LETTER OF TRANSMITTAL



Surveying • Engineering
Land Planning • Septic Designs

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456 www.FieldstoneLandConsultants.com

To: Town of Mason

Mason Planning Board 16 Darling Hill Road Mason, NH 03048

Date: August 7, 2019

Re: Lot Line Adjustment/Technical Subdivision Application

Tax Map A-16 & A-18 765 & 797 Greenville Road

Mason, NH 03048

ſ	Shop drawings	■ Prints		☐ Plans	□ Samples	☐ Specifications
ſ	☐ Copy of letter	☐ Char	nge order	-		<u>.</u>
COPIES	DATE	NO.	DESCRIP	TION		
2	08/07/19		Lot Line A	djustment/Tech	nical Subdivisior	Application with owner(s) signatures
3	08/07/19		Letter of A	Authorization		
1	08/07/19		Waiver re	quest letter		
1	08/07/19		Abutter Li	st		
1	08/07/19		Abutter La	abels (3) sets – ľ	Mailed to Plannir	ig Board's Agent (NRPC)
7	08/07/19		Lot Line A	djustment Plan		
1	08/06/19		Check in	the amount of \$2	255.00 (dropped	off at Town 8/6/19)
THESE A	ARE TRANSMITT	FD as che	cked helow	<i>j</i> .		

WE ARE SENDING YOU ■ Attached □ Under separate cover via ______ the following items:

■ For approval □ App

8	For approval	Approved as submitted		Resubmit copies for approval
	For your use	Approved as noted		Submit copies for distribution
	As requested	Returned for corrections		Return corrected copies
	For review and comment	a		<u>.</u>
П	FOR BIDS DUE:		П	PRINTS RETURNED AFTER LOAN TO

REMARKS

We are submitting this application today August 7, 2019 to the Planning Board in order to be on the next agenda of the Mason Planning Board.

Please contact me with any questions.

Thank you,

Carl D. Foley, Senior Project Manager

Project No. 1145.01

Appendix A

**** Please SIGN AND RETURN this copy to the Mason Planning Board and NRPC as indicated in Step 7 of the Instructions for Subdivision Applicants form****

Mason Planning Board Mann House, Mason, NH 03048 <u>Application for Subdivision</u>

Major Subdivision (3 or more lots created; public hearing—required) Number: Minor Subdivision (up to 2 lots created; public hearing required) Number of proposed lots: Lot Line Adjustment/Technical Subdivision (no new lots created) Registry of Deeds: [Office]					
1. Name and Address of Property Owner of Record: Curtis John Spacht Revocable Trust - 765 Greenville Road, Mason, NH 03048 (Lot A-16) & The James A. Canfield Trust - 187 Severn Way, Arnold, MD 21012 (Lot A-18) 2. Location of Subdivision: 765 & 797 Greenville Road, Mason, NH 03048 Tax Map and Lot Number: A-16 & A-18 3. Land Surveyor's Name and Address: Michael D. Ploof - Fieldstone Land Consultants 206 Elm Street, Milford, NH 03055 4. Septic Engineer's Name and Address: N/A A list of required submission items appears on the reverse of this application. Numbers in the second column refer to sections and paragraphs in the Town of Mason Subdivision Regulations (October 19, 1974 with amendments through September 28, 2005 unless otherwise noted).					
All notifications directly to individuals/firms/corporations requested by the property owner shall be done in the same manner as required be done for the abutting owners. That is, the property owner shall list them (#2 on the Checklist) and submit the required notification fee for both abutters and additional notifications. This application must be accompanied by three (3) mailing labels for each name and address on the list. These labels shall not exceed a size of 1" high by 5" wide and the address must be contained within an area of 15/16 of an inch high by 2 % of an inch wide. Labels any larger and the accompanying application will not be accepted. This requirement must be met to conform to U.S. Postal Service requirements.					
I, Curtis John Spacht Revocable Turst hereby give the Mason Planning Board, the Road Agent/Engineer and Representatives of the Planning Board permission to walk the site whose plan is the subject of this application. White Planning Board permission to walk the site whose plan is the subject of this application. Property Owner's Signature Date					
Application Received: Application Submission Accepted as Complete: Subdivision: Approved Date Conditionally Approved Disapproved Disapproved Comments:					

