



# City of Portsmouth, New Hampshire

## *Subdivision Application Checklist*

This subdivision application checklist is a tool designed to assist the applicant in the planning process and for preparing the application for Planning Board review. 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 subdivision review requirements. Please refer to the Subdivision review regulations for full details.

**Applicant Responsibilities (Section III.C):** Applicable fees are due upon application submittal along with required number of copies of the Preliminary or final plat and supporting documents and studies. Please consult with Planning staff for submittal requirements.

Owner: 64 Vaughan Mall, LLC Date Submitted: July 28, 2021

Applicant: Hampshire Development Corp.

Phone Number: (603) 778-9999 E-mail: hdc.office@hdcgc.net

Site Address 1: 64 Vaughan Street Map: 126 Lot: 1

Site Address 2: 172 Hanover Street Map: 126 Lot: 1A

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"/>	Completed Application form. <b>(III.C.2-3)</b>	Viewpoint	N/A
<input checked="" type="checkbox"/>	All application documents, plans, supporting documentation and other materials provided in digital Portable Document Format (PDF). <b>(III.C.4)</b>	Viewpoint	N/A

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input checked="" type="checkbox"/>	Name and address of record owner, any option holders, descriptive name of subdivision, engineer and/or surveyor or name of person who prepared the plat. <b>(Section IV.1/V.1)</b>	Sheet C-1	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input checked="" type="checkbox"/>	<p><b>Preliminary Plat</b> Names and addresses of all adjoining property owners. <b>(Section IV.2)</b></p> <p><b>Final Plat</b> Names and addresses of all abutting property owners, locations of buildings within one hundred (100) feet of the parcel, and any new house numbers within the subdivision. <b>(Section V.2)</b></p>	Sheet C-1	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	North point, date, and bar scale. <b>(Section IV.3/V3)</b>	Required on all Plan Sheets	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Zoning classification and minimum yard dimensions required. <b>(Section IV.4/V.4)</b>	Sheet C-1 Note 7	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	<p><b>Preliminary Plat</b> Scale (not to be smaller than one hundred (100) feet = 1 inch) and location map (at a scale of 1" = 1000'). <b>(Section IV.5)</b></p> <p><b>Final Plat</b> Scale (not to be smaller than 1"=100'), Location map (at a scale of 1"=1,000') showing the property being subdivided and its relation to the surrounding area within a radius of 2,000 feet. Said location map shall delineate all streets and other major physical features that my either affect or be affected by the proposed development. <b>(Section V.5)</b></p>	<p>Sheet C-1 Cover Sheet</p> <p>Sheet C-1 Cover Sheet</p>	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Location and approximate dimensions of all existing and proposed property lines including the entire area proposed to be subdivided, the areas of proposed lots, and any adjacent parcels in the same ownership. <b>(Section IV.6)</b>	Sheet C-1	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	Dimensions and areas of all lots and any and all property to be dedicated or reserved for schools, parks, playgrounds, or other public purpose. Dimensions shall include radii and length of all arcs and calculated bearing for all straight lines. <b>(Section V.6/ IV.7)</b>	Sheet C-1	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	N/A
<input checked="" type="checkbox"/>	Location, names, and present widths of all adjacent streets, with a designation as to whether public or private and approximate location of existing utilities to be used. Curbs and sidewalks shall be shown. <b>(Section IV.8/V.7)</b>	Sheet C-1	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input checked="" type="checkbox"/>	Location of significant physical features, including bodies of water, watercourses, wetlands, railroads, important vegetation, stone walls and soils types that may influence the design of the subdivision. <b>(Section IV.9/V.8)</b>	Sheet C-1	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	<b>Preliminary Plat</b> Proposed locations, widths and other dimensions of all new streets and utilities, including water mains, storm and sanitary sewer mains, catch basins and culverts, street lights, fire hydrants, sewerage pump stations, etc. <b>(Section IV.10)</b> <b>Final Plat</b> Proposed locations and profiles of all proposed streets and utilities, including water mains, storm and sanitary sewer mains, catchbasins and culverts, together with typical cross sections. Profiles shall be drawn to a horizontal scale of 1"=50' and a vertical scale of 1"=5', showing existing centerline grade, existing left and right sideline grades, and proposed centerline grade. <b>(Section V.9)</b>	N/A (see site plans)	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	When required by the Board, the plat shall be accompanied by profiles of proposed street grades, including extensions for a reasonable distance beyond the subject land; also grades and sizes of proposed utilities. <b>(Section IV.10)</b>	N/A	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	Base flood elevation (BFE) for subdivisions involving greater than five (5) acres or fifty (50) lots. <b>(Section IV.11)</b>	N/A	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	For subdivisions of five (5) lots or more, or at the discretion of the Board otherwise, the preliminary plat shall show contours at intervals no greater than two (2) feet. Contours shall be shown in dotted lines for existing natural surface and in solid lines for proposed final grade, together with the final grade elevations shown in figures at all lot corners. If existing grades are not to be changed, then the contours in these areas shall be solid lines. <b>(Section IV.12/ V.12)</b>	N/A	<input checked="" type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

