



## 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:	The K	Karen E. Kapelos Revocable Ti	rust of 1995	Date Submitted:		
Applican	nt: The	Karen E. Kapelos Revocable	Trust of 199	5		
Phone N	lumber:	603-674-0124	E-mail: _	jsdnce@yahoo.com		
Site Add	ress 1: _	88 Cardinal Lane			Map: <b>_292</b> Lot:	164
Site Add	ress 2: _	100 Cardinal Lane			<sub>Map:</sub> Lot:	247

	Application Requirements					
Ø	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)	Waiver Requested			
X	Completed Application form. (III.C.2-3)		N/A			
X	All application documents, plans, supporting documentation and other materials provided in digital Portable Document Format (PDF). (III.C.4)		N/A			

Requirements for Preliminary/Final Plat					
Ø	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested	
X	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.  (Section IV.1/V.1)	Title Block & Note #1	☑ Preliminary Plat ☑ Final Plat	N/A	

	Requirements for Pr	eliminary/Final Plat		
$\square$	Required Items for Submittal	Item Location	Required for	Waiver
		(e.g. Page/line or	Preliminary / Final	Requested
		Plan Sheet/Note #)	Plat	
X	Preliminary Plat	Chapt #1	☑ Preliminary Plat	N/A
	Names and addresses of all adjoining	Sheet #1	☑ Final Plat	
	property owners. (Section IV.2)			
	Final Plat			
	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.			
	(Section V.2)			
X	North point, date, and bar scale.	Required on all Plan Sheets	☑ Preliminary Plat	N/A
	(Section IV.3/V3)		☑ Final Plat	
X	Zoning classification and minimum yard	Sheet #1 - Zone Data	☑ Preliminary Plat	N/A
	dimensions required. (Section IV.4/V.4)		☑ Final Plat	
X	Preliminary Plat	Choot #1   Lagua Mara	☑ Preliminary Plat	N/A
	Scale (not to be smaller than one hundred	Sheet #1 - Locus Map	☑ Final Plat	
	(100) feet = $1$ inch) and location map (at a			
	scale of 1" = 1000'). (Section IV.5)			
	Final Plat			
	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			
NGP1	by the proposed development. (Section V.5)		[7] D. I DI .	
X	Location and approximate dimensions of all	Sheet #1	☑ Preliminary Plat	
	existing and proposed property lines including		☑ Final Plat	
	the entire area proposed to be subdivided, the areas of proposed lots, and any adjacent			
	parcels in the same ownership. (Section IV.6)			
X	Dimensions and areas of all lots and any and		☑ Preliminary Plat	N/A
	all property to be dedicated or reserved for	Sheet #1	☑ Final Plat	14/7
	schools, parks, playgrounds, or other public			
	purpose. Dimensions shall include radii and			
	length of all arcs and calculated bearing for all			
	straight lines.			
	(Section V.6/ IV.7)			
X	Location, names, and present widths of all	Chaot #1	☑ Preliminary Plat	
	adjacent streets, with a designation as to	Sheet #1	☑ Final Plat	
	whether public or private and approximate			
	location of existing utilities to be used. Curbs			
	and sidewalks shall be shown.			
	(Section IV.8/V.7)			
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	Requirements for Pr	eliminary/Final Plat		
A	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
X	Location of significant physical features, including bodies of water, watercourses, wetlands, railroads, important vegetation, stone walls and soils types that my influence the design of the subdivision.  (Section IV.9/V.8)	Sheet #1	☑ Preliminary Plat ☑ Final Plat	
X	Preliminary Plat 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. (Section IV.10) Final Plat 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. (Section V.9)	Sheet #1 - Existing Utilities shown along Cardinal Lane.	☑ Preliminary Plat ☑ Final Plat	
	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.  (Section IV.10)	N/A	☑ Preliminary Plat ☑ Final Plat	
X	Base flood elevation (BFE) for subdivisions involving greater than five (5) acres or fifty (50) lots.  (Section IV.11)	Sheet #1 - Note #8	☑ Preliminary Plat ☑ Final Plat	
	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.  (Section IV.12/ V.12)	N/A	☑ Preliminary Plat ☑ Final Plat	

	Requirements for Pr	eliminary/Final Plat		
A	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
	Dates and permit numbers of all necessary permits from governmental agencies from which approval is required by Federal or State law.  (Section V.10)	N/A	☐ Preliminary Plat ☑ Final Plat	
	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.  (Section V.11)	N/A	☐ Preliminary Plat ☑ Final Plat	
X	Location of all permanent monuments. (Section V.12)	Proposed Monuments to be set after PB Meeting	☐ Preliminary Plat ☑ Final Plat	

