



Planning Board Comprehensive Application Form

TO: Applicants
 FROM: Newmarket Planning Board
 SUBJECT: Guidelines for Processing Applications

The Newmarket Planning Board wants to process applications as speedily as possible. We understand that the Zoning Ordinance and our Regulations are complex and often confusing. These requirements are designed to deal with different situations from single-issue waivers and permits to large-scale residential developments and commercial site plans. Therefore, not all requirements may be applicable to your application.

Although it is not required, it is recommended that before you file your application if you have any questions or concerns, you should discuss your proposal informally with the Town Planner. The Town Planner will review your project conformance with the Town's Ordinances and Regulations and can advise you on procedures for obtaining approval as well as other governmental permits that may be required. Call (603) 659-8501 ext 1315 for an appointment or email: dhardy@newmarketnh.gov. Town of Newmarket Regulations and Ordinances are available online at www.newmarketnh.gov.

The key to receiving a prompt decision is to have all the necessary information in the Planning Department before the Planning Board meeting. All applications **MUST** be submitted to the Planning's office **TWENTY ONE DAYS** prior to the Planning Board meeting at which it will formally be reviewed. The Town Planner will schedule you for a Public Meeting. In order to be scheduled, your application must be substantially complete.

Type and Description of Project (this description will be used for notification purposes, please be detailed):

<u>Application Type:</u>	<u>√</u>	<u>Description of project or application:</u>
Subdivision:		Site plan approval for a mixed-use 3-story building with 41 one-bedroom apartments, and 2,500sf of commercial space.
Site Plan:	X	
Impact Fee Waiver:		
Special (Conditional) Use Permit:	X	
Other:		



TOWN OF NEWMARKET COMPREHENSIVE APPLICATION

Note: This form and all required information must be filed at least **21 days** before the date of the meeting at which it is to be submitted to the Board. Revised plans of any type must be in the office **7 days** prior to the hearing date. Filing is to be done at the **Planning Department, Newmarket Town Hall, 186 Main Street, Newmarket, NH 03857.**

** Note regarding information requested: Name, mailing address, email, and telephone contacts must be supplied for an application to be scheduled for a hearing.

1. Name, mailing address, email, and telephone number of **owner of record.**

CC Railroad Street Newmarket, LLC (Ben Stebbins)
P.O. Box 571 Greenland, NH 03840
bstebbins@condorcapitalllc.com
603-801-2101

2. Name, mailing address, telephone numbers (voice and fax) and email of **agent.** The agent is the entity with the legal authority to bring the application to the board on behalf of the landowner. If the owner is not the applicant, the 'Authorization to Act as Agent' section must be filed with the Board.

Horizons Engineering, Inc. (Michael Sievert)
5 Railroad Street Newmarket, NH
msievert@horizonsengineering.com
603-659-4979



3. Name, mailing address, and telephone numbers (voice and fax) of **applicant**.
An applicant is the entity with authority to represent an agent and/or landowner before the Board and will be responsible for dissemination of all information to the landowner and/or agent. An applicant is often (but not necessarily) a surveyor, engineer, attorney, or real estate professional.

CC Railroad Street Newmarket, LLC (Ben Stebbins)

P.O. Box 571 Greenland, NH 03840

bstebbins@condorcapitalllc.com

603-801-2101

4. Street Location of Subject Parcel: 3 Railroad Street

5. Tax Map U3 Lot 138A
U4 16

6. Zoning district property is located in M2A

7. Overlay Districts or other regulations affecting Subject Property:

State Highway Permit: _____

Wetlands Overlay: _____

Shoreland Protection: _____

Aquifer Protection: _____

Scenic Roadway: _____

State Subdivision: _____

Current Use Tax: _____

Others (specify) _____



8. Special (Conditional) Use Permit:

SPECIAL (CONDITIONAL) USE PERMITS. Pursuant to RSA 674:21,I(i), a provision which permits flexible and discretionary zoning among other innovative land use controls, the Town offers certain discretionary authority to the Planning Board in limited cases where generally stated standards appear inappropriate.

