



Town of Hopkinton

330 Main Street • Hopkinton, New Hampshire 03229 • www.hopkinton-nh.gov
Tel: 603-746-3170 Fax: 603-746-3049

PLANNING BOARD APPLICATION

- Site Plan Review Architectural Design Review (Commercial/Industrial - ZO Section IV-A)
 Preliminary Review (SD Section II) Subdivision Lot Line Adjustment/Annexation
 Conditional Use Permit (ZO Section III) Special Use Permit (ZO Section VIII)

PROJECT LOCATION: Cedar Street MAP/LOT: 102 / 35 ZONE: VR-1

APPLICANT: Baystone Properties, LLC

Address: 44 North Shore Road City: Derry State: NH Zip: 03038

Phone: 774-327-8331 Email: shaungeary@masiello.com

OWNER(s)

Name: Same as applicant

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PROFESSIONALS (engineer, architect, surveyor, attorney, wetland/soil scientist, etc.):

Name: Scott R Frankiewicz, LLS (New Hampshire Land Consultants, PLLC)

Address: 683C First NH Turnpike City: Northwood State: NH Zip: 03261

Phone: 603-942-9220 Email: scott@nhlandconsultants.com

Name: Bernie Temple, PE

Address: P.O. Box 7 City: Gilmanton State: NH Zip: 03837

Phone: 603-630-1008 Email: temple2@tds.net

- Residential Recreational Agricultural Institutional Commercial/Industrial Accessory

- Public Water Public Sewer Well Septic

Lots/units proposed: 12 Existing Building Area: 2,070 sq ft Proposed Building Area: 20,172 sq ft

% Open Space: 45.9% (Note: Building Area refers to gross area)

Application Submission Requirements:

Original and ten (10) copies of the application, along with all supporting document(s), including reductions of the final plan(s) to no more than 11" x 17".

- Narrative description of proposal (include existing conditions and all related improvements).
 Application checklist.
 Planning Board/Zoning Board of Adjustment Minutes of Conceptual, Preliminary Review, or approval.
 Property deed and existing/proposed easements, covenants, and restrictions.
 Tax Map of subject parcel and abutting properties.
 Waiver(s) request from provisions of the Subdivision and/or Site Plan Regulations.

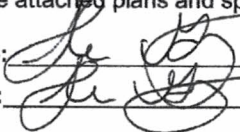
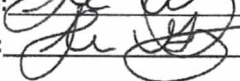
PLANNING BOARD APPLICATION

- Test Pit Data, Storm Water Management Plan, Traffic, School, Environmental and Fiscal Impact Analyses, and Phasing Plan (when applicable).
- Abutters List as defined by RSA 672:3 – Include Tax Map, Lot Number, Name and Mailing Addresses. If abutting property is under a condominium or other collective form of ownership, the term "abutter" means the officers of the collective or association. If abutting property is under a manufactured housing park form of ownership, the term "abutter" includes the manufactured housing park owner and the tenants who own the manufactured housing.
- Mailing labels – Include Applicant, Owner, Architect, Soil/Wetland Scientists, Abutters, and holders of Conservation/Preservation restrictions or easements.
- Four (4) paper prints of the plan(s) at full scale.
- Appropriate Filing Fee: (Non-refundable) Made payable to Town of Hopkinton
 - Major Subdivision.....\$500.00 Application Fee, \$100.00 per Lot/Unit
 - Minor Subdivision.....\$250.00 Application Fee, \$100.00 per Lot/Unit
 - Lot Line Adjustment/Annexation\$100.00 Application Fee
 - Site Plan Review\$300.00 Application Fee, \$100.00 per Unit (Res./Non-Res.)
 - Site Plan Review Change of Use.....\$150.00 Application Fee
 - Conditional Use Permit\$500.00 Application Fee (Wireless Telecommunications)
 - Public Notice Mailing.....\$ 10.00 per Address (Owner, Applicant, Agent, Abutter)
 - Newspaper Notice.....\$ 75.00
- Conditional Use Permit (Wireless Telecommunications): If application is for Conditional Use Permit, please attach a detailed explanation of compliance with Section 3.10 of the Hopkinton Zoning Ordinance, along with an explanation of compliance with the Site Plan Review Regulations of the Town of Hopkinton.

