TOWN OF SWANZEY

OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

Phone: 603-352-7411 ext. 108
Email: planner@swanzeynh.gov
Web: www.swanzeynh.gov
Address: 620 Old Homestead Hwy

Swanzey Planning Board Agenda
February 26, 2026
6:00 PM

A regular meeting of the Swanzey Planning Board will be held on **Thursday, February 26, 2026, at 6:00 p.m. The meeting is upstairs at Whitcomb Hall (17 Main Street, Swanzey).** The meeting will also be live streamed on the Town of Swanzey's YouTube page. More information on public access to the meeting is available on the Town's website at: www.swanzeynh.gov.

1) Call to Order

2) Approval of Minutes

A. February 12, 2026

3) Public Hearings

A. **PB 26-002: Boundary Line Adjustment** – Cardinal Surveying and Land Planning have submitted a boundary line adjustment application on behalf of Joanne & Curtis Mead and the Town of Swanzey. The application proposes an adjustment to the shared boundary between Tax Map 235 Lots 72 & 73. Both lots are located in the Residence District.

B. **PB 26-003: Minor Subdivision** – Cardinal Surveying and Land Planning have submitted a minor subdivision application on behalf of Richard Algeni to subdivide the lot located at Tax Map 104 Lot 10. The property is located in the Village Business District I.

4) Discussions/Other Business

A. Site Plan Review Regulations Discussion

5) Adjournment

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **February 12, 2026**
Whitcomb Hall, Main Street, Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER:
The meeting of the Swanzey Planning Board was called to order at 6:00pm by Chair Scott Self. The meeting was held at Whitcomb Hall and online for the public. Other members present: Vice Chair Michael York, Victoria Ames, Richard Lane, Mark Scalera, Alternates Stacey Goodale and Charlie Harbeck. Also present was Town Planner Adam Paquette and Recording Secretary Susan Ells.

The Chair called the roll and read the agenda for the evening. A quorum was present.

Absent: Brandon Self, Alternate Jane Johnson and Selectman's Representative Mark LaBelle.

SEATING ALTERNATES:
The chair seated Charlie Harbeck for Brandon Self.

Others Present:
Sean Rohberon with FACT TV, Amanda Swanson

MINUTES:
The meeting minutes of January 22, 2026 were considered. A motion was made by Victoria Ames to approve the meeting minutes as presented. There was a second by Mark Scalera**.** All were in favor. With no further discussion, the motion passed.

APPLICATIONS AND PUBLIC HEARING(S):
None

Discussions and Other Business:
A. New Tenant Application – 223 Monadnock Hwy
The prior use of the property was a contracting and remodeling business, whereas the current proposal is for a dog kennel and daycare. Amanda Swanson said it would be small scale – up to 20 dogs, and there would be some overnight boarding, but it will not be staffed but there would be cameras. There will be wire fencing, 6 feet tall; there will be covers on some of the runs. Chair Self said typically the New Tenant application is for a similar business and because this might involve noise issues it might require a public hearing. Paquette said the building has been empty for about 18 months; it has adequate parking, but there is no site plan for this specific use. Scalera said the location seems appropriate for this type of business. Chair Self told the applicant that there are two issues that need consideration – whether it is a service establishment or whether it is a similar use. The consensus of the Board is that it is a service establishment. Chair Self informed Amanda that she would need to submit a site plan, and he gave her some guidance on what would be needed.

B. Finalize Rules of Procedure
The Board reviewed the changes that were proposed at the previous meeting. There were no other changes recommended.

Scalera made a motion to approve the Rules of Procedure as amended; Lane seconded the motion. With no further discussion, the motion passed unanimously.

The Board signed the new revision of the Rules of Procedure.

C. Site Plan Review Regulations Discussion
The Board discussed changes they are recommending. Chair Self suggested several changes, including revising the timeline in #6c from one year to two years.

There was a motion by Mark Scalera to keep the one-year requirement in #6c. The motion was seconded by Lane. Chair Self explained that there is a lot of planning that is required, especially for large businesses, which is his justification to extend the time limit to two years. Paquette gave an example of a company that could not improve their site within the one-year timeline and they abandoned the project. Chair Self reminded the Board that the Town wants to encourage businesses to come to Swanzey and a two-year timeline would be more attractive. Chair Self polled the Board for the vote to keep the timeline at one year; Ames – Yes, Scalera - Yes, York – No, Lane – Yes, Chair Self – No, Harbeck – Yes. The motion passed 4-2.

Paquette will make the recommended changes and will provide a draft to be reviewed again at a future meeting.

Chair Self asked if there was any other business to discuss.

York said the Governance Committee will have a public information session on March 7 and will have department heads in attendance to discuss the warrant articles with the public.

Ames asked about the Zoning Update; Paquette said the Town will be contracting with Southwest Reginal Planning Commission. He will be meeting with the Selectmen to go over the scope of work. The proposal will hopefully be available for review at the March 12 meeting.

Chair Self said there was a meeting of the newly formed water and sewer committee who discussed several options including getting water service from Keene or possibly adding a 400,000-gallon water tower on Forest Avenue on property owned by the Humane Society and purchasing the water company. The consensus so far is adding the water tower and purchasing the water company instead of using the service from Keene. The water company equipment and pipes are in good condition; the main concern is the water supply which would be the reason for adding the water tower.

ADJOURNMENT
A motion to adjourn was made by Lane. There was a second to the motion by Harbeck with no further discussion. All were in favor and the m*otion passed.* Adjournment occurred at 7:35pm.

Next Meeting: Date

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

TOWN OF SWANZEY

OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

Phone: 603-352-7411 ext. 108
Email: planner@swanzeynh.gov
Web: www.swanzeynh.gov
Address: 620 Old Homestead Hwy

Memorandum – Office of Planning & Economic Development

TO: Planning Board

FROM: Adam Paquette, Town Planner

DATE: February 19, 2026

RE: 26-002 – Boundary Line Adjustment – Map 235 Lots 72 & 73

Proposal:

Wendy Pelletier of Cardinal Surveying and Land Planning requests a boundary line adjustment on behalf of Joanne and Curtis Meade and the Town of Swanzey. The applicants are proposing transferring 0.02 acres of land area from Tax Map 235, Lot 72 to Tax Map 235, Lot 73. The remaining Lot 72 will be 0.98 acres and the remaining Lot 73 will be approximately 16.02 acres.

Modifications to Lot 73 will conform to the Zoning Ordinance regarding lot size and frontage. While the adjustment will result in Lot 72 falling below the 1-acre minimum for the Residence District, staff maintains that a variance is unnecessary. Given that this is a corrective measure to remedy a historical encroachment (cemetery markers) discovered on the Mead property through no fault of the owner, staff believes this boundary line adjustment should be sufficient.

Applicable Ordinances and Regulations:

The subject properties are located in the residence district. The minimum lot size for the district is 1 acre and the minimum frontage is 150 feet.

Legal Notices:

The required notice was posted in three public places and on the Town's website on February 12. Certified letters were also sent to abutting property owners on February 12. The legal notice for this application appeared in the Keene Sentinel on February 21.

Department Head Review

No concerns have been provided by Department Heads at this time.