Appendix B

Mason Planning Board Mann House, Mason, NH 03048 Instructions for Subdivision Applicants

- 1. All hearings are in the order in which completed application form and fees (see 2, 3, 4, and 5 below) are received.
- Deadline for applications: No application shall be heard at any meeting unless it has been received by the Board a minimum of 21 calendar days prior to the meeting. A schedule is posted at the Town Offices and the Town Hall that provides all necessary dates. Contact the Planning Board's agent to be placed on the agenda for a Planning Board meeting.
- 3. All fees are shown below with the time at which fees are to be paid. Fees are accepted in the form of a check or money order made out to the Town of Mason and/or the Hillsborough County Register of Deeds.

Fee Name	Payment Point	Fee Amount			
Preapplication Consultation		None			
Basic Application Filing Fee	With application	\$100	\$100.00		
Per Lot Application Filing Fee	With application	\$50 per lot, for total number of lots at completion of subdivision. Waived for lot line adjustments.			
Abutters/Notification Fee	With application	\$5.00 per notification per hearing.	\$65.00		
Newspaper Notice Fee	With application	\$90 per notification per hearing.	\$90.00		
Tax Map Update Fee	At approval	\$25 per lot, for total number of lots.	\$50.00		
Registry Filing Fee	At approval	+ 81/2 x11 or 11 x 17 = \$11 + 17 x 22 = \$16 + 22 x 34 = \$26	\$26.00		
Administrative Filing Fee	At approval	\$25	\$25.00		
Board'PlanningConsultants Review Fee	Prior to action by the Board	See Item 4 below.			

All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Town Hall. Applicants are responsible for verification with the Mason Planning Board that they have the latest revision of the application form and the latest fee structures. Fees are non-refundable.

4. In accordance with Section 3.09.4 of the Mason Subdivision Regulations, all applications will be reviewed by the Board's Planning Consultant. The cost for review will be charged on an hourly basis and will include an hourly fee of \$5.00 for Town administrative costs, and shall be paid to the Town of Mason by the applicant prior to the Planning Board taking action on an application. Upon receipt of an application, the Board's Planning Consultant will issue a notice of receipt and a preliminary cost estimate to the applicant – actual review times and associated fees will vary depending on the complexity of each application. The following hourly estimates are illustrative of typical review times based on the type of application:

Town of Mason Subdivision Regulations, amended March 25, 2009

Lot Line Adjustment: 2-3 hours Minor Subdivision: 2-3 hours Major Subdivision (3-5 lots): 3-6 hours

Major Subdivision (5+ lots): To be determined upon receipt of an application.

- 5. Three (3) sets of mailing labels for each notice for abutters, the applicant, holders of conservation, preservation, or agricultural preservation restrictions, and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat are required as part of the material submitted with the application. These labels shall not exceed a size of 1" high by 5" wide and the address must be contained within an area of 15/16 of an inch high by 2 ¼ of an inch wide. Labels any larger and the accompanying application will not be accepted. This requirement must be met to conform to U.S. Postal Service requirements.
- 6. The Board may cancel your hearing if the owner or authorized representative does not appear within 15 minutes of the scheduled start time. The property owner must submit a letter of authorization to the Mason Planning Board for acceptance of a Representative's signature.
- 7. The original application form and filing fees should be submitted to the Town of Mason. At the same time, a copy of the application, 7 copies of the plat, and mailing labels should be mailed to the Planning Board's agent: Nashua Regional Planning Commission, 9 Executive Park Drive, Suite 201, Merrimack, NH 03054-4058. For questions please call (603) 424-2240.

I have read and retained a copy of these instructions.

Property Owner's (or Authorized Representative) Signature

Property Owner's Telephone Number:

FIELDSTONE

Surveying • Engineering Land Planning • Septic Designs

LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456 www.FieldstoneLandConsultants.com

May 29, 2019

Town of Mason Planning Board 16 Darling Hill Road Mason, NH 03048

RE: Lot Line Adjustment & Subdivision Application (Letter of Authorization) 765 Greenville Road (Tax Map A Lot 16)
Owner: Curtis John Spacht Revocable Trust
Applicant: Ms. Kathleen Chapman, Esq.