Final Submission Requirements (after Planning Board action):

- Four (4) paper prints of the final plan set at full scale.
- Mylar(s) – The Merrimack County Registry of Deeds requires that the UPPER LEFT-HAND CORNER, INSIDE THE BORDER, of the plat to be RESERVED for recording information entered by the Registry - No smaller than 7" long X 1" wide.
- PDF of the final plan set, including architectural and site photographs - emailed or thumb drive.
- Recording Fees: (Separate Checks) Made payable to Merrimack County Registry of Deeds
 - Recording Fee.....\$ 26.00 per Page (22" x 34")
 - LCHIP Fee.....\$ 25.00 per Document

I represent to the best of my knowledge and belief that this application is being submitted in accordance with applicable regulations and ordinances of the Town of Hopkinton. I also understand that submittal of this application shall be deemed as granting permission for the Planning Board members and their designees to enter onto the property for purposes of inspections and review. Permission to visit the property extends from the date an application is submitted until approved work or construction is complete and any or all of the financial guarantees, if any, have been returned to the applicant, or until the application is formally denied. Furthermore, I agree that the proposed project will be performed in accordance with this application, the attached plans and specifications, and the regulations and ordinances of the Town of Hopkinton.

Applicant's Signature:  Date: 6/21/21
 Owner's Signature(s):  Date: 6/21/21

Office Use:	
Application Filed: _____	Fees: _____ Application #: _____
Notice(s) Posted/Mailed: _____	Complete/Consideration: _____
Meeting(s)/Hearing(s): _____	_____
Approved/Denied: _____	<input type="checkbox"/> Conditions MCRD Filing: _____
MCRD Document #: _____	_____

Town of Hopkinton, NH
Site Plan Review Checklist

In cases where not all items are applicable, draw a line through the items that are not applicable. **All requests for waivers must be in writing with the application.**

ALL APPLICATIONS

- 1. Ten (10) copies of completed application, all associated documentation and checklist;
- 2. List of names and addresses of abutters and use of abutting properties, identified with location of the structures and access roads;
- 3. One (1) set of address mailing labels of abutters, applicant, engineer, architect, soil scientist, wetland scientist, land surveyor, and any holders of conservation preservation, or agricultural preservation restrictions or easements;
- 4. The appropriate fee;
- 5. Site plan: 24" by 36" sheet size maximum, scale not less than 1" = 100', match lines where needed, date, title, graphic scale, north arrow, location map, legend, name & address of developer/applicant, designer/engineer, and owner of record;
- 6. Four (4) prints of each plan sheet at full scale and one (1) reduction of each plan reduced to no more than 11" x 17";
- 7. All existing and proposed easements;
- 8. Site plan showing boundaries, existing natural features including watercourses & water bodies, trees & other vegetation, topographical features, and other pertinent features that should be considered in the site design process;
- 9. Plan of all buildings depicting their type, size, and location (setbacks);
- 10. Location of off-street parking and loading spaces with a layout or the parking indicated;
- 11. The location, width, curbing and type of access ways and egress ways (driveways), plus streets and sidewalks within and around site;
- 12. Location, size, and design of proposed signs and advertising or instructional devices;
- 13. Location and type of lighting for all outdoor facilities, including direction and area of illumination;
- 14. Right-of-way lines of all existing adjoining streets;
- 15. Location and type of Water supply & sewage disposal facilities;
- 16. Zoning districts and boundaries for site and within 1000 feet of site;
- 17. 100 year flood elevation line, where applicable;
- 18. An elevation view or photograph of all buildings indicating their height, width and surface treatment;
- 19. Landscaping plan showing required details described within the Site Plan Review Regulations, and
- 20. Other required exhibits or data in order to adequately evaluate the proposal.