Attachments:

a. Boundary Line Adjustment Application
b. Boundary Line Adjustment Plan
c. Tax Map

CARDINAL
SURVEYING & LAND PLANNING
PO Box 160
Sullivan, New Hampshire 03445

INVOICE

BILL TO
Town of Swanzey
PO Box 10009
620 Old Homestead Highway
Swanzey, NH 03446

INVOICE # 1973
DATE 02-05-2026
DUE DATE 02-18-2026
TERMS Due on receipt

ITEM	DESCRIPTION	AMOUNT
Other Fees	BLA for Mead, 829 Old Homestead Highway	1,000.00

Work will be done according to NH Board of Licensure Rules, NHLSA Ethics and Standards, State Department of Environmental Rules, and City/Town regulations. Bills will be submitted upon completion of work as stated above, and are to be paid upon receipt. Plans will not be released or submitted for approvals until the balance is paid in full. If legal services are required to collect outstanding balances, the client will be responsible for fees incurred by the firm. Electronic data and files remain the property of Wendy S. Pelletier, PLLC. There is no intent or obligation, expressed or implied, that the files generated in completion of the proposed work belong to anyone other than to Wendy S. Pelletier, PLLC.

BALANCE DUE **$1,000.00**

Pay invoice

All bills must be paid in full before work will continue on the next phase, plans are submitted for approval or recording. There is no guarantee expressed or implied of Approval from Town and/or State agencies, if the project requires approval.

Accounts not paid in full within 15 days of date of invoice are subject to a 1% monthly finance charge (12% per anum).

APPLICATION FOR BOUNDARY LINE ADJUSTMENT
TOWN OF SWANZEY (REV. 4/99)

(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 Planning Board. Filing is to be done at Planning Office, Swanzey Town Hall, or by mail to PO Box 10009, Swanzey, NH 03446)

Date Received Stamp

Name, mailing address & telephone # of Applicant
CARDINAL SURVEYING & LAND PLANNING
WENDY PELLETIER
PO BOX 160, SULLIVAN, NH 03445 603-209-1989

Name, mailing address & telephone # of owner of record, if other than Applicant
CURTIS & JOANNE MEAD
PO BOX 54
KEENE, NH 03431 603 352-5018

Name, mailing address & telephone # of other party to boundary line adjustment
TOWN OF SWANZEY

Street address of properties involved
829 OLD HOMESTEAD HIGHWAY

Tax Map and Lot # of parcels to be adjusted	**Zoning District**
MAP 235 LOTS 72 & 73	RESIDENTIAL

Name, mailing address & telephone # of surveyor
SEE APPLICANT

Abutters: Attach a separate sheet listing Town of Swanzey Tax Map & lot #, name and mailing address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the tax records five (5) days prior to the submission of this application

Fees: Applicant will be billed prior to hearing. THE APPLICATION WILL NOT BE CONSIDERED BY THE PLANNING BOARD UNTIL SUCH TIME AS ALL FEES ARE PAID.

Fee Schedule:
- **Application Fee - $30.00**
- **Notice Fee - Current Fee for Certified Mail (return receipt)**
- **Recording Fees – Current rates for Cheshire County Registry of Deeds**

APPLICATION FOR BOUNDARY LINE ADJUSTMENT – PAGE TWO
TOWN OF SWANZEY (REV. 4/99)

I/We hereby authorize the Swanzey Planning Board and its agents to access my land for the purpose of reviewing this boundary line adjustment and any other inspections deemed necessary by the Board or its agents to ensure conformance.

Further, I/We certify that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Swanzey in the boundary line adjustment of this property shall be borne by the Applicant(s) and/or Owner(s).

Signatures of Owners of Properties Involved

Date: 2/4/20

Date: 2/9/2026 Lou Rautou, Town Administrator

FOR PLANNING BOARD USE ONLY
Comments:

The above application was ☐ approved ☐ denied by the Swanzey Planning Board.

Date:

Chair

Secretary

Parcel Number	Owner Name	Co-Owner Name	Owner Address	Owner Address 2	Owner City	Owner State	Owner Zip
Surveyor/Applicant	Cardinal Surveying & Land Planning	Wendy Pelletier	PO Box 160		Sullivan	NH	03445
234-016-000	SHAW, EMILY		35 HACKLER DR		SWANZEY	NH	03446
234-017-000	RODIER, DAVID W		25 HACKLER DR		SWANZEY	NH	03446
234-018-000	ROSE, DAVID A & CYNTHIA I		17 HACKLER DR		SWANZEY	NH	03446
234-020-000	MACPHAIL, SCOTT W		PO Box 574		WEST SWANZEY	NH	03469
234-021-000	APGAR, CHRISTINA		36 HACKLER DR		SWANZEY	NH	03446
235-058-000	VIVEIROS, DONNA M		790 OLD HOMESTEAD HWY		SWANZEY	NH	03446
235-059-000	LACOSTE, WAYNE	DEMONE, ANGELA	794 OLD HOMESTEAD HWY		SWANZEY	NH	03446
235-060-000	HART, ROBERT C	TENERO-HART, CATHERINE J	796 OLD HOMESTEAD HWY		SWANZEY	NH	03431
235-061-000	PARKMAN WILLIAM E		802 OLD HOMESTEAD HWY		SWANZEY	NH	03446
235-062-000	NORCROSS LVG TRST, ARTHUR/JOAN		PO Box 10123		SWANZEY	NH	03446
235-063-000	IZBIANSKY, DAVID A/SUSAN M		818 OLD HOMESTEAD HWY		SWANZEY	NH	03446
235-064-000	NUGENT, BENJAMIN E. & KATRINA		824 OLD HOMESTEAD HWY		SWANZEY	NH	03446
235-065-000	COBURN, GARY L & NANCY ELLEN		830 OLD HOMESTEAD HWY		SWANZEY	NH	03446
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235-068-000	SILVA, JAMEY		841 OLD HOMESTEAD HWY		SWANZEY	NH	03446
235-069-000	RENKEN, PAUL & TAMI		10 DAY RD		SWANZEY	NH	03446
235-070-000	FRANCIS, CHRISTOPHER R. & MARY		21 MORNINGSIDE LN		SWANZEY	NH	03446
235-071-000	PIETROWSKI, JAMES E & SANDRA L		9 DAY RD		SWANZEY	NH	03446
235-072-000	MEAD, CURTIS J & JOANNE M		PO Box 54		KEENE	NH	03431
235-073-000	SWANZEY, TOWN OF		PO BOX 10009		SWANZEY	NH	03446
235-074-000	BOUCHER, THOMAS M & SHARON		9 HACKLER DR		SWANZEY	NH	03446
235-075-000	STANDBRIDGE IRREV TR, CRAIG D	DEMMA, ALISON B, TRUSTEE	789 OLD HOMESTEAD HWY		SWANZEY	NH	03446
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241-034-000	GOODALE, KAREN E		16 EATON RD		SWANZEY	NH	03446

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Surveyor/Applicant
Cardinal Surveying & Land Planning
Wendy Pelletier
PO Box 160
Sullivan,NH 03445

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Utilisez le Gabarit Avery 5160

MAGNETIC AUG 2024

N 04°50'50" W
6.13'

GRANITE POST

CEMETERY PLOT MARKERS (TYP.)

