX MAP 141 LOT 1  
NEILA LLC  
31 DENNETT STREET  
PORTSMOUTH, NH 03801  
BK 6415 PG 2630
- TAX MAP 141 LOT 32  
PETER GEREMIA  
315 MAPLEWOOD AVENUE  
PORTSMOUTH, NH 03801  
BK 4829 PG 1699
- TAX MAP 141 LOT 34  
35 PINES LLC  
295 MAPLEWOOD AVENUE, UNIT 1  
PORTSMOUTH, NH 03801  
BK 6671 PG 1433
- TAX MAP 141 LOT 35-1  
35 PINES LLC  
295 MAPLEWOOD AVENUE #1  
PORTSMOUTH, NH 03801  
BK 6347 PG 71
- TAX MAP 141 LOT 35-2  
VICTORIA BASSI  
CAMERON BOUCHARD  
295 MAPLEWOOD AVENUE R #2  
PORTSMOUTH, NH 03801  
BK 6228 PG 2499
- TAX MAP 141 PG 35-3  
ARRON & ALLYSON SEE  
293 MAPLEWOOD AVENUE, UNIT F  
PORTSMOUTH, NH 03801  
BK 6411 PG 1662
- TAX MAP 141 LOT 36  
EVON COOPER  
16 GARLAND ROAD  
LINCOLN, MA 01773  
BK 3261 PG 0831