	General Requireme	ents <sup>1</sup>	
Ø	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
	<ul> <li>1. Basic Requirements: (VI.1)</li> <li>a. Conformity to Official Plan or Map</li> <li>b. Hazards</li> <li>c. Relation to Topography</li> <li>d. Planned Unit Development</li> </ul>	Sheet 1	
	2. Lots: (VI.2)  a. Lot Arrangement  b. Lot sizes  c. Commercial and Industrial Lots	Sheet 1	
8000000000000000	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	Sheet 1	
	4. Curbing: (VI.4)	n/a	
X	5. Driveways: (VI.5)	Shown on Plan	
	6. Drainage Improvements: (VI.6)	n/a	
X	7. Municipal Water Service: (VI.7)	Shown on Plan	
X	8. Municipal Sewer Service: (VI.8)	Shown on Plan	
	9. Installation of Utilities: (VI.9) a. All Districts b. Indicator Tape	n/a - exact location to be determined	
믐	10. On-Site Water Supply: (VI.10)	n/a	
	11. On-Site Sewage Disposal Systems: (VI.11)  12. Open Space: (VI.12)  a. Natural Features b. Buffer Strips c. Parks d. Tree Planting	n/a n/a	
	<ul> <li>13. Flood Hazard Areas: (VI.13)</li> <li>a. Permits</li> <li>b. Minimization of Flood Damage</li> <li>c. Elevation and Flood-Proofing Records</li> <li>d. Alteration of Watercourses</li> </ul>	n/a - not in flood zone. See note #8	
			· —

Ø	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
	15. Easements (VI.15) a. Utilities b. Drainage	n/a	
X	16. Monuments: (VI.16)	Stated - Sheet 1	
X	17. Benchmarks: (VI.17)	Sheet 1 - UP 250/1	
K	18. House Numbers (VI.18)	Sheet 1	

	Design Standards		
	Required Items for Submittal	Indicate compliance and/or provide explanation as to alternative design	Waiver Requested
	Streets have been designed according to the design standards required under Section (VII.1).  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	
2.	Storm water Sewers and Other Drainage Appurtenances have been designed according to the design standards required under Section (VII.2).  a. Design  b. Standards of Construction	n/a	
3.	Sanitary Sewers have been designed according to the design standards required under Section (VII.3).  a. Design b. Lift Stations c. Materials d. Construction Standards	n/a	
4.	Water Mains and Fire Hydrants have been designed according to the design standards required under Section (VII.4).  a. Connections to Lots b. Design and Construction c. Materials d. Notification Prior to Construction	n/a	

	Laymond	A.	Disson		May 14, 2019
Applicant's/Representative's Signature:_				Date:_	

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

## Letter of Authorization

May 14, 2019

City of Portsmouth Planning Department
1 Junkins Ave
Portsmouth, NH 03801

To Portsmouth Planning Board:

We the undersigned, hereby authorize Raymond Bisson from Stonewall Surveying and his appointees to act on our behalf in all manners relating to local and state permitting, including the signing of all documents related to these matters for the property located at 88 & 100 Cardinal Lane. All acts carried out by Raymond Bisson and appointees on our behalf shall have the same effect as acts of our own.

This authorization is valid until further written notice from either party signed below.