PARCEL "A"
747 SF
.02 AC

GRANITE POST

BOUNDARY LINE TO BE ABANDONED S 60°57'35" E 294.20'
SEE REFERENCE PLAN 2
S 61°57'38" E 290.83'
PROPOSED BOUNDARY LINE

GRANITE POST

GRANITE POST

MOUNTAIN VIEW CEMETERY

MAP 235 LOT 73
16± ACRES
AFTER ADJUSTMENT

MAP 235 LOT 71

JAMES E & SANDRA L PIETROWSKI
9 DAY ROAD
SWANZEY, NH 03446
VOL 1529 PG 159

N 04°15' W
220.05'

MAP 235 LOT 72
42,492 SF
0.98 ACRES
AFTER ADJUSTMENT

1-1/2" IRON PIPE
UP 1.75' @ END OF SW

EXISTING DWELLING

BUILDING SETBACK TYPICAL

S 22°39'36" W
162.40'

3/4" IRON ROD
FLUSH @ BASE
18" PINE

190.17'
N 69°20'06" W

DAY ROAD

OLD HOMESTEAD HIGHWAY - ROUTE 32

5/8" REBAR
UP 1.0'

RSNH 44/96
BELL AT 196-90??

MAP 235 LOT 68

PAUL & TAMI RENKEN
10 DAY ROAD
SWANZEY, NH 03446
VOL 2997 PG 1191

MAP 235 LOT 68

JAMEY SILVA
841 OLD HOMESTEAD HIGHWAY
SWANZEY, NH 03446
VOL 3106 PG 119

LEGEND

- ● – PIN FOUND
- ■ – MONUMENT FOUND
- ○ – REBAR SET
- Ø100 – UTILITY POLE
- ⬭⬭⬭⬭⬭⬭⬭ – STONE WALL
- —— – – —— – APPROXIMATE ABUTTER LINE
- —— – – —— – BUILDING SETBACK LINE

GRAPHIC SCALE

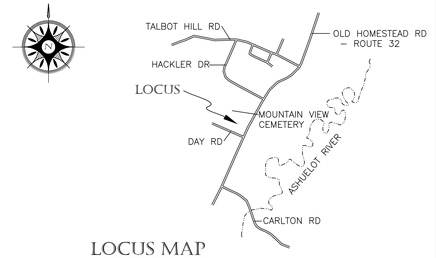
20 0 10 20 40

(IN FEET)
1 inch = 20 ft.

_____ 2026

APPROVED AS A BOUNDARY LINE ADJUSTMENT
IN ACCORDANCE WITH THE PROVISIONS OF RSA 674.
THE TOWN OF SWANZEY PLANNING BOARD
BY _____, CHAIRMAN

_____



LOCUS MAP
NOT TO SCALE

NOTES

1. THE PURPOSE OF THIS PLAN IS A BOUNDARY LINE ADJUSTMENT BETWEEN MAP 235 LOT 72 AND MAP 235 LOT 73 TO CORRECT THE LOCATION OF THE COMMON LINE BETWEEN THE TOWN OF SWANZEY AND MEAD AS BEING THE ROW OF GRANITE MONUMENTS.
2. OWNERS OF RECORD:
   MAP 235 LOT 72 — CURTIS J & JOANNE M MEAD, PO BOX 54, KEENE, NH 03431, VOLUME 1046 PAGE 871
   MAP 235 LOT 73 — TOWN OF SWANZEY, PO BOX 10009, SWANZEY, NH 03446, VOLUME 868 PAGE 488
3. EXISTING LOT AREA:
   MAP 235 LOT 72: 43,247SF OR 0.99 ACRES
   MAP 235 LOT 73: 16± ACRES
4. MAP AND LOT NUMBERS REFER TO THE TOWN OF SWANZEY TAX MAPS.
5. CURRENT ZONING DISTRIST: RESIDENTIAL
   MIN. LOT AREA–1 ACRE
   MIN. FRONTAGE–150 FEET
   BUILDING SETBACKS:
   FRONT–30 FEET
   SIDE–20 FEET
   REAR–20 FEET

DISCLAIMERS

1. THE PARCEL MAY BE SUBJECT TO OTHER EASEMENTS AS THEY EXIST OF RECORD OR IN FACT. CARDINAL SURVEYING AND LAND PLANNING DOES NOT INTEND OR REPRESENT THAT ALL RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY ARE SHOWN. A SPECIFIC TITLE EXAMINATION IS SUGGESTED TO DETERMINE THE NATURE AND EXTENT OF RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY.
2. THE LOCATION OF ANY UTILITY INFORMATION SHOWN ON THIS PLAN IS APPROXIMATE. CARDINAL SURVEYING & LAND PLANNING MAKES NO CLAIMS TO THE ACCURACY OR COMPLETENESS OF THE UTILITIES SHOWN. FIELD VERIFICATION IS REQUIRED PRIOR TO ANY EXCAVATION ON THE SITE.
3. MAGNETIC BEARINGS SHOWN HEREON ARE BASED ON A COMPASS OBSERVATION TAKEN IN AUGUST, 2024 AND ARE FOR REFERENCE ONLY AND SERVE TO PROVIDE AN ANGULAR RELATIONSHIP BETWEEN LINES. VARIATIONS IN MAGNETIC BEARINGS MAY BE AFFECTED BY A CONSTANTLY CHANGING MAGNETIC DECLINATION AND LOCAL ATTRACTION.
4. CARDINAL SURVEYING & LAND PLANNING IS NOT RESPONSIBLE FOR PROPERTY DESCRIPTIONS PREPARED BY OTHER PERSONS FOR CONVEYANCE OF THE PROPERTY SHOWN HEREON.

REFERENCE PLANS

1. "LINE ADJUSTMENT BETWEEN ROBERT ESSLINGER & CURTIS MEAD, DAY ROAD, SWANZEY CENTER, SWANZEY, N.H."; PREPARED BY HERBERT E. RUSSELL SR., L.L.S.; DATED JAN. 23, 1986, SCALE 1"=50'; RECORDED AT CCRD C7–70.
2. "PROPOSED FOUR (4) LOT SUBDIVISION FOR CURTIS J. & JOANNE M. MEAD, DAY ROAD, SWANZEY, N.H."; PREPARED BY HERBERT E. RUSSELL SR., L.L.S.; DATED JUNE 22, 1986; SCALE 1"=50'; RECORDED AT CCRD C10–79.
3. "SAWMILL ESTATES–PHASE II, JOHN STONE LOTS, STONE ESTATES, SWANZEY, NEW HAMPSHIRE"; PREPARED BY M.A.P.S. INC.; DATED MARCH 1, 1972; SCALE 1"=100'; RECORDED AT CCRD PLAN BOOK 26 PAGE 13.

SURVEYOR'S CERTIFICATION

THIS SURVEY IS THE RESULT OF A RANDOM TRAVERSE USING AN ELECTRONIC TOTAL STATION AND MEETS THE MINIMUM REQUIREMENTS OF AN URBAN SURVEY AS SPECIFIED IN NH LAN TABLE 500.1.

I HEREBY CERTIFY THAT THIS PLAT CONFORMS TO ALL APPLICABLE LOCAL ZONING ORDINANCES AND RULES.