Town of Hopkinton, NH
Site Plan Review Checklist

PROJECTS REQUIRING NEW OR ADDITIONAL BUILDINGS OR CHANGES TO THE EXTERIOR DIMENSIONS OF EXISTING OR CHANGES TO EXISTING CONTOURS AND FINISHED GRADE ELEVATIONS, INCLUDING TYPE, EXTENT, AND LOCATION OF LANDSCAPING, PARKING AND OPEN SPACE AREAS SHALL SUBMIT THE FOLLOWING IN ADDITION TO ABOVE:

- 1. Reproducible mylar, to be retained by the Planning Board at its option;
- 2. Plan of all buildings with their type, size, location (setbacks) and elevation of first floor indicated: (assume permanent onsite elevation);
- 3. The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet;
- 4. The location, elevation and layout of catch basins and other surface drainage features;
- 5. Existing and proposed contours and finished grade elevations – all contours shall be a minimum of 2-foot intervals;
- 6. The type, extent and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained;
- 7. The size and location of all public service connections – gas, power, telephone, fire alarm, (overhead or underground);
- 8. Surveyed property lines showing their angles, distances, radius, lengths of arcs, control angles, along property lines and monument locations and names of all abutters;
- 9. If a subdivision, the lines and names of all proposed streets, lanes, ways, or easements intended to be dedicated for public use shall be indicated and all Subdivision Regulations shall apply, and
- 10. Erosion and sedimentation control plan.

TOWN OF HOPKINTON, NH
ARCHITECTURAL DESIGN REVIEW CHECKLIST

Planning Board approval of an Application for Architectural Design Review shall be required prior to the issuance of a building permit for the following activities (check as applicable):

- New building construction to be used for non-residential or multi-family purposes; or
To be submitted after Planning Board approval
- Additions or alterations to buildings used for non-residential or multi-family purposes which increase or decrease the square footage of the building; or
- Renovation, rehabilitation or reconfiguration of building exteriors where such buildings are used for non-residential or multi-family purposes.

The **Performance Criteria** is intended to encourage building architecture that is complementary to the community. It is intended that the criteria be administered with flexibility and consistency in order to allow for responsive, creative and innovative architectural designs. The criteria is not intended to dictate specific building styles, or to mandate historical preservation, restoration or replication.

In order to approve an Application for Architectural Design Review, the Planning Board shall find that the application demonstrates substantial conformity with the following Performance Criteria:

- (a) The proposed building design is consistent with the purposes of the Architectural Design Review Ordinance.
- (b) The proposed building design demonstrates sensitivity towards and is complementary to, the architectural heritage of Hopkinton.

Building Orientation: How a building is positioned or located on a site can complement or detract from the site and/or the architectural character of the surrounding area. The orientation of proposed buildings should take into consideration building setbacks, spacing between buildings, alignment of building(s), open spaces, access and circulation areas, as may be evidenced in the development pattern of the surrounding area or as determined to be appropriate by the Planning Board; and

Building Scale and Proportion: Building elevations, scale, massing and the proportional relationship between structures can complement or detract from the architectural character of the surrounding area. Building designs should be compatible with or provide a harmonious transition from adjacent sites. The scale and proportion of proposed buildings should take into consideration the scale and proportion of surrounding buildings, as evidenced in the development pattern of the surrounding area, and should also take into consideration natural features, historically significant buildings or features and surrounding land uses. Visual conflicts between properties should be minimized; and

Roofline: Rooflines can provide visual interest and help to reduce the mass of a building. Traditional roofline types such as gabled, hipped, and gambrel that are evidenced in Hopkinton's architectural heritage are strongly encouraged. Type, shape, pitch and direction of roofs should be considered in the design. Flat roofs are strongly discouraged; and

Massing: The physical bulk or mass of buildings, particularly larger or elongated ones, can either enhance or detract from the architectural character of the community. Structures should be carefully designed to break up their mass into smaller visual components providing human scale, variation and depth; and

Architectural Features and Details: Architectural features and details such as cornices, columns, corner trim, doorways, entrances, windows/trim, awnings, dormers, porches, etc., can provide or enhance visual interest, provide a pedestrian scale and help mitigate negative effects of building mass. Architectural features and details should be considered in every building design. Traditional features should be considered in every building design. Traditional features and details associated with Hopkinton's architectural heritage are strongly encouraged; and

Materials, Texture and Color: Exterior building materials, texture and colors should be treated as significant design elements that help define the appearance of a structure and create visual interest. The use of

TOWN OF HOPKINTON, NH
ARCHITECTURAL DESIGN REVIEW CHECKLIST

traditional materials that are consistent with Hopkinton's vernacular or indigenous architecture, or materials having the same visual effect, are strongly encouraged. Consideration should be given to the materials, textures and colors used in the neighborhood; and