Requirements for Preliminary/Final Plat				
<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
<input type="checkbox"/>	Dates and permit numbers of all necessary permits from governmental agencies from which approval is required by Federal or State law. <b>(Section V.10)</b>	N/A	<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input type="checkbox"/>	For subdivisions involving greater than five (5) acres or fifty (50) lots, the final plat shall show hazard zones and shall include elevation data for flood hazard zones. <b>(Section V.11)</b>	N/A	<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	
<input checked="" type="checkbox"/>	Location of all permanent monuments. <b>(Section V.12)</b>	Sheet C-1	<input type="checkbox"/> Preliminary Plat <input checked="" type="checkbox"/> Final Plat	

**General Requirements<sup>1</sup>**

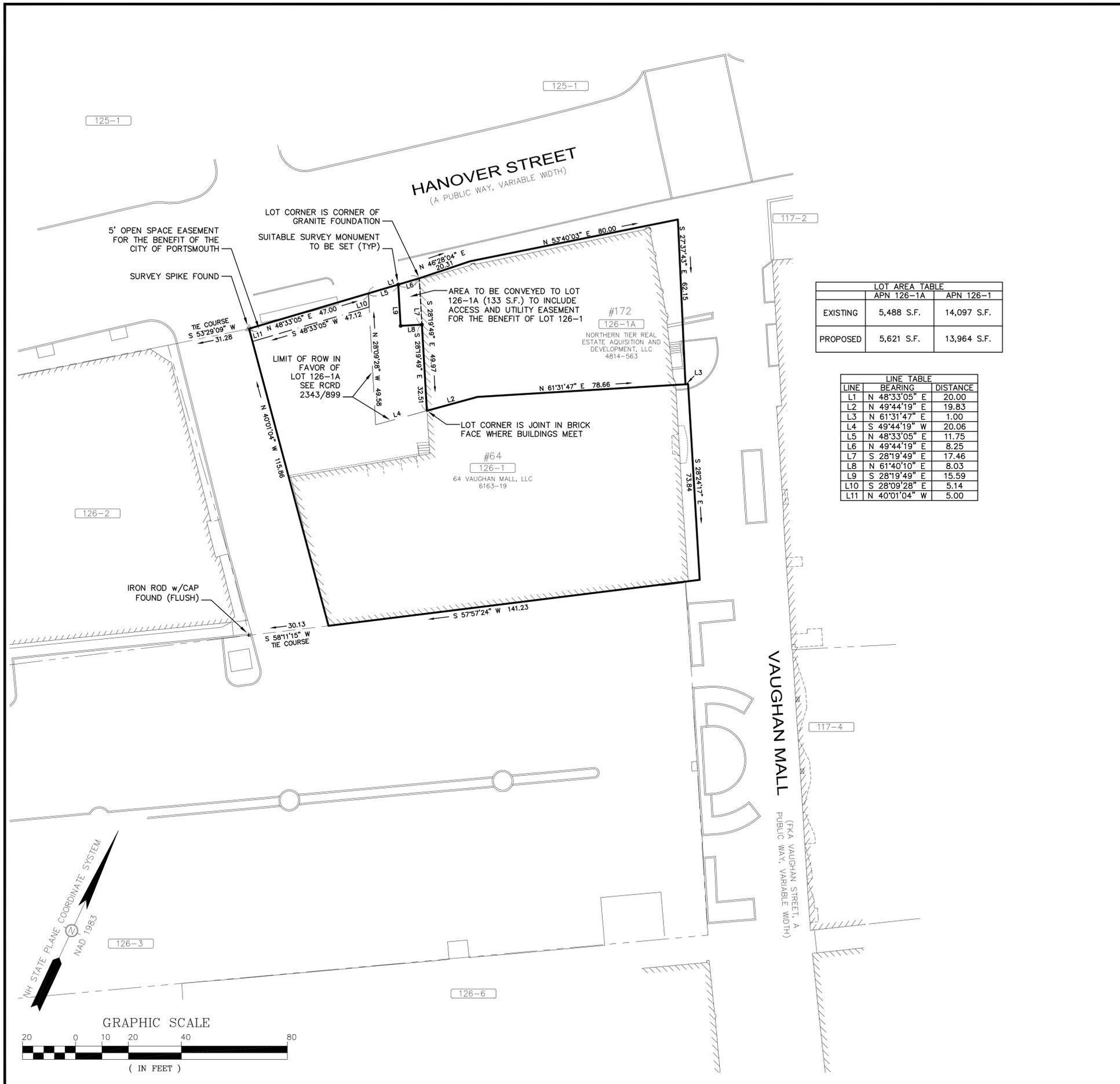
<input checked="" type="checkbox"/>	<b>Required Items for Submittal</b>	<b>Item Location (e.g. Page/line or Plan Sheet/Note #)</b>	<b>Waiver Requested</b>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>1. Basic Requirements: (VI.1)</b> a. Conformity to Official Plan or Map b. Hazards c. Relation to Topography d. Planned Unit Development	N/A	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>2. Lots: (VI.2)</b> a. Lot Arrangement b. Lot sizes c. Commercial and Industrial Lots	Sheet C-1	
<input type="checkbox"/> <input type="checkbox"/>	<b>3. Streets: (VI.3)</b> a. Relation to adjoining Street System b. Street Rights-of-Way c. Access d. Parallel Service Roads e. Street Intersection Angles f. Merging Streets g. Street Deflections and Vertical Alignment h. Marginal Access Streets i. Cul-de-Sacs j. Rounding Street Corners k. Street Name Signs l. Street Names m. Block Lengths n. Block Widths o. Grade of Streets p. Grass Strips	N/A	
<input type="checkbox"/>	<b>4. Curbing: (VI.4)</b>	N/A (see site plans)	
<input type="checkbox"/>	<b>5. Driveways: (VI.5)</b>	N/A (see site plans)	
<input type="checkbox"/>	<b>6. Drainage Improvements: (VI.6)</b>	N/A (see site plans)	
<input type="checkbox"/>	<b>7. Municipal Water Service: (VI.7)</b>	N/A (see site plans)	
<input type="checkbox"/>	<b>8. Municipal Sewer Service: (VI.8)</b>	N/A (see site plans)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>9. Installation of Utilities: (VI.9)</b> a. All Districts b. Indicator Tape	N/A (see site plans)	
