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
April 9, 2026
6:00 PM

A regular meeting of the Swanzey Planning Board will be held on **Thursday, April 9, 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. March 26, 2026

3) Public Hearings

A. **PB 26-005 (CONTINUED FROM 3/26):** ReVision Energy, on behalf of the City of Keene, have submitted a site plan review application for two ground mounted solar arrays on approximately 24 acres of undeveloped land at Dillant-Hopkins Airport. The project site spans both the rural/agricultural and residence districts at Tax Map 205 Lot 1.

4) Discussions/Other Business

A. 85 Monadnock Highway New Tenant Application

B. SWRPC – Ordinance Audit Initial Meeting

C. Conditional Use Permit Discussion

D. Board Member Code of Conduct Discussion

5) Adjournment

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – **March 26, 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 Victoria Ames. The meeting was held at Whitcomb Hall and online for the public. Other members present: Vice Chair Scott Self, Michael York, Richard Lane, Mark Scalera, Brandon Self, Alternates Stacey Goodale, Jane Johnson, 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: Selectmen's representative Alan Gross

Others Present:
Kai Kraemer with FACT TV, Megan Ulin (ReVision Energy), Ryan Cooley (Dillant- Hopkins Airport Manager), Rebecca Landry (City of Keene), Adrian Wood, Brandon Latham (City of Keene), Stephan Ciolino, Bill Hutwelker, Ryan Hadock

MINUTES:
The meeting minutes of March 12, 2026, were considered. A motion was made by Mark Scalera to approve the meeting minutes as presented. There was a second by Scott Self**.** Chair Ames pointed out a correction needed; with no further discussion, the minutes were passed as amended.

REGIONAL IMPACT
A Motion was made by Scott Self that there was no regional impact. There was a second by Richard Lane. All were in favor. With no further discussion, the motion passed.

Chair Ames welcomed the public and informed them of the process for a Planning Board meeting.

APPLICATIONS AND PUBLIC HEARING(S):

A. PB 26-005: ReVision Energy, on behalf of the City of Keene, have submitted a site plan review application for two ground mounted solar arrays on approximately 24 acres of undeveloped land at Dillant-Hopkins Airport. The project site spans both the rural/agricultural and residence districts at Tax Map 205 Lot 1.

The subject parcel encompasses roughly 893 acres. The total limit of disturbance is 24.36 acres. The project includes two primary solar subarrays: Subarray #1 (approx. 5.7 acres), which abuts NH Route 32 between Wheeler Lane and the Inn of the Tartan Fox, and Subarray #2 (approx. 6.1 acres), located directly north of FW Webb and Bell Brothers Trucking. Both received variance approvals on August 18, 2025. The proposed development plans are in compliance with ZBA approval.

Adam Paquette provided feedback from the Town staff on the application to extend the screening north along Route 32 for Subarray #1 and that the Planning Board should discuss future possibilities to utilize this resource, such as a partnership, once the City of Keene reaches 100% renewable energy. He also explained the waivers being requested.

Chair Ames asked the Board if there were any items on the application that they felt were incomplete and found none.

A motion was made by Scott Self that the site plan is complete and ready to go to public hearing. Brandon Self seconded the motion. With no further discussion, all were in favor and the motion passed.

Scalera made a motion to accept the requests for waivers; there was a second by Scott Self. With no further discussion, all were in favor and the motion passed.

Chair Ames opened the public hearing at 6:10pm and read the application to the public. She invited the applicant, represented by Megan Ulin from Revision Energy who is the project developer, to review the application with the Board.

Megan described the proposed project for ground mount solar arrays at the southern end of the airport. The 24-acre project is related to the City of Keene's goal for 100% renewable energy by 2030. This will offset municipal electricity accounts via net metering. She went on to say that the panels will be mounted on aluminum racking with earth screw foundations, standing 12" high at a 30-degree slope. Underground conduits will link the array to inverters and transformers, connecting to the local grid on Route 32. This location was chosen due to existing airport development restrictions and its proximity to 3-phase power. A glare analysis confirmed no hazardous reflections for pilots; FAA 7460 evaluations are currently underway to prevent radio or electrical interference. To safeguard Grasshopper Sparrows, construction will pause from May 1 to August 1, adhering to NH Fish and Game conservation measures.