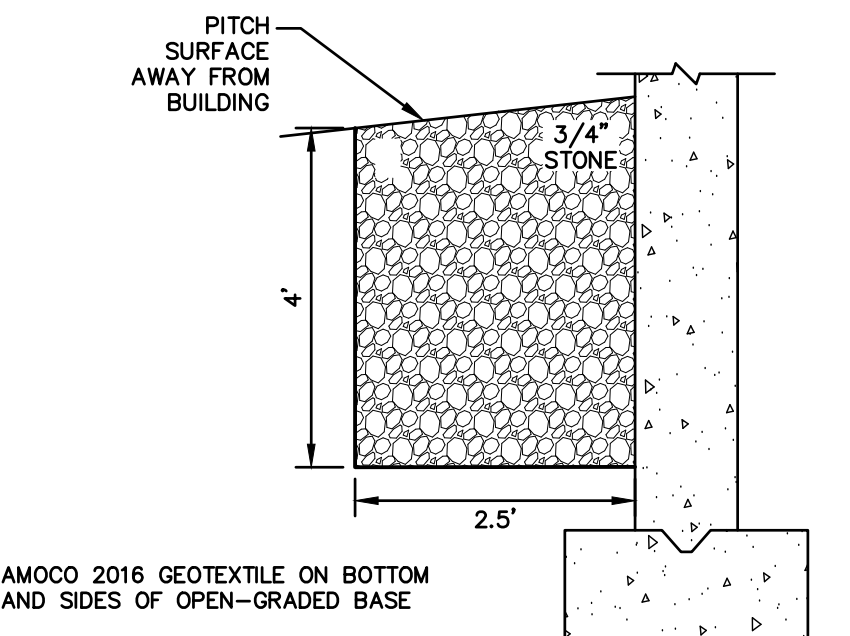
**SITE NOTES:**

1. THE INTENT OF THIS PLAN IS TO SHOW A PROPOSED OFFICE BUILDING ADDITION TO THE EXISTING OFFICE BUILDING, AND TO SHOW PROPOSED PARKING STRIPING ON THE SITE.
2. PARKING CALCULATIONS: OFFICE USE – PROFESSIONAL, BUSINESS AND FINANCIAL SERVICES  
1 SPACE PER 350 S.F. GROSS FLOOR AREA  
2,981 S.F. GROSS FLOOR AREA / 350 S.F. PER SPACE = 9 SPACES REQUIRED  
9 PARKING SPACES REQUIRED  
10 PARKING SPACES PROVIDED
3. HISTORIC DISTRICT APPROVED ADDITION DESIGN IN FEBRUARY, 2026.
4. NHDES SHORELAND IMPACT PERMIT # \_\_\_\_\_ DATED: \_\_\_\_\_
5. THIS PLAN SET HAS BEEN PREPARED BY JONES & BEACH ENGINEERS, INC., FOR MUNICIPAL AND STATE APPROVALS AND FOR CONSTRUCTION BASED ON DATA OBTAINED FROM ON-SITE FIELD SURVEY AND EXISTING MUNICIPAL RECORDS. THROUGHOUT THE CONSTRUCTION PROCESS, THE CONTRACTOR SHALL INFORM THE ENGINEER IMMEDIATELY OF ANY FIELD DISCREPANCY FROM DATA AS SHOWN ON THE DESIGN PLANS, INCLUDING ANY UNFORESEEN CONDITIONS, SUBSURFACE OR OTHERWISE, FOR EVALUATION AND RECOMMENDATIONS. ANY CONTRADICTION BETWEEN ITEMS ON THIS PLAN/PLAN SET, OR BETWEEN THE PLANS AND ON-SITE CONDITIONS, MUST BE RESOLVED BEFORE RELATED CONSTRUCTION HAS BEEN INITIATED. CONTRACTOR TO ALWAYS CONTACT DIG SAFE PRIOR TO DIGGING ONSITE OR OFFSITE TO ENSURE SAFETY AND OBEY THE LAW.
6. ALL CONSTRUCTION SHALL CONFORM TO TOWN STANDARDS AND REGULATIONS, AND NHDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, WHICHEVER IS MORE STRINGENT.
7. THE SUBJECT PARCEL IS NOT LOCATED WITHIN AN AREA HAVING A SPECIAL FLOOD HAZARD ZONE DESIGNATION BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), ON FLOOD INSURANCE RATE MAP NO. 33015C0259F, WITH EFFECTIVE DATE OF JANUARY, 29, 2021.
8. LANDOWNERS ARE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL WETLAND REGULATIONS, INCLUDING PERMITTING REQUIRED UNDER THESE REGULATIONS.
9. PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL COORDINATE WITH THE ENGINEER, ARCHITECT AND/OR OWNER, IN ORDER TO OBTAIN AND/OR PAY ALL THE NECESSARY LOCAL PERMITS, FEES AND BONDS.
10. ALL PROPOSED SIGNAGE SHALL CONFORM WITH THE TOWN ZONING REGULATIONS, UNLESS A VARIANCE IS OTHERWISE REQUESTED.
11. ALL SIGNAGE AND PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.) AND NHDOT STANDARDS AND SPECIFICATIONS (NON-REFLECTORIZED PAVEMENT MARKINGS), UNLESS OTHERWISE NOTED.
12. ALL PARKING STALLS SHALL BE SEPARATED USING 4" WIDE SOLID STRIPES. STRIPING SHALL BE 100% ACRYLIC TYPE, LOW VOC, FAST DRYING, IN A COLOR OF WHITE.
13. ALL STOP BARS SHALL BE 18" IN WIDTH IN A COLOR OF WHITE; ALL TRAFFIC ARROWS SHALL BE PAINTED IN A COLOR OF WHITE.
14. ALL BUILDING DIMENSIONS SHALL BE VERIFIED WITH THE ARCHITECTURAL AND STRUCTURAL PLANS PROVIDED BY THE OWNER. ANY DISCREPANCIES SHOULD BE BROUGHT TO THE ATTENTION OF THE ENGINEER AND OWNER PRIOR TO THE START OF CONSTRUCTION. BUILDING DIMENSIONS AND AREAS TO BE TO OUTSIDE OF MASONRY, UNLESS OTHERWISE NOTED.
15. ALL CONSTRUCTION ACTIVITIES SHALL CONFORM TO LABOR OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) RULES AND REGULATIONS.
16. REFERENCE PREVIOUSLY APPROVED SITE PLAN BY INTERFACE DESIGNS, APPROVED ON DECEMBER 15, 1988.



**WALL MOUNTED HANDICAP PARKING SIGN (R7-8)**

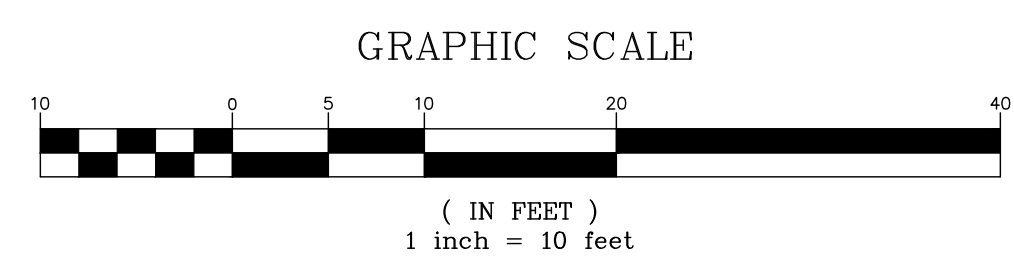
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**DRIP EDGE INFILTRATION DETAIL**