To Whom It May Concern:

The undersigned being the owner of Lot A-16 in Mason, NH hereby authorizes Fieldstone Land Consultants, PLLC to act as their agents in filing and seeking all necessary approvals from local, state and federal agencies for Tax Map Lot A-16.

Very truly yours,

Signature/

My My Madu Dwner of Loy A-16) Print (URTIS JUHN SPACH Bate 8/6/2019

August 7, 2019

Town of Mason Planning Board 16 Darling Hill Road Mason, NH 03048

RE: Lot Line Adjustment & Subdivision Application (Letter of Authorization)

765 Greenville Road (Tax Map A Lot 16) Owner: Curtis John Spacht Revocable Trust Applicant: Ms. Kathleen Chapman, Esq.

To Whom It May Concern:

The undersigned being the owner of Lot A-16 in Mason, NH hereby authorizes Kathleen Chapman to act as his agent in filing and seeking all necessary approvals from local, state and federal agencies for Tax Map Lot A-16.

Very truly yours,

Signature:

PIIII.

Date:

Appendix A

**** Please SIGN AND RETURN this copy to the Mason Planning Board and NRPC as indicated in Step 7 of the Instructions for Subdivision Applicants form****

Mason Planning Board Mann House, Mason, NH 03048

Application for Subdivision

Major Subdivision (3 or more lots created; public hearing—required) Application Number:					
Minor Subdivision (up to 2 lots created; public hearing required) Number of proposed					
Lot Line Adjustment/Technical Subdivision (no new lots created) Registry of Deeds:(office use)					
 Name and Address of Property Owner of Record: <u>Curtis John Spacht Revocable Trust - 765 Greenville Road, Mason, NH 03048 (Lot A-16) & The James A. Canfield Trust - 187 Severn Way, Arnold, MD 21012 (Lot A-18)</u> Location of Subdivision: <u>765 & 797 Greenville Road, Mason, NH 03048</u> Tax Map and Lot Number: <u>A-16 & A-18</u> Land Surveyor's Name and Address: <u>Michael D. Ploof - Fieldstone Land Consultants 206 Elm Street, Milford, NH 03055</u> Septic Engineer's Name and Address: <u>N/A</u> 					
A list of required submission items appears on the reverse of this application. Numbers in the second column refer to sections and paragraphs in the Town of Mason Subdivision Regulations (October 19, 1974 with amendments through September 28, 2005 unless otherwise noted).					
All notifications directly to individuals/firms/corporations requested by the property owner shall be done in the same manner as required be done for the abutting owners. That is, the property owner shall list them (#2 on the Checklist) and submit the required notification fee for both abutters and additional notifications.					
This application must be accompanied by three (3) mailing labels for each name and address on the list. These labels shall not exceed a size of 1" high by 5" wide and the address must be contained within an area of 15/16 of an inch high by 2 ¾ of an inch wide. Labels any larger and the accompanying application will not be accepted. This requirement must be met to conform to U.S. Postal Service requirements.					
I, The James A. Canfield Trust hereby give the Mason Planning Board, the Road Agent/Engineer and Representatives of the Planning Board permission to walk the site whose plan is the subject of this application. Property Owner's Signature hereby give the Mason Planning Board, the Road Agent/Engineer and Representatives of the Planning Board permission to walk the site whose plan is the subject of this application. Date					
Summary: Application Received: Application Submission Accepted as Complete: Subdivision: Approved Date					
Conditionally Approved Disapproved Comments: Conditionally Approved Conditions shall be met by:					

Appendix B

Mason Planning Board Mann House, Mason, NH 03048 Instructions for Subdivision Applicants