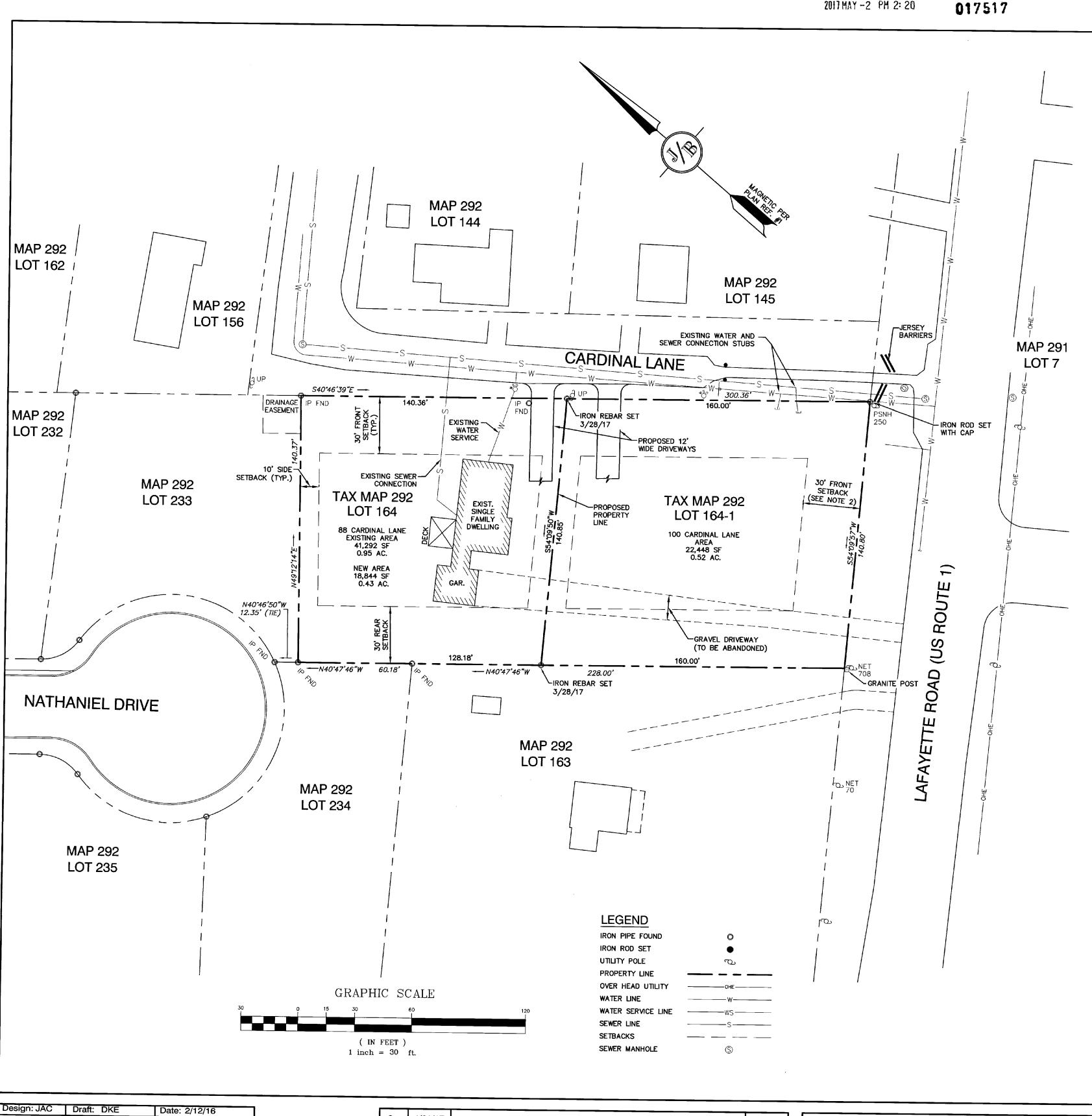
Sincerely,

The Karen E. Kapelos Revocable Trust of 1995

c/o Karen E. Kapelos

1537B Oyster Cather Point

Naples, FL 34105



PLAN REFERENCE

1. "NATHANIEL DRIVE, PORTSMOUTH, NEW HAMPSHIRE, HAWTHORNE ESTATES, CONSOLIDATION & SUBDIVISION PLAN", PREPARED BY JONES & BEACH ENGINEERS, INC., SCALE: 1"=80', DATED 1/14/00, R.C.R.D. #D-28133.

ABUTTERS LIST

MAP 291 LOT 7 (3201 LAFAYETTE RD) HILLCREST AT PORTSMOUTH, LLC PO BOX 2431 **SALEM. NH 03079** BK 5444 PG 0198 (05/30/13)

WESTCHESTER CORNER, LLC 72 SOUTH BROADWAY SALEM, NH 03079 BK 5617 PG 1043 (05/14/15)

CHARLES LESLIE & VICTORIA TRIDENTI 3 WINCHESTER ST. PORTSMOUTH, NH 03801 BK 4746 PG 1051 (12/19/06)

MAP 292 LOT 142 MICHELE K GOULD PAULA PETERSON CO-OWNER JESSIE DESJARDINS 5 WINCHESTER ST. PORTSMOUTH, NH 03801 BK 5550 PG 2385 (08/04/14)

MAP 292 LOT 143 VICTORIA TRIDENTI 3 WINCHESTER ST. PORTSMOUTH, NH 03801 BK 5009 PG 0355 (05/11/09) MAP 292 LOT 144

WILLIAM R & PAULA J GRIFFIN 1 WINCHESTER ST. PORTSMOUTH, NH 03801 BK 2439 PG 282

MAP 292 LOT 145 JAMES PETROVITSIS 3258 LAFAYETTE RD PORTSMOUTH, NH 03801 BK 5514 PG 0206 (02/20/14)

WILFRED J & JACQUELINE FALLON 3240 LAFAYETTE RD PORTSMOUTH, NH 03801 BK 2241 PG 390

EMMANUEL & KAREN HERNANDEZ 130 NATHANIEL DR PORTSMOUTH, NH 03801 BK 4965 PG 0571 (11/19/08)

**CERTIFICATION:** 

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 EXCEED 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.