<input type="checkbox"/>	<b>10. On-Site Water Supply: (VI.10)</b>	N/A	
<input type="checkbox"/>	<b>11. On-Site Sewage Disposal Systems: (VI.11)</b>	N/A	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>12. Open Space: (VI.12)</b> a. Natural Features b. Buffer Strips c. Parks d. Tree Planting	N/A (see site plans)	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>13. Flood Hazard Areas: (VI.13)</b> a. Permits b. Minimization of Flood Damage c. Elevation and Flood-Proofing Records d. Alteration of Watercourses	Sheet C-1 Note 5	
<input type="checkbox"/>	<b>14. Erosion and Sedimentation Control (VI.14)</b>	N/A (see site plans)	

<input checked="" type="checkbox"/>	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
<input checked="" type="checkbox"/>	<b>15. Easements (VI.15)</b> a. Utilities b. Drainage	Sheet C-1	
<input checked="" type="checkbox"/>	<b>16. Monuments: (VI.16)</b>	Sheet C-1	
<input type="checkbox"/>	<b>17. Benchmarks: (VI.17)</b>	N/A (see site plans)	
<input type="checkbox"/>	<b>18. House Numbers (VI.18)</b>	N/A	

Design Standards			
	Required Items for Submittal	Indicate compliance and/or provide explanation as to alternative design	Waiver Requested
<input type="checkbox"/>	<b>1. Streets have been designed according to the design standards required under Section (VII.1).</b> a. Clearing b. Excavation c. Rough Grade and Preparation of Sub-Grade d. Base Course e. Street Paving f. Side Slopes g. Approval Specifications h. Curbing i. Sidewalks j. Inspection and Methods	N/A	
<input type="checkbox"/>	<b>2. Storm water Sewers and Other Drainage Appurtenances have been designed according to the design standards required under Section (VII.2).</b> a. Design b. Standards of Construction	N/A (see site plans)	
<input type="checkbox"/>	<b>3. Sanitary Sewers have been designed according to the design standards required under Section (VII.3).</b> a. Design b. Lift Stations c. Materials d. Construction Standards	N/A (see site plans)	
<input type="checkbox"/>	<b>4. Water Mains and Fire Hydrants have been designed according to the design standards required under Section (VII.4).</b> a. Connections to Lots b. Design and Construction c. Materials d. Notification Prior to Construction	N/A (see site plans)	