Building Facade: Facades for new or renovated structures should provide visual interest from all visually accessible sides. Windows, doorways and architectural detailing and patterns should complement the building form and historical context. Facades should be designed to establish a complementary relationship with other site considerations such as pedestrian scale and orientation, signage, landscaping and lighting; and

Building Renovation or Addition: Where an existing building has features that are consistent with the Performance Criteria, proposed renovations or additions should be designed to respect the proportions, patterns, detailing, materials, etc., of the original building. Where the existing building does not have features that are consistent with the Performance Criteria, the owner/applicant is encouraged to upgrade the structure to meet the Performance Criteria; and

Signs: Signs should be designed to meet the needs of individual uses while complementing the building, the site and its surroundings. The design of building-mounted signs should complement, not detract from the architectural features of the building. Signs should be scaled to the architectural elements that surround it. Consideration should be given to sign form, color, lighting and materials that are compatible with the building and its surroundings; and

Gateways and Scenic Resources: Some places in Hopkinton contribute to the landscape character of the community because of their location and scenic qualities. Many such properties and approaches acts as gateways, providing first impressions and reinforcing Hopkinton's sense of place. Consideration should be given towards complementing these resources through the careful citing of new buildings, and the application of the Performance Criteria; and

Design Continuity: Each building design, from the simple to the complex, requires the coordination of multiple design elements such as architectural style, form, massing, materials, detailing, etc. The proposed building design shall demonstrate coordination of design elements and an overall design continuity.

WAIVER PROVISION

The Planning Board may grant waivers to the requirements of this Architectural Design Review Ordinance provided that a majority of the Planning Board finds that the criteria set forth in Section 15.8.3 of the Hopkinton Zoning Ordinance regarding "variances" have been satisfied.

In approving waivers, the Planning Board may impose such conditions, as it deems appropriate to substantially secure the objectives of the standards or requirements of the Architectural Design Review Ordinance.

A letter for any such waiver shall be submitted in writing by the applicant for Planning Board review. The letter shall state fully the grounds for the waiver and all of the facts relied upon by the applicant in support thereof.

Owner of Record

Tax Map 102 Lots 34 & 35

Baystone Properties, LLC

162 Barton Corner Road

Hopkinton, NH 03229

Property addresses: 49 & 71 Cedar Street

Abutters list

Tax Map 101 Lot 15

Ernest & Matthew Thibodeau

35 Cedar Street

Contoocook, NH 03229

Tax Map 101 Lot 14.1 & 14.2

Cedar Street Properties, LLC

C/O Stephen Tate

P.O. Box 1253

Grantham, NH 03753

Property address: 27 & 29 Cedar Street

Tax Map 101 Lot 13

Scott & Brett Crathern

163 Gould Hill Road

Contoocook, NH 03229

Property address: 25 Cedar Street

Tax Map 102 Lot 46

United Methodist Church

P.O. Box 356

Contoocook, NH 03229

Property address: 24 & 28 Maple Street

Tax Map 104 Lot 45

Joshua Smith

115 North Main Street

Boscawen, NH 03303

Property address: 40 Maple Street

Tax Map 102 Lot 36

Glenn & Melissa Smart
81 Cedar Street
Contoocook, NH 03229

Tax Map 102 Lot 29

David Fisk
88 Cedar Street
Contoocook, NH 03229

Tax Map 102 Lot 30

Daniel & Janice Aranki
70 Cedar Street
Contoocook, NH 03229

Tax Map 102 Lot 31

Andris & Florence Serzans
60 Cedar Street
Contoocook, NH 03229

Tax Map 102 Lot 32

Charles & Anne Rotondi
54 Cedar Street
Contoocook, NH 03229

Tax Map 102 Lot 33

Robert MacNeil
50 Cedar Street
Contoocook, NH 03229

Tax Map 101 Lot 16

O'Rourke & Greenblott Holdings, LLC
P.O. Box 465
Hopkinton, NH 03229
Property Address: 44 Cedar Street

Tax Map 101 Lot 17

Town of Hopkinton
330 Main Street
Hopkinton, NH 03229

Professional

New Hampshire Land Consultants, PLLC
683C First NH Turnpike
Northwood, NH 03261

Bernie Temple, PE
P.O. Box 7
Gilmanton, NH 03837