DAVID M. COLLIER, LLS 892 ON BEHALF OF JONES & BEACH ENGINEERS, INC.

MAP 292 LOT 147 KERRY E RILEY 3224 LAFAYETTE RD PORTSMOUTH, NH 03801 BK 5239 PG 2663 (08/30/11)

MAP 292 LOT 156 JOHN R & KATHRYN C OLIVER 2 WINCHESTER ST. PORTSMOUTH, NH 03801 BK 4244 PG 2841 (03/05/04)

ROGER W & DONNA M FORD REV TRUST ROGER W & DONNA M FORD TRUSTEES 4 WINCHESTER ST. PORTSMOUTH, NH 03801 BK 5224 PG 0574 (06/24/11)

MAP 292 LOT 161 EDWOOD L JONES 71 WINCHESTER ST. PORTSMOUTH, NH 03801 BK 5589 PG 1862 (01/16/15)

MAP 292 LOT 162 (81 WINCHESTER ST) SATYAJIT HEERALAL PO BOX 170252 BOSTON, MA 02117 BK 5329 PG 1629 (06/27/12)

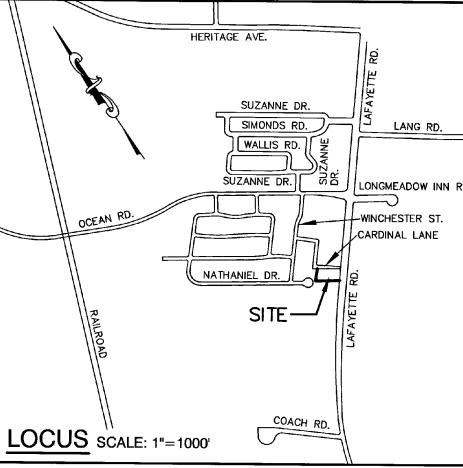
SHIRLEY N GARRETT REVOC TRUST 2000 SHIRLEY N GARRETT, TRUSTEE 11 BARBERRY LANE PORTSMOUTH, NH 03801

BK 4298/ PG 2633 (5/26/04) MAP 292 LOT 232 WILLIAM & ALLISON O'MALLEY 131 NATHANIEL DR. PORTSMOUTH, NH 03801

BK 4640 PG 0559 MAP 292 LOT 235 SUSAN YAEGER 140 NATHANIEL DR.

PORTSMOUTH, NH 03801

MAP 292 LOT 234 WESLEY C GARDNER, JR. REVOCABLE TRUST WESLEY C GARDNER TRUSTEE 150 NATHANIEL DR. PORTSMOUTH, NH 03801 BK 5195 PG 1290 (02/18/11)



SUBDIVISION NOTES:

1. THE INTENT OF THIS PLAN IS TO SUBDIVIDE MAP 292, LOT 164 INTO TWO (2) SINGLE FAMILY RESIDENTIAL LOTS WITH MUNICIPAL WATER AND SEWER.

2. ZONING DISTRICT: SINGLE RESIDENCE B LOT AREA MINIMUM = 15,000 SF LOT FRONTAGE MINIMUM = 100' BUILDING SETBACKS (MINIMUM): FRONT SETBACK = 30' SIDE SETBACK = 10' REAR SETBACK =  $30^{\circ}$ MAX. BUILDING HEIGHT = 35' MIN. OPEN SPACE ON A LOT = 50%

MAXIMUM BUILDING COVERAGE = 10% BUILDING MUST BE 80' FROM CENTERLINE OF LAFAYETTE ROAD OR 30' FROM

3. 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.

SUBJECT PROPERTY IS NOT LOCATED WITHIN FEDERALLY DESIGNATED 100 YEAR FLOOD HAZARD ZONE. REFERENCE FEMA COMMUNITY PANEL NO. 33015C0270E, DATED MAY 17, 2005.

5. 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

6. ALL CONSTRUCTION WILL CONFORM TO TOWN STANDARDS AND REGULATIONS, AND NHDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, WHICHEVER IS MORE STRINGENT.