STATE OF NEW HAMPSHIRE — NO. 975 WENDY S. PELLETIER — LICENSED LAND SURVEYOR
SIGNATURE

BOUNDARY LINE ADJUSTMENT

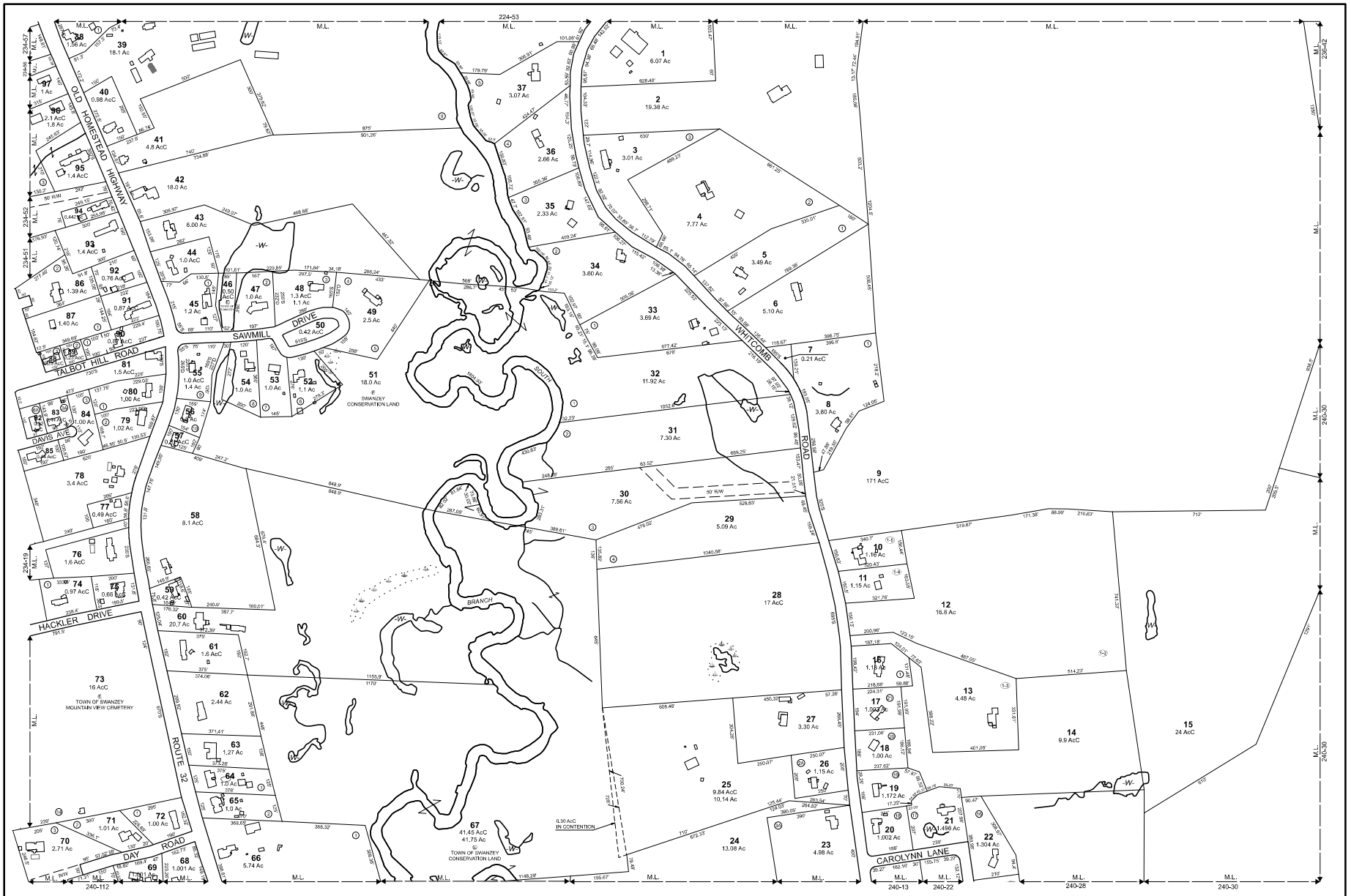
MAP 235 LOT 72 &73
829 OLD HOMESTEAD HIGHWAY
SWANZEY NH 03446

PREPARED FOR
TOWN OF SWANZEY
AND
CURTIS & JOANNE MEAD

CARDINAL SURVEYING & LAND PLANNING
PO Box 160
Sullivan, New Hampshire 03445
Tel. (603) 209-1989

SCALE: 1"= 20'
DATE: FEB 4, 2026
SHT 1/1

JOB NO: 871 SURVEY DATE: 08–24 FB: 12/28



THIS MAP IS FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL DESCRIPTION OR CONVEYANCE.

THE HORIZONTAL DATUM IS THE NEW HAMPSHIRE STATE PLANE COORDINATE SYSTEM, NAD 83.

PHOTOGRAPHY DATE: APRIL 2021

COMPLETION DATE: DECEMBER 31, 2023

PRODUCED IN 2023 BY

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11 Pleasant Street, Littleton, NH 03561
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LEGEND

AREA SURVEYED ..... Ac
AREA CALCULATED ..... AcC
RECORD DIMENSION ..... 100'
SCALED DIMENSION ..... 100'S
MATCH LINE 5a
WATER ..... -W-
BUILDING
EXEMPT PROPERTY ..... (1)
SUBDIVISION LOT NO. 2
RIGHT OF WAY/ACCESS ..... 66'W
COMMON OWNERSHIP
WETLANDS

SCALE: 1" = 200'

FEET 200 100 0 200 400 600

METERS 90 25 0 50 100 150

REVISED TO: APRIL 1, 2023

PROPERTY MAPS

SWANZEY

NEW HAMPSHIRE

INDEX DIAGRAM

225	224	223
234	235	236
241	240	239

MAP NO. 235

TOWN OF SWANZEY

OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT

Phone: 603-352-7411 ext. 108
Email: planner@swanzeynh.gov
Web: www.swanzeynh.gov
Address: 620 Old Homestead Hwy

Memorandum – Office of Planning and Economic Development

TO: Planning Board

FROM: Adam Paquette, Town Planner

DATE: February 19, 2026

RE: 26-003 – Minor Subdivision Application – Map 104 Lot 10

Proposal:

Cardinal Surveying and Land Planning has submitted a 2-lot subdivision application on behalf of Richard Algeni Jr. for the property located at 8 Sylvan Way and shown at Tax Map 104, Lot 10. The subject property is located in Village Business District I and is approximately 1.56 acres in size with 304 feet of frontage on Sylvan Way. It includes an existing single-family dwelling that would remain on one of the two proposed lots.

Applicable Ordinances and Regulations:

The subject property is located in Village Business District I. The minimum lot size within the district is a half acre and the minimum frontage is 100 feet. For all zones, the minimum lot size requirement excludes land classified as wetlands or having steep slopes of 25 percent or greater.

The lot with the existing dwelling would be 0.74 acres in size with approximately 159 feet of frontage on Sylvan Way. The existing dwelling and shed would meet the 20-foot side/rear yard setback requirements from the proposed property line. The new proposed lot (Map 104 Lot 10-1) would be 0.82 acres in size with approximately 141 feet of frontage on Sylvan Way. Both properties would be connected to town water/sewer.

Legal Notices:

The required notice was posted in three public places and on the Town's website on February 12. Certified letters were sent to abutting property owners on February 12. The legal notice appeared in the *Keene Sentinel* on Saturday, February 21. Upon a finding by the Board that the application meets the submission requirements of the Subdivision Regulations, the Board will vote to accept the application as complete. A public hearing on the merits of the proposal may follow immediately; if not, a public hearing will be scheduled for a time and date certain.

Staff Review and Recommendation

No concerns have been provided by Department Heads at this time. Based on its review, staff believes the Subdivision application is complete.

Attachments

A. Subdivision Application
B. Subdivision Plans
C. Tax Map

SWANZEY PLANNING BOARD
P. O. Box 10009
Swanzey, NH 03446
Email: planner@swanzeynh.gov

SUBDIVISION APPLICATION FORM AND CHECKLIST

Date Received_____ By_____

APPLICATION PROCEDURE

1. This form and all required information must be filed with the Planning Office at least 21 days prior to the date at which it will be submitted to the Planning Board. Unless otherwise noticed, the Planning Board meets on the second and fourth Thursdays of every month.