(A) Special (Conditional) Use Permits are provided in the following sections: § 1.05 (A)(3) for expansions of non-conforming uses; § 2.01(B)(2) for optional uses in the mills; § 2.04(B)(2)(a) for self-storage facilities within existing buildings in the mills; § 2.04(B)(2) for optional uses related to the golf course or outdoor recreation; § 2.07 (C) for flexible use development within the B-3 District; 5.01 (C)(7)(a) for excavations in the Aquifer Protection District; § 5.03 for impacts in the Wetland Overlay District; § 5.07(B)(3) for siting telecommunications facilities; § 7.01(B)(3) for permitting large home-based businesses; and § 7.05 Affordable Elderly Housing.

a. Section of Zoning Ordinance authorizing permit:

_____.

b. Information submitted must be sufficient for the Board to rule on the criteria found within the relevant section of ordinance authorizing the permit.



9. Name, mailing address, and telephone numbers (voice and fax) of additional professionals who are authorized to submit additional materials on behalf of the application. Additional professionals may include, but are not limited to: NH Certified Soil Scientist, Wetlands Scientist, Surveyor, Engineer, Attorney, or other Real Estate Professional. etc.

Horizons Engineering, Inc. (Michael Sievert)
5 Railroad Street Newmarket, NH 03857
603-659-4979

Woodburn & Co. Landscape
Architecture, LLC
103 Kent Place
Newmarket, NH 03857
603-659-5949

Henry Stebbins, Attorney
Stebbins, Lazos & Van DerBeken, P.A.
889 Elm Street, 6th Fl Manchester, NH 03101
603-627-3700

Visible Light
24 Stickney Terrace, Ste. 6
Hampton, NH 03842
603-926-6049

Adam Morrill
c/o CC Railroad Street
P.O. Box 571 Greenland, NH 03840

10. Abutters:

The Application must include a completed and executed copy of Town of Newmarket –Abutter Notification Form. Include Map and Lot numbers of all abutters adjacent to the property. The legal definition for an abutter can be found at NH RSA 672:3, as amended; for purposes of notification, all parties in RSA 6764(l)(d), as amended:



APPLICATION FEES

In accordance with RSA 676:4,I(g), the applicant shall pay the following fees to compensate the Town for its expenses in processing, noticing and reviewing each application, one or more may apply, however, only one notice fee is required:

SUBDIVISION OF LAND

- (A) Administration:
 - (1) Lot Line Adjustment: \$70
 - (2) Subdivision: \$500.00 plus \$175/lot
 - (3) Minor Subdivision: \$250.00 plus \$75/lot
- (B) Public Notice:
 - (1) \$75.00 per notice; plus
 - (2) \$7.00 per abutter or other party notified.
- (C) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Newmarket Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.
- (D) SEPARATE CHECK MADE OUT TO ROCKINGHAM COUNTY REGISTRY OF DEEDS - \$26.00 per sheet. Recording: *No sheets will be recorded until this and all other fees are paid.*
- (E) SEPARATE CHECK MADE OUT TO ROCKINGHAM COUNTY REGISTRY OF DEEDS - \$25 for State LCHIP (Land & Community Heritage Investment Program) surcharge.

Each Lot/Parcel or Dwelling Unit			
Public Notice Fee			
Abutter Notification [____(# of abutters) x \$7]			
Total	\$		



SITE PLAN REVIEW

(A) Administration:

- (1) Minor Review: \$125.00
- (2) Major Review, one or more of the following shall apply:
 - (a) Residential Base Fee \$250 250.00
Per Unit \$125 x 41 5,125.00
 - (b) Commercial Base Fee \$250
Plus per square foot of floor space-
0-1,000 \$0.12 per sq. ft.
1,001-5,000 \$0.10 per sq. ft. x 2,276 227.60
5,001-10,000 \$0.08 per sq. ft.
10,001+ \$0.05 per sq. ft.
 - (c) Industrial Base Fee \$250
Plus per square foot of floor space-
0-1,000 \$0.06 per sq. ft.
1,001-5,000 \$0.05 per sq. ft.
5,001-10,000 \$0.04 per sq. ft.
10,001+ \$0.03 per sq. ft.

(B) Public Notice:

- (1) \$75.00 per notice; plus 75.00
- (2) \$7.00 per abutter or other party notified. x 14 98.00

(C) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Newmarket Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.

(D) SEPARATE CHECK MADE OUT TO ROCKINGHAM COUNTY REGISTRY OF DEEDS - \$26.00 per sheet. Recording: *No sheets will be recorded until this and all other fees are paid.*

(E) SEPARATE CHECK MADE OUT TO ROCKINGHAM COUNTY REGISTRY OF DEEDS -- \$25 for State LCHIP (Land & Community Heritage Investment Program) surcharge.