Applicant's/Representative's Signature: EB: [Signature] Date: July 7, 2021

<sup>1</sup> See City of Portsmouth, NH Subdivision Rules and Regulations for details.  
Subdivision Application Checklist/April 2019



LOT AREA TABLE		
	APN 126-1A	APN 126-1
EXISTING	5,488 S.F.	14,097 S.F.
PROPOSED	5,621 S.F.	13,964 S.F.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 48°33'05" E	20.00
L2	N 49°44'19" E	19.83
L3	N 61°31'47" E	1.00
L4	S 49°44'19" W	20.06
L5	N 48°33'05" E	11.75
L6	N 49°44'19" E	8.25
L7	S 28°19'49" E	17.46
L8	N 61°40'10" E	8.03
L9	S 28°19'49" E	15.59
L10	S 28°09'28" E	5.14
L11	N 40°01'04" W	5.00

**NOTES**

- OWNER OF RECORD: 64 VAUGHAN MALL, LLC  
 ADDRESS: 41 INDUSTRIAL DRIVE, EXETER, NH 03833  
 DEED REFERENCE: 6163/19  
 TAX SHEET / LOT: 126/1  
  
 OWNER OF RECORD: NORTHERN TIER REAL ESTATE ACQUISITION & DEVELOPMENT, LLC C/O JOHN J. DUSSI  
 ADDRESS: 4 MOODY LANE, WEST NEWBURY, MA 01985  
 DEED REFERENCE: 4814/563  
 TAX SHEET / LOT: 126/1A
- THIS PLAN IS BASED ON A FIELD SURVEY BY JAMES VERRA AND ASSOCIATES, INC. PERFORMED 3/2014, 4/2017 & 12/2019. ON SITE CONTROL ESTABLISHED USING SURVEY GRADE GPS UNITS. HORIZONTAL DATUM: NAD 1983 (1986 ADJUSTMENT) PRIMARY BM: NHDOT 379-0150 (PORTSMOUTH TRAFFIC CIRCLE)
- SEE ROCKINGHAM COUNTY SUPERIOR COURT NOTICE OF DECISION DATED 3/18/2015, RCRD BOOK 5626, PAGE 1529. ALSO SEE STIPULATION DATED 1/30/2015, RCRD BOOK 5626, PAGE 1531.
- THE SUBJECT TRACT LIES IN ZONE X (UNSHADED), AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON FLOOD INSURANCE RATE MAP 33015CO259E, EFFECTIVE DATE MAY 17, 2005, BY FEMA.
- ZONE: CD5 (CHARACTER 5)  
 OVERLAY: DOWNTOWN OVERLAY DISTRICT  
 HISTORIC OVERLAY DISTRICT
- DIMENSIONAL REQUIREMENTS:**  
 FRONT YARD: 5' MAX.  
 SECONDARY FRONT YARD: 5' MAX.  
 SIDE YARD: NR (NO REQUIREMENT)  
 REAR YARD: 5'  
 FRONT LOT LINE BUILDOUT: 80% WIDTH MIN.  
 SECONDARY BUILDOUT: 80% WIDTH MIN.  
 MAX. BUILDING COVERAGE: 95%  
 MAX. BUILDING FOOTPRINT: 20,000 S.F.  
 MIN. LOT AREA: NR  
 LOT AREA/DWELLING: NR  
 MIN. OPEN SPACE: 5%  
 BUILDING HEIGHT: 3 STORIES OR 40'

**REFERENCE PLANS:**

- PLAT OF LAND, 64 VAUGHAN MALL, PORTSMOUTH, N.H., FOR BENDETSON-PORTSMOUTH REALTY TRUST, REVISED TO 9/17/2018, RCRD PLAN D-41080.
- CONDOMINIUM SITE PLAN, THE PROVIDENT CONDOMINIUM, 25 MAPLEWOOD AVENUE, PORTSMOUTH, N.H., FOR 25 MAPLEWOOD AVENUE, LLC., DATED 12/20/2019, RCRD PLAN D-41922.
- EXISTING CONDITIONS PLAN, PROPOSED SITE DEVELOPMENT PLANS, 25 MAPLEWOOD AVENUE, PORTSMOUTH, N.H., BY JAMES VERRA AND ASSOCIATES, INC., DATED 4/18/2017, NOT RECORDED.