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Fee Name	Payment Point	Fee Amount				
Preapplication		None				
Consultation						
Basic Application Filing	With	\$100				
Fee	application		\$100.00			
Per Lot Application Filing	With	\$50 per lot, for total number of				
Fee	application	lots				
		at completion of subdivision.				
		Waived for lot line adjustments.				
Abutters/Notification Fee	With	\$5.00 per notification per	\$65.00			
	application	hearing.	400.00			
Newspaper Notice Fee	With	\$90 per notification per hearing.	400 00			
	application		\$90.00			
Tax Map Update Fee	At approval	\$25 per lot, for total number of				
	* *	lots.	\$50.00			
Registry Filing Fee	At approval	* 81/2 x11 or 11 x 17 = \$11				
	• •	• 17 x 22 = \$16	\$26.00			
		• 22 x 34 = \$26				
Administrative Filing Fee	At approval	\$25	\$25.00			
Board'PlanningConsultants	Prior to action	See Item 4 below.				
Review Fee by the Board		1				
\$255.00 With Application + \$101.00 At Approval TOTAL						
All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Town Hall.						

All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Town Hall. Applicants are responsible for verification with the Mason Planning Board that they have the latest revision of the application form and the latest fee structures. Fees are non-refundable.

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3-6 hours

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To be determined upon receipt of an application.

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- 7. The original application form and filing fees should be submitted to the Town of Mason. At the same time, a copy of the application, 7 copies of the plat, and mailing labels should be mailed to the Planning Board's agent: Nashua Regional Planning Commission, 9 Executive Park Drive, Suite 201, Merrimack, NH 03054-4058. For questions please call (603) 424-2240.

I have read and retained a copy of these instructions.

Property Owner's (or Authorized Representative) Signature

Property Owner's Telephone Number:

(40) 507-2866

Surveying & Engineering Land Planning & Septic Designs

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456

May 29, 2019

Town of Mason Planning Board 16 Darling Hill Road Mason, NH 03048

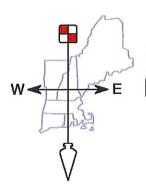
RE: Lot Line Adjustment & Subdivision Application (Letter of Authorization)

797 Greenville Road (Tax Map A Lot 18) Owner: The James A. Canfield Trust Applicant: Ms. Kathleen Chapman, Esq.

To Whom It May Concern:

The undersigned being the owners of Lot A-18 in Mason, NH hereby authorizes Fieldstone Land Consultants, PLLC to act as their agents in filing and seeking all necessary approvals from local, state and federal agencies for Tax Map Lot A-18.

Very truly yours,



34 Colburn's Meadow Road, Weare, NH 03281 - Phone: 603-413-5456 - Fax: 603-413-5456 Email: FieldstoneLandConsultants@Comcast.net

August 6, 2019

Town of Mason Planning Board 16 Darling Hill Road Mason, NH 03048

RE: Curtis John Spacht Rev. Trust and The James A. Canfield Trust Tax Map Lots A-16 & A-18

Lot Line Adjustment Application Greenville Road – Mason, NH

(Waiver Request Letter)

Dear Planning Board Members,

As agent for the Curtis John Spacht Rev. Trust and The James A. Canfield Trust, Fieldstone Land Consultants, PLLC hereby requests the following waivers from the Town of Mason Subdivision Regulations, regarding the above referenced Lot Line Adjustment application:

- 1. **Section 4.03.3.a.vi** "A precise Locus plan at the scale of the Mason Tax Map (1"=400') locating the subdivision boundaries in relation to the surrounding streets, including at least one intersection of another Town road, and showing each Town Road on which the parcel has frontage". The total area of this project spans over 14 acres and a 400 scale locus would require the Lot Line Revision Plan to be more than one sheet. Provided is a locus at 2000+/- scale which depicts the site in its entirety together with the nearest road intersection and the site frontage on Greenville Road. We therefore respectfully request that the board grant a waiver to this requirement.
- 2. **Section 4.03.3.a.xi** "The topography at two foot contour intervals, except where terrain is in excess of five percent (5%) slope, in which case five (5) foot contour intervals are permissible". The proposed Lot Line Revision Plan is minor in nature by adjusting the common line between two existing lots of record. There is no new development proposed with this application. We therefore respectfully request that the board grant a waiver to this requirement.
- 3. **Section 4.03.3.a.xii** "The location of watercourses (including intermittent drainageways), waterbodies, and wetlands, existing drainage including all culverts, the location of any adjacent wetlands, and the one hundred (100) year flood elevation line". The proposed Lot Line Revision Plan is minor in nature by adjusting the common lot between two existing lots of record. There is no new development proposed with this application. We therefore respectfully request that the board grant a waiver to this requirement.