7. ALL CONSTRUCTION ACTIVITIES SHALL CONFORM TO LABOR OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) RULES AND REGULATIONS.

8. IRON RODS WITH SURVEY CAPS HAVE BEEN SET AT ALL PROPERTY CORNERS AND ANGLE POINTS, UNLESS OTHERWISE INDICATED

LANDOWNERS ARE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL WETLAND REGULATIONS, INCLUDING PERMITTING REQUIRED UNDER THESE REGULATIONS.

10. THE DRIVEWAYS TO THE EXISTING AND PROPOSED HOUSES TO COME FROM CARDINAL LANE AND BOTH OBTAIN NEW DRIVEWAY PERMITS. ACCESS TO ROUTE 1 TO BE ABANDONED ONCE THE BUILDING PERMIT IS PULLED FOR THE

11. TWO NEW CURB CUTS ON CARDINAL LANE TO BE COORDINATED WITH THE DEPARTMENT OF PUBLIC WORKS AND BOTH LOTS TO RECEIVE NEW HOUSE NUMBER AND ADDRESS.

12. THE SURVEY TIE LINES SHOWN ON THIS PLAT ARE NOT BOUNDARY LINES, THEY ONLY SHOULD BE USED TO LOCATE THE PARCEL SURVEYED FROM THE FOUND MONUMENTS SHOWN AND LOCATED BY SURVEY.

13. THE TAX MAP AND LOT NUMBERS ARE BASED ON THE CITY OF PORTSMOUTH TAX RECORDS AND ARE SUBJECT TO CHANGE.

14. ALL BOOK AND PAGE NUMBERS REFER TO THE ROCKINGHAM COUNTY

15. UNDERGROUND FACILITIES, UTILITIES AND STRUCTURES HAVE BEEN PLOTTED FROM FIELD OBSERVATION AND THEIR LOCATION MUST BE CONSIDERED APPROXIMATE ONLY. NEITHER JONES & BEACH ENGINEERS, INC., NOR ANY OF THEIR EMPLOYEES TAKE RESPONSIBILITY FOR THE LOCATION OF ANY UNDERGROUND STRUCTURES OR UTILITIES NOT SHOWN THAT MAY EXIST. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO HAVE ALL UNDERGROUND STRUCTURES AND/OR UTILITIES LOCATED PRIOR TO EXCAVATION WORK BY CALLING 1-888-DIG-SAFE (1-888-344-7233).

16. THE PLANNING BOARD CONDITIONALLY APPROVED THIS SUBDIVISION PLAN AT ITS SCHEDULED MEETING OF OCTOBER 16, 2008. THE ORIGINAL MYLAR WAS NOT RECORDED. ADDITIONAL FIELD LOCATION WAS PERFORMED TO INDICATE THE RECENT CHANGES TO THE PAVEMENT AND RE-ESTABLISH CONTROL. I HAVE REVIEWED THE INFORMATION SHOWN HEREON AND STAMPED THIS PLAN ON BEHALF OF JONES & BEACH ENGINEERS, INC.. THE MONUMENTS WERE SET AS INDICATED HEREON.

CITY OF PORTSMOUTH PLANNING BOARD

Design: JAC	Draft: DKE	Date: 2/12/16			
Checked: JAC	Scale: AS NOTE				
Drawing Name:	04146-PLAN.dwg				
THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM JONES & BEACH ENGINEERS, INC. (JBE).					
ANY ALTERATION:	S AUTHORIZED OR C	OTHERWISE, SHALL BE OUT LIABILITY TO JBE.			

6	4/21/17	REVISIONS PER CITY REQUEST AND ADDED NOTE	DMC
5	3/29/17	ADDED MONUMENTS SET & MINOR REVISIONS	CWW
4	3/23/17	REVISED LOT LINE	LAZ
3	11/29/16	UPDATED UTILITIES, REVISED BEARING ON PROPOSED PROP. LINE	MJS
2	8/22/16	ISSUED FOR REVIEW	DKE
REV.	DATE	REVISION	BY

Jones & Beach Engineers, Inc. 603-772-4746

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

Project: FAX: 603-772-0227 OWNER:

AMENDED SUBDIVISION PLAN Plan Name: MAP 292 LOT 164 3310 LAFAYETTE ROAD PORTSMOUTH, NEW HAMPSHIRE KAREN E. KAPELOS REVOC TRUST OF 1995 1537B OYSTER CATCHER POINT, NAPLES, FL 34105