2. Seven (7) paper copies of the application shall be submitted, in addition to an electronic submittal in Portable Document Format (*pdf), either by email or on a CD or flash drive. The mylar shall be provided at the time of public hearing.

3. All projects must comply with the Town's Zoning Ordinance and other applicable regulations before being considered by the Planning Board. Any necessary approvals from the Zoning Board of Adjustment must be received prior to application to the Planning Board.

4. Included herein is the checklist of plat requirements that are part of a completed application. Please check the documentation that has been submitted, or items for which waivers are being requested. All requests for waivers must be submitted in writing at the time of application, and include the justification for the request.

5. Within 30 days after filing, or the next meeting for which notice can be given, the application will be placed on the Planning Board's agenda. At this meeting the Board will vote to accept or not accept the application as complete. Following a vote to accept, the Board will either move into public hearing or schedule a public hearing for a time and date certain. The Board will either approve or disapprove the application no later than 65 days from the date of acceptance.

6. The required public notices and certified mailings are prepared and sent by the Planning Office. The applicant is responsible for all fees associated with filing and notification.

7. Within five (5) business days of the vote to approve or disapprove the application, the applicant will receive a written Notice of Decision. In the event of a disapproval, the notice will include the reasons for the decision and state what corrective action needs to be taken by the applicant.

TYPE OF APPLICATION:

- ☐ **Lot Line Adjustment**
- ☑ **Minor Subdivision**
- ☐ **Technical Subdivision**
- ☐ **Major Subdivision**

1. Name and address of owner(s) of record:
   Richard C Algeni, JR.
   8 Sylvan Way, Swanzey NH 03446
   Preferred Telephone: 603-398-6071 Email: nemount@yahoo.com
2. Name and address of applicant (if different):
   Cardinal Surveying & Land Planning
   PO Box 160, Swanzey NH 03445
   Preferred Telephone: 603-209-1989 Email: Wendy@cardinalsurveying.net
3. Name and address of surveyor or other professional whose name and seal appear on the plat:
   Cardinal Surveying & Land Planning, Wendy Pelletier
   same as above
   Preferred Telephone: _____ Email: _____
4. Street Address of Proposed Subdivision: 8 Sylvan Way
5. Zoning District(s): Village Business 1 Tax Map 104 Lot(s) 10
6. Purpose of the Application: The purpose is to subdivide map 104 lot 10 into two residential lots
7. Number of lots and/or units for which approval is sought. (Unsubdivided land must be counted as a lot.) 2 Lots _____ Units
8. NH Department of Environmental Services Subdivision (Septic) Approval #:
   N/A

The following items must be submitted with the application:

1. Attach a separate sheet listing Town of Swanzey Tax Map and Lot #, name and mailing address of all abutters, including those across a street, brook or stream; any professional whose name and stamp appears on the plat; and any holders of conservation preservation, or agricultural preservation restrictions. Abutter names should be those of current owners as recorded in the tax records five (5) days prior to the submission of the application.
2. A completed checklist (see attached).
3. Payment of all applicable fees. Applicants will be billed prior to the hearing. The application will <u>not</u> be considered by the planning board until such time as all fees are paid.

The following affidavits must be signed and dated:

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

FEB 3, 2026 _____ Wendy A. Pellett _____

Date Signature

I hereby authorize the Swanzey Planning Board and its agents to access my land for the purpose of reviewing the subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to ensure conformance of the on-site improvements with the approved plan and all Town of Swanzey ordinances and regulations.

_____ _____

Date Signature

I hereby authorize Cardinal Surveying & Land Planning to act as my agent and represent me before the Swanzey Planning Board.

Signed (Owner):_____ Date:_____

Signed (Agent): Wendy A. Pellett Date: 2-23-26

FEE SCHEDULE

1. Minor Subdivision: A subdivision of land of not more than three (3) lots with no potential for resubdivision that fronts on a existing street and requires no new streets, utilities, or other municipal improvements. Filing Fee: $60.00 plus $20.00 per lot (x 2). $ 100

2. Major Subdivision: Any subdivision not classified as a Minor Subdivision.

   Filing Fee: $60.00 plus $20.00 per lot (x____) and $10.00 per lot (x____) for Fire Department and Code Review. $_____

3. Notice Fee: Current rates for Keene Sentinel and Certified Mail. $_____

4. Recording Fee: Current rates for Cheshire County Registry of Deeds. $_____

Total Application Filing Fees: $_____

FOR PLANNING BOARD USE ONLY

Comments:

The above application was ☐ approved ☐ denied by the Swanzey Planning Board.

Date:_____

The following affidavits must be signed and dated:

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

_____ _____

Date Signature

I hereby authorize the Swanzey Planning Board and its agents to access my land for the purpose of reviewing the subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to ensure conformance of the on-site improvements with the approved plan and all Town of Swanzey ordinances and regulations.

_____ _____

Date Signature

I hereby authorize Cardinal Surveying & Land Planning to act as my agent and represent me before the Swanzey Planning Board.

Signed (Owner): Richard C. Algeni, Jr. Digitally signed by Richard C. Algeni, Jr. DN: C=US, OU=Orion TEK Solutions, O=Orion TEK Solutions, CN="Richard C. Algeni, Jr.", E=rich@richalgeni.com Reason: I am the author of this document Location: North Swanzey, NH, 03431 Date: 2024.02.09 17:09:56-05'00' Foxit PDF Editor Version: 11.2.11 Date:_____

Signed (Agent):_____ Date:_____

FEE SCHEDULE

1. Minor Subdivision: A subdivision of land of not more than three (3) lots with no potential for resubdivision that fronts on a existing street and requires no new streets, utilities, or other municipal improvements. Filing Fee: $60.00 plus $20.00 per lot (x 2). $_____
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Total Application Filing Fees: $_____

FOR PLANNING BOARD USE ONLY

Comments:

The above application was ☐ approved ☐ denied by the Swanzey Planning Board.

Date:_____

PLAT SUBMISSION CHECKLIST

Please note that this checklist is for administrative efficiency. Please refer to the Swanzey Subdivision Regulations to ensure that all requirements are being met.