Megan continued saying that the construction is expected to start in August 2026 and will last 12 – 15 months. Once operational, the system has a projected lifespan of 40+ years with minimal annual maintenance.

Scott Self was curious about the need for a retention pond; Ryan Hadock, the project's civil engineer, explained the requirement for an AOT permit and the retention pond is necessary.

Self then asked about the location of the underground conduit connecting the two and Megan pointed it out on the site plan.

Richard Lane asked whether panels would interfere with the ILS approach system. Megan explained that the FAA will review this as part of the FAA 7460 evaluation. Revision will submit the FAA determination letters and approvals once received.

Ryan Cooley addressed the Board 's concerns regarding feedback regarding the panels. The FAA will issue a letter of determination which will address all safety issues. He also said that the airport planners already took that into consideration when they chose that location so that the array wouldn't cause interference.

Scot Self asked about the existing road on the plan if they are building a new one, but Megan said that existing one on the plan would not be needed and will be removed from the plans.

Michael York asked what Keene buildings will be covered; Megan said that all the electricity will go to the grid and will cover 100% of the city's municipal buildings. York went on to say that he believes this is commercial use and that the Town of Swanzey could charge taxes on the property. Megan responded that the property is tax exempt, and it is still for still for municipal use. Adam Paquette confirmed that the Town's tax assessor has confirmed that the land will be tax exempt. Megan responded the electricity can only be used for municipal use.

Mark Scalera wondered about the blue light effect when birds are flying at night might think it was a pond; she replied that the case she heard of that happening was in the desert in the Southwest, but it might have been an exaggerated internet story. Cooley stressed that aviation safety is his top priority. He can safely assure the Town that the FAA, Airport and City would not be proposing any unsafe conditions. Many airports are installing these because of the limitations of what can be done on airport land.

Jane Johnson asked what this would do to property values. Megan said there have been some studies done and they provided this information to the Zoning board for their criteria. Locally there was a study around NH Electric Co-op's array in Moultonborough which found no impact. There was another one that was proposed in Fitzwilliam, and they did a very in-depth property evaluation which determined it would not have an impact on property values.

Jane then asked what the benefit to Swanzey is. Megan gave the example of benefits of local power generation during peak seasons, having more electricity going to the grid would avoid the more costly supply.

Jane asked if there are any figures or examples of the benefits gained from the other solar array at the airport. Megan doesn't have access to that information, and it is not applicable to this project.

Stacey Goodale asked about road glare. Megan replied that it is not typically a concern based on the angle of the panels and the coating; and the distance from the roadway should not provide glare on the roadway. The panels are designed to absorb light.

Mark Scalera asked about any studies that did have impact on property values. Megan said perhaps in dense residential neighborhoods, but typically not in rural scenarios.

Chair Ames asked about the life span of these panels and how the City feels about decommissioning the arrays and whether the Board should be requesting a bond for the decommissioning. Megan replied that the warranty is 25 years but they typically last 40 years. At the end of life, the City of Keene as the owner can replace components or choose decommissioning. The components are made from recyclable materials. The City of Keene is the owner and feels there is very little risk to the Town of Swanzey.

Chair Ames inquired whether they are asking for approval for all the arrays at this time; Megan described the likely timeline for the project.

Scott Self then explained that the applicant has one year to have active and substantial development otherwise the site plan approval expires. There are certain criteria to meet.

August is starting so there will certainly be active and substantial development in a year.

Chair Ames would like a separate page that provides landscaping and screening. She would like to see the white spruce placed in a staggered line. And would like to work with the conservation commission and grow hedgerow species around the arrays which would benefit Swanzey with pollinators and increase the diversity in that area. Megan said they can stagger the trees; however, the airport must maintain a low-cut area to prevent species that attract raptors which would be a concern for the airport.