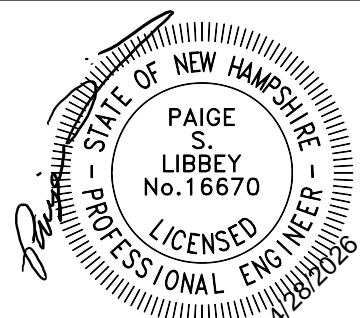
NOT TO SCALE

ZONING SUMMARY		
ZONE	CHARACTER DISTRICT (CD4-L2) – REQUIRED	PROVIDED
MINIMUM LOT AREA	3,000 S.F.	14,396 S.F. (.33 AC)
MAXIMUM FRONT YARD SETBACK	15'	21.2'
SIDE YARD SETBACK	5' MIN; 20' MAX	15.4'
MINIMUM REAR YARD SETBACK	5' FROM REAR LOT LINE; 10' FROM CENTER LINE OF ALLEY	24.1'
MAXIMUM BUILDING HEIGHT	60' (2-5 STORIES)	23.0'
MAXIMUM BUILDING COVERAGE	60% OF LOT	20.7% (2,981 S.F.)
MINIMUM OPEN SPACE	25% OF LOT	49.7% (7,156 S.F.)



CITY OF PORTSMOUTH PLANNING BOARD  
CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

Design: XXX	Draft: KDR	Date: 01/14/26
Checked: JAC	Scale: AS SHOWN	Project No.: 23169
Drawing Name: 23169-PLAN.dwg		
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REV.	DATE	REVISION	BY
1	3/19/26	REVISED PLAN SET	KDR
0	1/14/26	ISSUED FOR REVIEW	KDR
		REVISION	BY

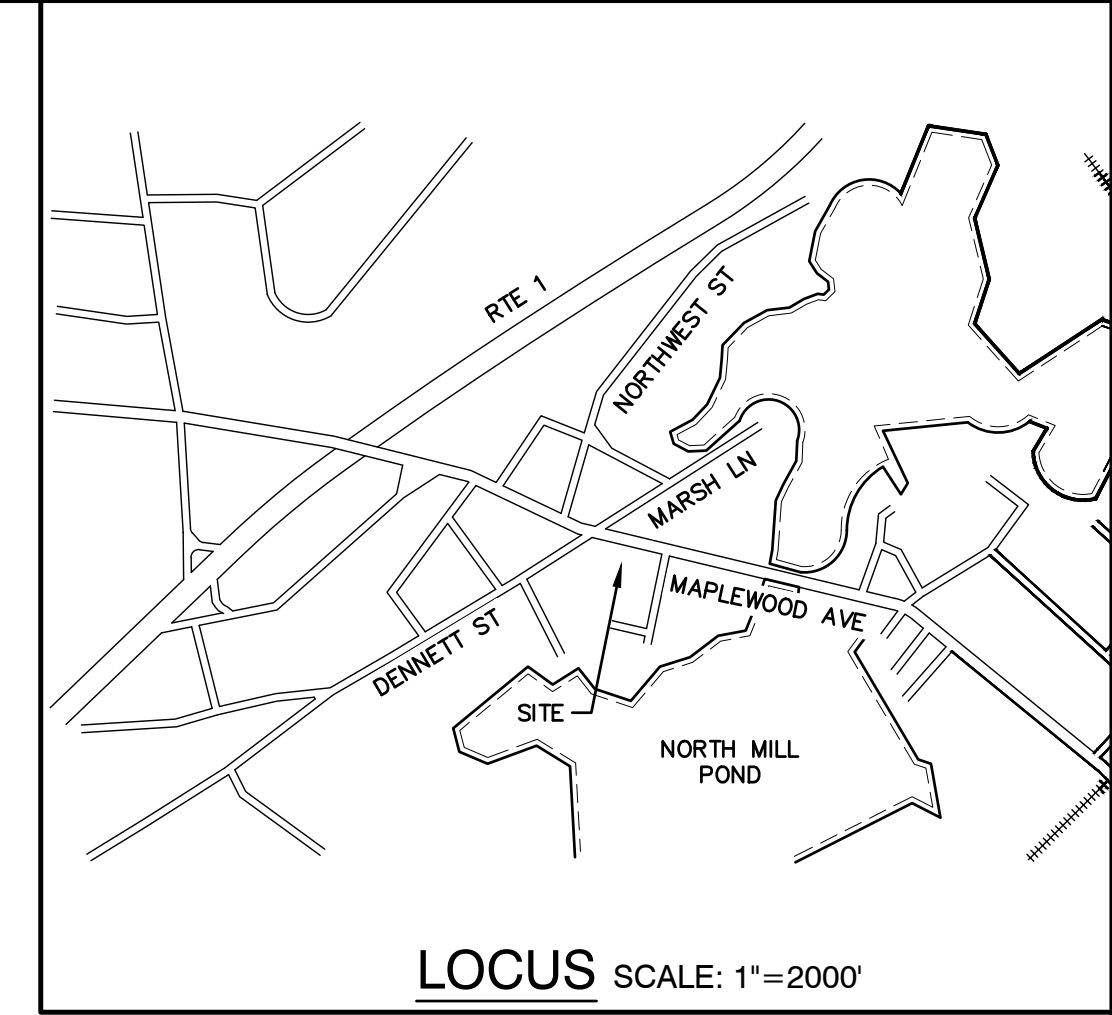
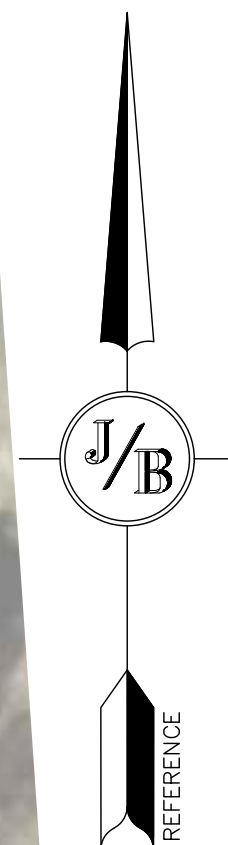
Designed and Produced in NH