Item #	Submission Requirement:	Submitted		
		Yes	No	Waiver
1.	Proposed subdivision name or title.	☑	☐	
2.	Name and address of owner.	☑	☐	
3.	Scale of 1" = 30', written and graphic.	☑	☐	
4.	North arrow.	☑	☐	
5.	Locus plan.	☑	☐	
6.	Name, license number and seal of surveyor.	☑	☐	
7.	Boundary survey including bearings, distances and the location of permanent markers.	☑	☐	
8.	Location and profiles with elevations of existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.	☑	☐	
9.	Existing and proposed easements, rights-of-way, buildings, water courses, ponds, standing water, rock ledges, stone walls and other essential site features.	☑	☐	
10.	Location of property lines, including entire undivided lot, lot areas and frontage on public right-of-way.	☑	☐	
11.	Tax map and lot number according to the Town of Swanzey numbering system.	☑	☐	
12.	Existing and proposed topographic contour boundaries at five (5) foot intervals.	☐	☐	Waiver
13.	Location of ground water.	☐	☐	N/A
14.	Percolation tests and test results.	☐	☐	Waiver
15.	Soil mapping types, slopes and boundaries.	☐	☐	Waiver
16.	Deed restrictions.	☐	☐	N/A
17.	Open space to be preserved.	☐	☐	Waiver
18.	Existing buildings and other man-made structures to remain.	☑	☐	
19.	Existing and proposed streets with class, names and right-of-way widths.	☑	☐	
20.	Final road profiles and cross sections.	☐	☐	N/A
21.	All drainage and erosion control plans approved by the CCCD, if applicable.	☐	☐	N/A
22.	State subdivision (septic) approval.	☐	☐	N/A
23.	State Highway/Municipal Access permit, as applicable.	☐	☐	

Surveyor/Applicant
Wendy Pelletier
PO Box 160
SULLIVAN, NH 03445

104-005
KEENE, CITY OF
3 WASHINGTON ST
KEENE, NH 03431

104-009
WILLETTE, JOHNNY A & NICOLE M
3 PARK ST
NORTH SWANZEY, NH 03431

104-013
GEORGE, LORA & SPENCER
26 SYLVAN WAY
NORTH SWANZEY, NH 03431

104-019
CHESLEY REAL ESTATE LLC
107 MONADNOCK HWY
N. SWANZEY, NH 03431

104-022
LAFRENIERE, GARY & DEBORAH
79 OLD HOMESTEAD HIGHWAY
NORTH SWANZEY, NH 03431

104-010
ALGENI JR, RICHARD C
40 ALLEN CT
KEENE, NH 03431

104-007
ROULEAU REV. TRUST, DONALD P
99 OLD HOMESTEAD HWY
NORTH SWANZEY, NH 03431

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CLEARY, CHRISTOPHER & SUSAN
18 SYLVAN WAY
NORTH SWANZEY, NH 03431

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CHESLEY, BRAD R & KRISTIN A
37 SYLVAN WAY
NORTH SWANZEY, NH 03431

104-020
BEMIS JR, REGINALD M & JOYCE
9 SYLVAN WAY
NORTH SWANZEY, NH 03431

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NORTHERN NE TEL OPER LLC
FAIRPOINT COMMUNICATIONS
MATTOON, IL 61938

104-008
DEVOID, DAVID J
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NORTH SWANZEY, NH 03431

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CHRISTO, WAYNE L
22 SYLVAN WAY
NORTH SWANZEY, NH 03431

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NORTH SWANZEY, NH 03431

104-021
FERNANDES, MICHAEL & DONNA
83 OLD HOMESTEAD HWY
NORTH SWANZEY, NH 03431

CARDINAL SURVEYING & LAND PLANNING

PO Box 160
Sullivan, NH 03445
(603) 209-1989
www.cardinalsurveying.net
Know Your Boundaries"

Feb 1, 2026

Richard C Algeni
8 Sylvan Way
Swanzey NH 03446

RE: Narrative & Waiver request map 104 lot 10

Map 104 lot 10 is an existing single family lot located on Sylvan Way. The lot is located in the Village business 1 District. The lot is 1.56 acres. We are proposing to subdivide the lot into two residential lots.

The following waivers are requested:

12. Topographic contours – there is less than two feet of elevation change across the lot.
14. Percolation test and test results – the lot already has Town water/sewer.
15. Soil mapping types, slopes and boundaries – the lot is a small lot, it is flat and has town water/ sewer.
17. Open space to be preserved – the lot is a small residential lot with no extra land for open space.

The following items are not applicable:

13. Location of ground water – the lot has none
16. Deed restrictions – there are no restrictions
20. Final road profiles and cross sections – there is no proposed road development
21. Drainage – the lot is extremely flat with little to no runoff or drainage issues.
22. State Subdivision approval – The existing lot has Town water/sewer

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Surveyor/Applicant
Wendy Pelletier
PO Box 160
SULLIVAN, NH 03445

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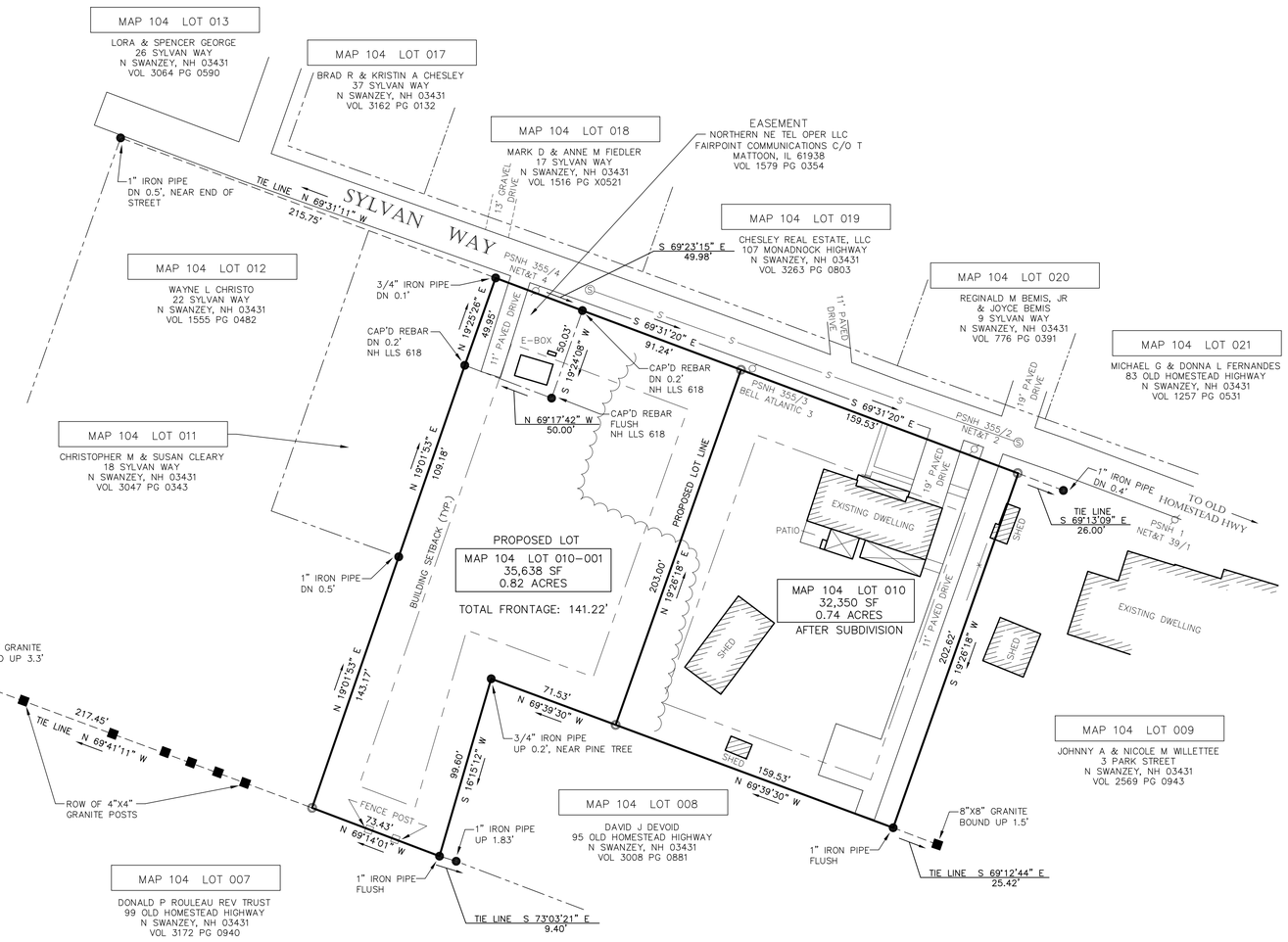
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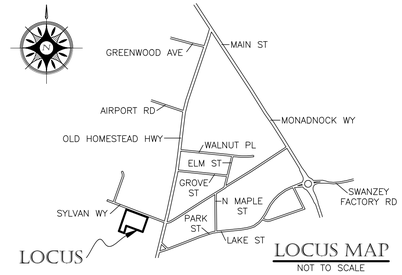
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Repliez à la hachure afin de révéler le rebord Pop-up
Allez à avery.ca/gabarits
Utilisez le Gabarit Avery 5160