Administration Fee	5,602.60
Public Notice Fee	75.00
Abutter Notification [14 (# of abutters) x \$7]	98.00
 Total	 \$ 5,775.60



IMPACT FEE WAIVER or SPECIAL USE PERMIT

- (A) Public Notice:
 - (1) \$75.00 per notice; plus
 - (2) \$7.00 per abutter or other party notified.
- (B) Other costs incurred by the Board in reviewing the application (such as engineering, legal, and planner review), as limited in RSA 676:4 and the Newmarket Subdivision Regulations, shall be passed through to the applicant by the Board unless specifically waived.
- (C) SEPARATE CHECK MADE OUT TO ROCKINGHAM COUNTY REGISTRY OF DEEDS - \$26.00 per sheet. Recording: *No sheets will be recorded until this and all other fees are paid.*

Public Notice Fee		_____
Abutter Notification [____(# of abutters) x \$7]		_____
Total	\$	_____



Verification & Signature Pages

1. The applicant and/or owner and/or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Newmarket in the final subdivision process of this property shall be borne by the following party:

Applicant _____ Owner X Agent _____

** Failure to indicate a responsible party for fees and associated costs will result in the denial of the application without a public hearing in accordance with RSA 676:4.

2. The owner/agent hereby authorizes the Newmarket Planning Board and its agents to access the subject land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Newmarket ordinances and regulations.
3. The undersigned owner/agent hereby submits to the Newmarket Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:
 - To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
 - To provide and install standard street signs as approved by the Town for all street intersections.
 - To give the Town on demand, proper deeds for land or rights of ways reserved on the plat for streets, drainage or other purposes as agreed upon.
 - To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
 - To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Board.



- To construct improvements or post the Planning Board's Performance Guarantee to insure completion of the improvements shown on the plat and related drawings.
- There are no known violations of the Town of Newmarket Zoning Ordinance or Newmarket Planning Board Regulations present on the property that have not been disclosed as part of this application.
- To insure proper boundary monumentation at the project's completion in accordance with the Town of Newmarket Subdivision Regulations.

Authorization to Act as Agent

Mr./Ms. Michael Sievert/Ryan Hudock of Horizons Engineering, Inc.


is hereby designated as the person whom is authorized to act as my agent in securing any and all permits necessary from the Newmarket Planning Board for the development of my property, all communications to the owner may be addressed to the agent or applicant on the agent's behalf.

Signed: 

Dated: 10/23/22

Witness: 

Owner Address: P.O. Box 571
Greenland, NH 03840

By 
 Owner/President or Treasurer if a Corporation



**TOWN OF NEWMARKET
ABUTTER NOTIFICATION FORM**

Instructions:

1. List the map, parcel, name and mailing address of the property owner and all abutters as shown in Town records not more than 5 days prior to submittal, per RSA 676:4,1(b). This may be typed on a separate sheet. If using another sheet or multiple sheets, please indicate the date of preparation and sign your name on each sheet.
2. As applicable, list the name, mailing address, daytime phone number and fax number of: the Applicant's Authorized Agent; and any surveyor, engineer, architect or soil scientist whose stamp and signature appear in the application materials. Other required abutters are detailed in RSA 676:4(l)(b).
3. **Please attach three adhesive mailing labels for each entry on the list. Label size must not exceed 1" tall by 2.75" long. Labels must be legibly filled out with names & mailing addresses of all parties on abutters list.**
4. **The determination of abutters is the responsibility of the applicant, this list will not be reviewed for compliance with statutory requirements.**

Map	Parcel	Owner	Mailing Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	SEE ATTACHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date of preparation: 10-23-23

I hereby certify that all information presented on this form is, to the best of my knowledge, correct.