Ryan Cooley replied that when it comes to landscaping on the airfield, the FAA is very strict and he quoted the policy that states that landscaping can't attract birds, create or assist in the creation of standing water, or provide a habitat for wild animals. The airport must maintain grass at specific height of about 6 inches.

Chair Ames then inquired about the details of the security fence; Megan replied that it would be a 7 foot chain link fence around the perimeter; inside it is an agricultural fence made of wire mesh elevated about 6 inches above the ground.

Then Chair Ames asked about the 5 utility poles that appear to be in a cluster; Megan said they have about 40 feet between them, and each pole has a different function.

Lane asked who will be responsible for the maintenance once the project is completed and Megan replied that the City of Keene is the owner and is responsible, but that Revision often provides the maintenance for their projects. He then asked whose responsibility it will be to recycle the components and she replied again that the City of Keene is the owner and would be responsible.

Stephen Ciolino expressed his objection to the project, as well as to other projects that have been built along Route 32 in Swanzey. He questioned why Swanzey would approve this project if it won't benefit Swanzey. He brought up health concerns and drainage issues along the road. Chair Ames explained that what the Board has to do is to be sure the site plan has to be consistent with the regulations. Megan cites sources that reinforce that this project is safe.

Chair Ames asked how they would be dealing with the drainage on that side. Ryan Hadock described how the AOT process uses a detailed model which is very robust. From the design standpoint, everything within the site is accounted for but they have no jurisdiction across the road. Chair Ames wondered if adding the collection system might improve the existing conditions and Ryan agreed that it might.

Adrian Ward asked how much rain he's accounted for. Ryan said they use an extreme precipitation model for all AOT which is specific to exact coordinates. Chair Ames said she has talked with engineers about this and was told they are consistently updating the numbers based on recent storm events, so the data is up to date.

Adrian Wood expressed concerned about glare on the arrays for pilots. Chair Ames asked if he had read the analysis that was conducted for the project. He had not, so Megan explained that they are diligent about glare; the FAA allows for solar projects at airports and has updated polices over the years with additional

data and no longer considers glare an issue for pilots on final approach. They performed the glare analysis as a matter of diligence and submitted it to the Board. Wood replied that without an air traffic control tower, the pilot could be blinded approaching the runway and he predicts a lawsuit if that happened.

Lane asked if they could give some examples of arrays placed at the approach end of a runway and if any repercussions have occurred; Scott Self said it would likely be difficult to find one similar. Megan reinforced that they followed the FAA regulations which are their guiding rules.

Scalera asked about the possibility of future development of the airport to extend that runway for bigger planes and wondered if the arrays would be in the way. Megan replied that the FAA evaluates future expansion and the runway currently supports the largest aircraft that the airport can serve.

Ryan Cooley said a request has been sent to the FAA to change the land determination from aeronautical to non-aeronautical use. They will look at the runway and if they were to deem that the airport would be limiting their use, they would provide feedback and deny the request.

Scott Self asked if FAA addresses the glare. Megan said it doesn't because there is no air traffic control tower, so the application didn't need it. The concern of glare is for the occupants of the tower.

Chair Ames asked for any other questions from the Board and then suggested continuing the meeting until April 9th. Scalera told the group that the Conservation Commission meets Monday, April 6th at 4pm at Whitcomb Hall.

Scott Self said the City of Keene got a variance from the Zoning Board to have this use on this property; the Planning Board must abide by site plan regulations; it has no jurisdiction over the use.

Lane made a motion to continue the meeting until April 9th and Scalera seconded. Megan asked for a list of concerns to be addressed at that time. Chair Ames listed adding the landscaping page, additional screening planted in a zig zag pattern and for them to review the conservation commission recommendations for the roadside areas. Adam Paquette asked Megan if a representative would be available on April 6 at 4pm to attend the Conservation Commission meeting. Megan said she could attend that meeting but not the Planning Board meeting on April 9th but she could get another representative. No other discussion, all were in favor and the motion carried. **HEARING CONTINUED UNTIL APRIL 9.**

Discussions and Other Business:

A. A&O Canine New Tenant

The Board reviewed the application; Chair Ames asked the Board if they had questions. There were none.