MAGNETIC NOV 2025





LOCUS MAP
NOT TO SCALE

NOTES

1. THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE MAP 104 LOT 010 INTO 2 RESIDENTIAL LOTS.
2. OWNER OF RECORD:
   MAP 104 LOT 010
   RICHARD C ALGENI, JR
   40 ALLEN COURT
   KEENE, NH 03431
   VOLUME 3209 PAGE 0054
3. AREA OF MAP 104 LOT 010: 67,988 SF OR 1.56 ACRES
4. MAP AND LOT NUMBERS REFER TO THE TOWN OF SWANZEY TAX MAPS.
5. CURRENT ZONING: VILLAGE BUSINESS 1
   MIN. LOT AREA – 0.50 ACRES
   MIN. FRONTAGE – 100 FEET
   BUILDING SETBACKS:
   FRONT – 30 FEET
   SIDE – 20 FEET
   REAR – 20 FEET
6. THE RIGHT OF WAY OF SYLVAN WAY WAS DETERMINED BY THE LOCATION OF MONUMENTATION. NO LAYOUT WAS FOUND.
7. NO JURISDICTIONAL WETLANDS WERE OBSERVED.
8. MAP 104 LOT 010 IS NOT WITHIN THE 100 YEAR FLOOD PLAIN.

DISCLAIMERS

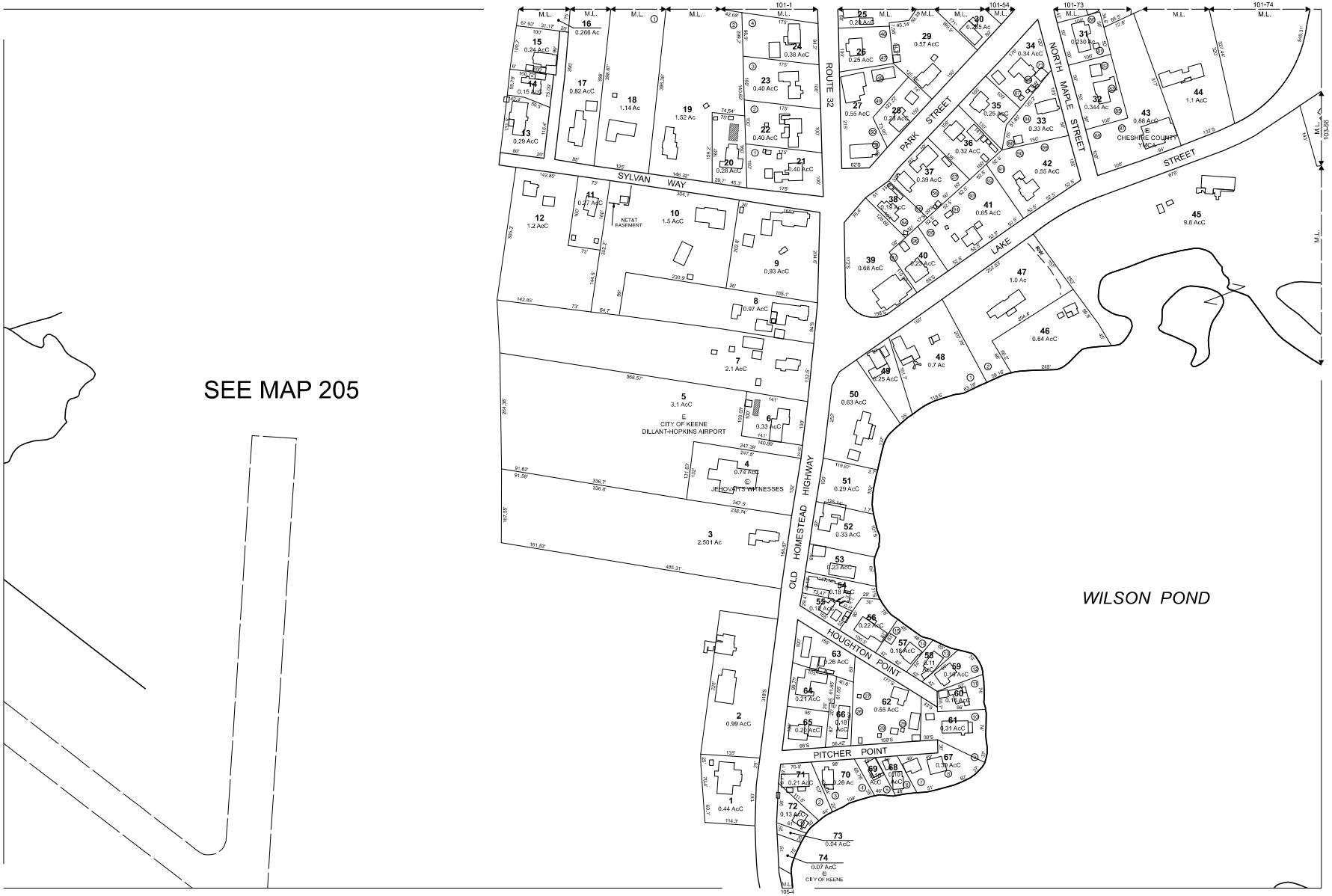
1. THE PARCEL MAY BE SUBJECT TO OTHER EASEMENTS AS THEY EXIST OF RECORD OR IN FACT. CARDINAL SURVEYING AND LAND PLANNING DOES NOT INTEND OR REPRESENT THAT ALL RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY ARE SHOWN. A SPECIFIC TITLE EXAMINATION IS SUGGESTED TO DETERMINE THE NATURE AND EXTENT OF RIGHTS AND EASEMENTS AFFECTING THE SUBJECT PROPERTY.
2. THE LOCATION OF ANY UTILITY INFORMATION SHOWN ON THIS PLAN IS APPROXIMATE. CARDINAL SURVEYING & LAND PLANNING MAKES NO CLAIMS TO THE ACCURACY OR COMPLETENESS OF THE UTILITIES SHOWN. FIELD VERIFICATION IS REQUIRED PRIOR TO ANY EXCAVATION ON THE SITE.
3. MAGNETIC BEARINGS SHOWN HEREON ARE BASED ON A COMPASS OBSERVATION TAKEN IN NOV, 2025 AND ARE FOR REFERENCE ONLY AND SERVE TO PROVIDE AN ANGULAR RELATIONSHIP BETWEEN LINES. VARIATIONS IN MAGNETIC BEARINGS MAY BE AFFECTED BY A CONSTANTLY CHANGING MAGNETIC DECLINATION AND LOCAL ATTRACTION.
4. CARDINAL SURVEYING & LAND PLANNING IS NOT RESPONSIBLE FOR PROPERTY DESCRIPTIONS PREPARED BY OTHER PERSONS FOR CONVEYANCE OF THE PROPERTY SHOWN HEREON.