Signature of preparer: Janice Bell

LIST OF OWNERS OF ABUTTING PROPERTY

(This includes property directly across the street or streams from the land under consideration. **List must also include any and all preparers of plans, studies, etc...**)

PLEASE PROVIDE NAME & MAILING ADDRESS

<p><u>PROPERTY OWNER:</u> 3 Railroad Street MAP U3/LOT 138A, 138 5 Railroad Street MAP U4/LOT 16 CC RAILROAD STREET NEWMARKET, LLC P.O. BOX 571 GREENLAND, NH 03840</p>	<p><u>AGENT:</u> HORIZONS ENGINEERING, INC. 5 RAILROAD STREET NEWMARKET, NH 03857</p>
<p>MAP U4/LOTS 25,24,23 Parking Lot 2 Railroad Street 4 Railroad Street TOWN OF NEWMARKET 186 MAIN STREET NEWMARKET, NH 03857-1838</p>	<p><u>ATTORNEY:</u> HENRY STEBBINS, ATTORNEY STEBBINS, LAZOS & VAN DERBEKEN, P.A. 889 ELM STREET 6TH FL. MANCHESTER, NH 03101</p>
<p>MAP U3/LOT 138-1 0 Railroad ROW BOSTON & MAINE RAILROAD C/O GUILFORD TRANS INDUST IRON HORSE PARK HIGH STREET NO. BILLERICA, MA 01862-1698</p>	<p><u>ARCHITECT:</u> ADAM MORRILL c/o CC RAILROAD STREET NEWMARKET, LLC P.O. BOX 571 GREENLAND, NH 03840</p>
<p>MAP U4/LOT 19 11 Railroad Street JOYCE BEAUBIEN, TRUSTEE BEAUBIEN FAMILY TRUST 11 RAILROAD STREET NEWMARKET, NH 03857-1807</p>	<p><u>LANDSCAPE ARCHITECT:</u> WOODBURN & CO. LANDSCAPE ARCHITECTURE, LLC 103 KENT PLACE NEWMARKET, NH 03857</p>
<p>MAP U4/LOT 22 10 Railroad Street BRETT R. NELSON 10 RAILROAD STREET NEWMARKET, NH 03857</p>	<p><u>LIGHTING DESIGN:</u> VISIBLE LIGHT 24 STICKNEY TERRACE, STE. 6 HAMPTON, NH 03842</p>
<p>MAP U4/LOT 17 7 Railroad Street LYNN ALAN ARQUETTE, TRUSTEE LYNN A. ARQUETTE REVOCABLE TRUST 94 DAME ROAD NEWMARKET, NH 03857-1300</p>	<p>MAP U4/LOT 20A 13 Railroad Street KURT JACKSON, TRUSTEE KURT JACKSON REVOCABLE TRUST 761 WASHINGTON ROAD RYE, NH 03870-2318</p>
<p>MAP U4/LOT 119 196 South Main Street WHAT'S NEXT, LLC C/O JOHN SHEEHAN 130 ALDRICH ST. PORTSMOUTH, NH 03801</p>	<p>MAP U4/LOT 15 50 Exeter Road CHENEY PROPERTY MANAGEMENT 50 EXETER ROAD NEWMARKET, NH 03857-1906</p>

Date of Preparation: 10-23-23

I hereby certify that all information presented on this form is, to the best of my knowledge, correct.