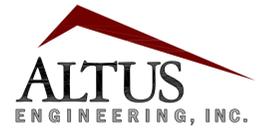
**ABUTTERS LIST**

MAP-LOT	OWNER OF RECORD	DEED REF.
117-2	JAMER REALTY, INC. 80 HANOVER ST, PORTSMOUTH, NH 03801	3093/1283
117-4	SJW LTD C/O GENE FISK & ASSOCIATES, LLC 4 GREENLEAF WOODS DR, SUITE 102 PORTSMOUTH, NH 03801	2574/495
125-1	PARADE OFFICE, LLC C/O CATHARTES PRIVATE INVESTMENTS 31 MILK STREET, SUITE 501, BOSTON, MA 02109	N/A
126-2	25 MAPLEWOOD AVENUE, LLC 41 INDUSTRIAL DR, EXETER, NH 03833	6068/2230
126-3	CITY OF PORTSMOUTH 1 JUNKINS AVE, PORTSMOUTH, NH 03801	4701/534

APPROVED BY THE PORTSMOUTH PLANNING BOARD

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

James Verra  
and Associates Inc.  
LAND SURVEYORS  
101 SHATTUCK WAY, SUITE 8  
Newington, New Hampshire  
03801-7876  
Tel 603-436-3557  
JOB NO.: 23524-A  
PLAN NO.: 23524-A2



133 Court Street Portsmouth, NH 03801  
(603) 433-2335 www.altus-eng.com

**NOT FOR CONSTRUCTION**  
ISSUED FOR: PLANNING BOARD

ISSUE DATE: JULY 28, 2021

REVISIONS	NO.	DESCRIPTION	BY	DATE
0	TAC		EBS	06/21/21
1	PLANNING BOARD		EBS	07/28/21

DRAWN BY: \_\_\_\_\_ EBS  
 APPROVED BY: \_\_\_\_\_ EDW  
 DRAWING FILE: 5042-SITE.dwg

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

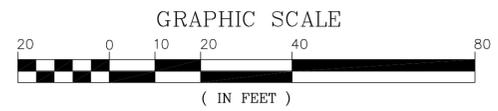
OWNER:  
**64 VAUGHAN MALL, LLC**  
 41 INDUSTRIAL DRIVE  
 EXETER, NH 03833  
  
**NORTHERN TIER REAL ESTATE ACQUISITION & DEVELOPMENT, LLC**  
 c/o JOHN DUSSI  
 4 MOODY LANE  
 WEST NEWBURY, MA 01985

APPLICANT:  
**HAMPSHIRE DEVELOPMENT CORP.**  
 41 INDUSTRIAL DRIVE  
 EXETER, NH 03833

PROJECT:  
**64 VAUGHAN MALL BUILDING RESTORATION**  
 TAX MAP 126, LOT 1  
 64 VAUGHAN MALL  
 PORTSMOUTH, NH 03801

TITLE:  
**LOT LINE ADJUSTMENT PLAN**

SHEET NUMBER:  
**C-1**

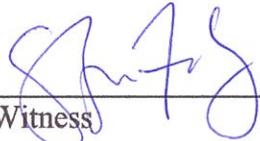


**Letter of Authorization**

I, Steve Wilson of 64 Vaughan Mall, LLC hereby authorize Altus Engineering, Inc. of Portsmouth, New Hampshire to represent me as the Applicant in all matters concerning engineering and related permitting for Portsmouth Tax Map 126, Lot 1 located at 64 Vaughan Mall, Portsmouth, New Hampshire. This authorization shall include any signatures required for Federal, State and Municipal permit applications.

  
\_\_\_\_\_  
Signature

Steven P. Wilson 12/22/20  
Print Name Date

  
\_\_\_\_\_  
Witness

SHAYNE FORSLER 12/22/20  
Print Name Date

**Letter of Authorization**

I, Steve Wilson of Hampshire Development Corp., hereby authorize Altus Engineering, Inc. of Portsmouth, New Hampshire to represent me as the Applicant in all matters concerning engineering and related permitting for Portsmouth Tax Map 126, Lot 1 located at 64 Vaughan Mall, Portsmouth, New Hampshire. This authorization shall include any signatures required for Federal, State and Municipal permit applications.

  
Signature

Steven P. Wilson 5-5-20  
Print Name Date

  
Witness

SHAWN FOLSEY 5/5/20  
Print Name Date