REFERENCE PLANS

1. "EASEMENT ON LAND OF STEPHEN A. & RUTH H. EXEL, SYLVAN WAY – SWANZEY, NEW HAMPSHIRE"; PREPARED BY T&M ASSOCIATES, INC.; DATED SEPTEMBER 10, 1996; SCALE 1"=20'; RECORDED AT CCRD PLAN D01-D01-0035.
2. "SEALOL MFG CO. NORTH SWANZEY PROPERTY"; PREPARED BY R.K. PIPER; DATED SEPT 22, 1958; SCALE 1"=20FT; RECORDED IN PLAN BOOK 10 PAGE 3.

LEGEND

- ● – PIPE FOUND
- ■ – GRANITE MONUMENT FOUND
- ○ – REBAR SET
- ☒ – POST
- ∅100 – UTILITY POLE
- Ⓢ – SEWER MANHOLE
- ~~~ – TREE LINE
- –x–x– – WIRE FENCE
- ——— – EASEMENT LINE
- – – –



THIS MAP IS FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL DESCRIPTION OR CONVEYANCE.

THE HORIZONTAL DATUM IS THE NEW HAMPSHIRE STATE PLANE COORDINATE SYSTEM, NAD 83.

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LEGEND

AREA SURVEYED ..... Ac
AREA CALCULATED ..... AcC
RECORD DIMENSION ..... 100'
SCALED DIMENSION ..... 100'S
MATCH LINE 5W
WATER .....
BUILDING .....
EXEMPT PROPERTY ..... (E)
SUBDIVISION LOT NO. 2
RIGHT OF WAY/ACCESS 66W
COMMON OWNERSHIP .....
WETLANDS .....

SCALE: 1" = 100'

FEET 100 50 0 100 200 300

METERS 25 12.5 0 25 50 75

REVISED TO: APRIL 1, 2023

PROPERTY MAPS

SWANZEY

NEW HAMPSHIRE

INDEX DIAGRAM

MAP NO. 104

SECTION VII ARTICLE 6 EXISTING LANGUAGE	SECTION VII ARTICLE 6 PROPOSED LANGUAGE	Notes
6. Approval		
a.The Planning Board may attach such conditions to the approval of the application as it deems reasonable and necessary to ensure that the proposed use will be consistent with the purpose and intent of these regulations. Bonding may be required to ensure the completion of utilities and other amenities.	NO CHANGE	This section would be better in Section VII, Article 7: Conditional Approval.
	i. Public (compliance) hearing will be required within one (1) year after the date upon which the Board voted to approve with conditions, otherwise the approval is null and void. All conditions shall be recorded on the site plan prior to the compliance hearing.	
b. No substantial deviation from plans as approved shall be permitted without the approval of the Planning Board. “Substantial deviation” will be monitored by the Code Enforcement Officer and/or Planning Board designee and determined by the Planning Board.	NO CHANGE	
c. Site Plan approval will be valid for one year after the date upon which the board voted to approve provided that:	c. Site Plan approval will expire after a period of one (1) year following the date on which the Board votes to approve or conditionally approve the application. Within this one-year period, active and substantial development must occur. For site plans approved in phases, a determination of active and substantial development shall apply to the phase currently under approval. If a bond or other security is required in connection with such approval, such bond or security must be posted. Active and substantial development shall include one or more of the following, at the Planning Board's discretion:	
i. Active and substantial development or building shall begin on the site by the owner or the owner’s successor in interest in accordance with the approved plan within 12 months after the date of approval, or in accordance with the terms of the approval, and if a bond or other security to cover the costs of roads, drains, or sewers is required in connection with such approval, such bond or other security is posted. “Active and substantial development or building” will be monitored by the Code Enforcement Officer and/or Planning Board designee and determined by the Planning Board.	i. Site preparation activities, including movement of earth, excavation, clearing, logging, as well as installation and maintenance of erosion control measures. Activities must be conducted in conjunction with and in furtherance of the approved development.	
ii. Development remains in full compliance with the public health regulations and ordinances specified in this section.	ii. Construction and completion of drainage improvements to service the development in accordance with the approved plans.	
iii. At the time of approval and recording, the plat or site plan conforms to the subdivision regulations, site plan review regulations, and zoning ordinances then in effect at the site of such plat.	iii. Construction and/or installation of roadways or accessways constructed to at least gravel base, building foundations, slabs, or footings in accordance with the approved plans.	

iv. As part of its approval of a plat or plan, the Planning Board may, with due regard to the scope and details of a particular project, specify the threshold level of work which shall constitute active and substantial development or building for purposes of fulfilling paragraph i of this section, or may for good cause extend the 12-month period set forth in paragraph i.	iv. Construction and/or installation of basic infrastructure intended to support the development, such as drainage or utilities installed in underground conduit and prepared for future connection in accordance with the approved plans.	
v. After vote of approval, the approval becomes effective when three (3) copies of the Site Plan are signed by the Chair of the Planning Board. No Site Plan shall be signed until all conditions relative to the approval are placed on the plan, the Board receives final unconditional approval from the Swanzey Fire Department and the plan is signed by a registered engineer or surveyor.		
Costs of engineering, legal fees, etc., shall be borne by the applicant. A security bond may be required to guaranty performance of the applicant's application described herein.	d. The approval becomes effective when three (3) copies of the Site Plan are signed by the Chair of the Planning Board. No Site Plan shall be signed until all conditions relative to the approval are placed on the plan, the Board receives final unconditional approval from the Swanzey Fire Department and the plan is signed by a registered engineer or surveyor.	
	e. A minimum of thirty (30) days prior to the expiration of approval, an applicant may request a one-time extension of one (1) year for meeting active and substantial development from the Planning Board. The applicant shall demonstrate the necessity of the extension and provide an update to the Board about the status of the project	
	f. Costs of engineering, legal fees, etc., shall be borne by the applicant. A security bond may be required to guaranty performance of the applicant's application described herein.	
7. Conditional Approval		
a. Pursuant to RSA 676:4I(i), the Board may grant conditional approval of a site plan application without further public hearing only when such conditions:	NO CHANGE	
i. Are administrative in nature;	NO CHANGE	
ii. Involve no discretionary judgement on the part of the Board; or	NO CHANGE	

iii. Involve the application's possession of permits and approvals granted by other board or agencies, such as the Department of Transportation, the Wetlands Board, or Water Supply and Pollution Control Division	iii. Involve the application's possession of permits and approvals granted by other boards or agencies.	
b. If a conditional approval has been granted pursuant to 7.a in this section, the conditions shall be met within one year after the date upon which the board voted to approve, otherwise the approval is null and void.	b. All other conditions shall be recorded on the plan and shall require a compliance hearing and notice under RSA. If an application is conditionally approved, the applicant has one year to meet the conditions following the day the board approved. If an application is conditionally approved, the applicant has one (1) year, starting the day following the Board's decision to meet any conditions which shall be met prior to signature of the Planning Board Chair on the plan.	
c. All other conditions shall require a public (compliance) hearing and notice as provided in RSA 676:4.I(d).	i. The applicant may request a reasonable extension of the time limit for satisfying the conditions prior to the Planning Board granting a conditional approval.	
	ii. All other conditions shall require a public (compliance) hearing and notice as provided in RSA 676:4.I(d). These conditions must be met after one year.	