Signature of Preparer: > ' i uim#, m} }

CC RAILROAD STREET
NEWMARKET, LLC
P.O. BOX 571
GREENLAND, NH 03840

CC RAILROAD STREET
NEWMARKET, LLC
P.O. BOX 571
GREENLAND, NH 03840

CC RAILROAD STREET
NEWMARKET, LLC
P.O. BOX 571
GREENLAND, NH 03840

HORIZONS ENGINEERING, INC.
5 RAILROAD STREET
NEWMARKET, NH 03857

HORIZONS ENGINEERING, INC.
5 RAILROAD STREET
NEWMARKET, NH 03857

HORIZONS ENGINEERING, INC.
5 RAILROAD STREET
NEWMARKET, NH 03857

HENRY STEBBINS, ATTORNEY
STEBBINS, LAZOS & VAN DERBEKEN, PA
889 ELM STREET, 6TH FL.
MANCHESTER, NH

HENRY STEBBINS, ATTORNEY
STEBBINS, LAZOS & VAN DERBEKEN, PA
889 ELM STREET, 6TH FL.
MANCHESTER, NH

HENRY STEBBINS, ATTORNEY
STEBBINS, LAZOS & VAN DERBEKEN, PA
889 ELM STREET, 6TH FL.
MANCHESTER, NH

ADAM MORRILL
C/O CC RAILROAD ST NEWMARKET
P.O. BOX 571
GREENLAND, NH 03840

ADAM MORRILL
C/O CC RAILROAD ST NEWMARKET
P.O. BOX 571
GREENLAND, NH 03840

ADAM MORRILL
C/O CC RAILROAD ST NEWMARKET
P.O. BOX 571
GREENLAND, NH 03840

WOODBURN & CO. LANDSCAPE
ARCHITECTURE, LLC
103 KENT PLACE
NEWMARKET, NH 03857

WOODBURN & CO. LANDSCAPE
ARCHITECTURE, LLC
103 KENT PLACE
NEWMARKET, NH 03857

WOODBURN & CO. LANDSCAPE
ARCHITECTURE, LLC
103 KENT PLACE
NEWMARKET, NH 03857

VISIBLE LIGHT
24 STICKNEY TERRACE, STE. 6
HAMPTON, NH 03842

VISIBLE LIGHT
24 STICKNEY TERRACE, STE. 6
HAMPTON, NH 03842

VISIBLE LIGHT
24 STICKNEY TERRACE, STE. 6
HAMPTON, NH 03842

TOWN OF NEWMARKET
186 MAIN STREET
NEWMARKET, NH 03857-1838

TOWN OF NEWMARKET
186 MAIN STREET
NEWMARKET, NH 03857-1838

TOWN OF NEWMARKET
186 MAIN STREET
NEWMARKET, NH 03857-1838

BOSTON & MAINE RAILROAD
C/O GUILFORD TRANS INDUST
IRON HORSE PARK, HIGH STREET
NO. BILLERICA, MA 01862-1698

BOSTON & MAINE RAILROAD
C/O GUILFORD TRANS INDUST
IRON HORSE PARK, HIGH STREET
NO. BILLERICA, MA 01862-1698

BOSTON & MAINE RAILROAD
C/O GUILFORD TRANS INDUST
IRON HORSE PARK, HIGH STREET
NO. BILLERICA, MA 01862-1698

JOYCE BEAUBIEN, TRUSTEE
BEAUBIEN FAMILY TRUST
11 RAILROAD STREET
NEWMARKET, NH 03857-1807

JOYCE BEAUBIEN, TRUSTEE
BEAUBIEN FAMILY TRUST
11 RAILROAD STREET
NEWMARKET, NH 03857-1807

JOYCE BEAUBIEN, TRUSTEE
BEAUBIEN FAMILY TRUST
11 RAILROAD STREET
NEWMARKET, NH 03857-1807

BRETT R. NELSON
10 RAILROAD STREET
NEWMARKET, NH 03857

BRETT R. NELSON
10 RAILROAD STREET
NEWMARKET, NH 03857

BRETT R. NELSON
10 RAILROAD STREET
NEWMARKET, NH 03857

LYNN ALAN ARQUETTE, TRUSTEE
LYNN A. ARQUETTE REV TRUST
94 DAME ROAD
NEWMARKET, NH 03857-1300

LYNN ALAN ARQUETTE, TRUSTEE
LYNN A. ARQUETTE REV TRUST
94 DAME ROAD
NEWMARKET, NH 03857-1300

LYNN ALAN ARQUETTE, TRUSTEE
LYNN A. ARQUETTE REV TRUST
94 DAME ROAD
NEWMARKET, NH 03857-1300

WHAT'S NEXT, LLC
C/O JOHN SHEEHAN
130 ALDRICH ST.
PORTSMOUTH, NH 03801

WHAT'S NEXT, LLC
C/O JOHN SHEEHAN
130 ALDRICH ST.
PORTSMOUTH, NH 03801

WHAT'S NEXT, LLC
C/O JOHN SHEEHAN
130 ALDRICH ST.
PORTSMOUTH, NH 03801

KURT JACKSON, TRUSTEE
KURT JACKSON REVOCABLE TRUST
761 WASHINGTON ROAD
RYE, NH 03870-2318

KURT JACKSON, TRUSTEE
KURT JACKSON REVOCABLE TRUST
761 WASHINGTON ROAD
RYE, NH 03870-2318

KURT JACKSON, TRUSTEE
KURT JACKSON REVOCABLE TRUST
761 WASHINGTON ROAD
RYE, NH 03870-2318

CHENEY PROPERTY MANAGEMENT
50 EXETER ROAD
NEWMARKET, NH 03857

CHENEY PROPERTY MANAGEMENT
50 EXETER ROAD
NEWMARKET, NH 03857

CHENEY PROPERTY MANAGEMENT
50 EXETER ROAD
NEWMARKET, NH 03857