Scalera made a motion to approve the New Tenant Application and Brandon Self seconded the motion. With no further discussion, all were in favor and the motion was approved.

B. Site Plan Review Regulations Discussion

The Board reviewed the Regulations and discussed edits to be made.

There were also discussions about areas of concern that were observed within the Town; Adam informed the Board of the appropriate action to take, which is to report it to the Selectboard or the Code Enforcement Officer.

Chair Ames let the Board know about a workshop available on Tuesday March 31 from 5:30pm to 7:30pm in Stoddard. She plans on attending and invited others to attend.

Scott Self let the Board know that the Wastewater Committee is reviewing a study on the West Swanzey Wastewater Treatment Plant on Thursday at 10am at Whitcomb Hall. The study recommends building a new facility at an estimated cost of 26 million dollars or piping it to Keene for 15 million dollars. He said that there is not much in the study that addresses fixing the plant. He explained changes in regulations and there was a discussion about other possible options.

ADJOURNMENT
A motion to adjourn was made by Scalera. There was a second to the motion by Brandon Self, and with no further discussion. All were in favor and the m*otion passed.* Adjournment occurred at 8:23pm.

Next Meeting: April 9, 2026

Respectfully Submitted,

Susan Ells, Recording Secretary

Approved on

DRAFT

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

RECEIVED
MAR 30 2026
TOWN OF SWANZEY

NEW TENANT APPLICATION FORM

Date Received:_____ By:_____

Businesses moving into a building that has previously received Site Plan approval for the **same type of permitted use** may be allowed without a formal Site Plan Review.

Applications submitted by new tenants do not automatically require a public hearing. However, the Planning Board reserves the right to determine, based on the nature of the application, whether a Site Plan Review will be necessary. This process helps ensure that any proposed use aligns with local planning and zoning regulations.

Application Fee: $25.00

SELECT ONE OPTION BELOW:

☐ **New Tenant in a Multi-Tenant Building**

☑ **New Tenant in a Single-Tenant Building**

1. Name and address of owner(s) of record:
   Jonathan schimp 86 north main st Troy NH

   Preferred Telephone: 603-355-8000 Email: schimpsfamilyoil@gmail.com

2. Name and address of applicant (if different):

   Preferred Telephone:_____ Email:_____

3. Street Address of Proposed Project: 85 monadnock hwy north swanzey nh

4. Zoning District(s): Business Tax Map# ~~18~~ 103 Lot(s)# 64

5. Type of Business (describe briefly):
Home heating oil delivery and septic pumping

6. Location of Business on Property (site plan of property location shall be included:
The garage will be used as our office at 85 monadnock hwy north swanzey nh and to park spare trucks.

7. Proposed Hours and Days of Operation: 8:30am-5:00pm mon-fri

8. Estimated Customers Per Day: 5

9. Parking Spaces Planned: 2

10. Number of Full-Time Employees: 2

11. Number of Part-Time Employees: 0

12. Number of Pick-ups & Deliveries each day/week: 0

13. Means of Pick-up & Delivery (large truck, van, personal vehicle, etc.):

14. Outside Lighting (describe briefly):
THERES A LIGHT ON THE FRONT AND REAR OF BUILDING

15. Special Licenses Required:

16. Permits Required: NH SEPTAGE HAULER PERMIT

17. Signs Required (describe briefly and attach a copy of completed sign permit application):

The Applicant 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 review process of this application shall be borne by the applicant and/or owner.

3/30/26

Date

Applicant Signature

The Owner 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 review process of this application shall be borne by the applicant and/or owner.