- 4. **Section 5.07** "Soils data from the USDA Soils Conservation Service certified soils survey for Hillsborough County". The proposed Lot Line Revision Plan is minor in nature by adjusting the common line between two existing lots of record. No new lots are being created and no new development is proposed with this application. We therefore respectfully request that the board grant a waiver to this requirement.
- 5. **Section 4.03.3.a.xxii** "All significant and man-made features". This application depicts the man-made features on lots A-16 and A-18 in the area where the line is being adjusted. The revised remainder lot, (A-16) consist of over 11 acres of which no new development is proposed. Given the intent of this project, we respectfully request that the board grant a waiver to this requirement.

Thank you for your consideration. Very truly yours,

Fieldstone Land Consultants, PLLC

Carl D. Foley

Senior Project Manager

LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456 www.FieldstoneLandConsultants.com

August 6, 2019 FLC#1145.01 / CDF

List of Abutters Tax Map A Lot Numbers 16 & 18 Mason, New Hampshire

Map A Lot 16 Curtis John Spacht Rev. Trust Curtis John Spacht, Trustee 765 Greenville Road Mason, NH 03048

Map A Lot 17 Jenny M. Greenwood Rev. Trust Jenny M. Greenwood, Trustee 773 Greenville Road Mason, NH 03048

Map A Lot 22-10 Garrett & Stephanie Poitras 120 Pratt Pond Road New Ipswich, NH 03071

Map A Lot 22-9 Jeffrey N. Briand 170 Pratt Pond Road Mason, NH 03048

Map A Lot 18 The James A. Canfield Trust Susan B. Canfield, Trustee 187 Severn Way Arnold, MD 21012

Map A Lot 19 Robert J. & JoAnn B. Bergeron P.O. Box 103 Lunenburg, MA 01462

Map A Lot 22-7 Kenneth J. & Pamela J. Harwood 70 Batchelder Road Mason, NH 03048

Map A Lot 30 Town of Mason 16 Darling Hill Road Mason, NH 03048

Map A Lot 15 Suzanne M. Desrochers 755 Greenville Road Mason, NH 03048

Map A Lot 22 Nicholas & Brenda Ferro 1001 Greenville Road Mason, NH 03048

Map A Lot 22-8 Rosanna M. Nadeau 46 Batchelder Road Mason, NH 03048

Map C Lot 1-1 Virginia M. Currier Rev. Trust c/o David W. Fitts, Esq. Day, Berry & Howard LLP 1 International Place Boston, MA 02110

Engineer: Fieldstone Land Consultants, PLLC 206 Elm Street Milford, NH 03055

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August 6, 2019 FLC#1145.01 / CDF List of Abutters Tax Map A Lot Numbers 16 & 18 Mason, New Hampshire

Map A Lot 16 Curtis John Spacht Rev. Trust Curtis John Spacht, Trustee 765 Greenville Road Mason, NH 03048

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Engineer: Fieldstone Land Consultants, PLLC 206 Elm Street Milford, NH 03055 August 6, 2019 FLC#1145.01 / CDF List of Abutters
Tax Map A Lot Numbers 16 & 18
Mason, New Hampshire

Curtis John Spacht Rev. Trust Curtis John Spacht, Trustee 765 Greenville Road Mason, NH 03048 Curtis John Spacht Rev. Trust Curtis John Spacht, Trustee 765 Greenville Road Mason, NH 03048 Curtis John Spacht Rev. Trust Curtis John Spacht, Trustee 765 Greenville Road Mason, NH 03048

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Suzanne M. Desrochers 755 Greenville Road Mason, NH 03048 Suzanne M. Desrochers 755 Greenville Road Mason, NH 03048 Suzanne M. Desrochers 755 Greenville Road Mason, NH 03048

Jenny M. Greenwood Rev. Trust Jenny M. Greenwood, Trustee 773 Greenville Road Mason, NH 03048

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