**J/B Jones & Beach Engineers, Inc.**

85 Portsmouth Ave. Stratham, NH 03885  
 31/33 DEARBORN STREET PORTSMOUTH, NH 03801  
 PO Box 219  
 Civil Engineering Services  
 603-772-4746  
 E-MAIL: JBE@JONESANDBEACH.COM

Plan Name:	<b>AMENDED SITE PLAN</b>
Project:	<b>TAX MAP 140, LOT 7 304 MAPLEWOOD AVE, PORTSMOUTH, NH</b>
Owner of Record:	304 MAPLEWOOD, LLC 304 MAPLEWOOD AVE, PORTSMOUTH, NH 03801 BK 4649, PG 2483

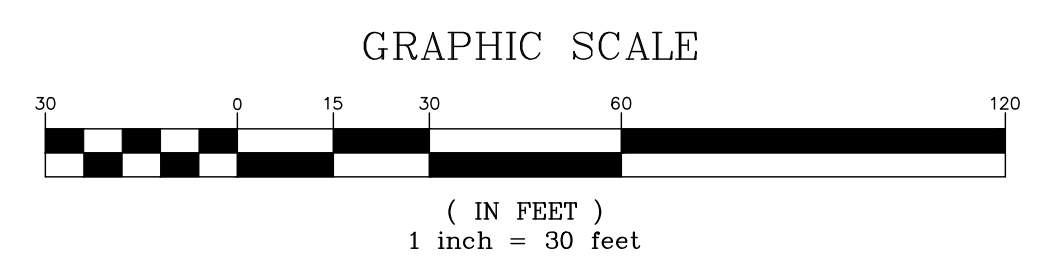
DRAWING No.  
**C2**  
SHEET 2 OF 3  
JBE PROJECT NO. 23169



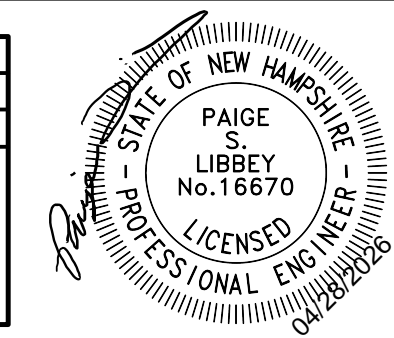
**SHORELAND IMPERVIOUS COVERAGE CALCULATIONS**

AREA OF LOT WITHIN 250' SHORELAND PROTECTION ZONE = 7,737 S.F.

DESCRIPTION	EXISTING	PROPOSED
BUILDING	1,069 S.F.	1,899 S.F.
PAVEMENT	648 S.F.	648 S.F.
PATIO	240 S.F.	240 S.F.
<b>TOTALS:</b>	<b>1,957 S.F.</b>	<b>2,787 S.F.</b>
<b>PERCENT COVERAGE IN PROTECTIVE SHORELAND AREA:</b>	<b>25.3%</b>	<b>36.0%</b>



Design: XXX Draft: KDR Date: 01/14/26  
 Checked: JAC Scale: AS SHOWN Project No.: 23169  
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**J/B Jones & Beach Engineers, Inc.**  
 85 Portsmouth Ave. Civil Engineering Services 603-772-4746  
 PO Box 219 Stratham, NH 03885 E-MAIL: JBE@JONESANDBEACH.COM

Plan Name: **SHORELAND PROTECTION PLAN**  
 Project: **TAX MAP 140, LOT 7  
304 MAPLEWOOD AVE, PORTSMOUTH, NH**  
 Owner of Record: **304 MAPLEWOOD, LLC  
304 MAPLEWOOD AVE, PORTSMOUTH, NH 03801  
BK 4649, PG 2483**

DRAWING No. **C3**  
 SHEET 3 OF 3  
 JBE PROJECT NO. 23169