3/30/26

Date

Owner Signature

FOR PLANNING BOARD USE ONLY

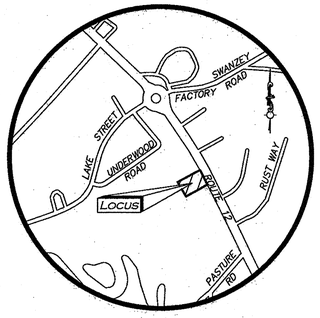
Comments:

The above application was:

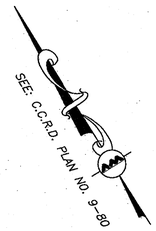
☐ **APPROVED**

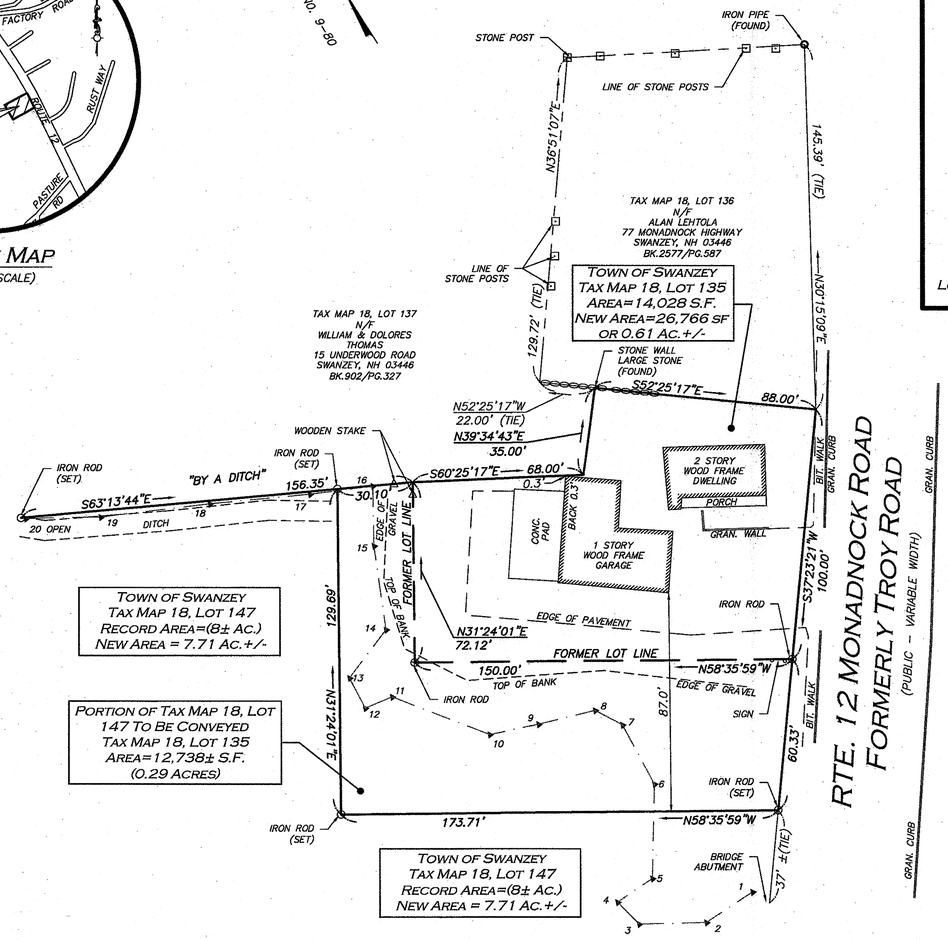
☐ **DENIED**

FOR REGISTRY USE ONLY



LOCUS MAP
(NOT TO SCALE)





TAX MAP 18, LOT 134
N/F
SET REAL ESTATE HOLDINGS LLC
94 MONADNOCK HIGHWAY
SWANZEY, NH 03446
BK.2586/PG.253

TAX MAP 18, LOT 52
N/F
SAM'S OUTDOOR OUTFITTERS INC.
74 MONADNOCK HIGHWAY
SWANZEY, NH 03446
BK.1628/PG.785

TAX MAP 18, LOT 53
N/F
TOBY D. TOUSLEY
90 MONADNOCK HIGHWAY
SWANZEY, NH 03446
BK.1742/PG.871

TOWN OF SWANZEY
TAX MAP 18, LOT 147
RECORD AREA=(8± AC.)
NEW AREA = 7.71 AC.+/-

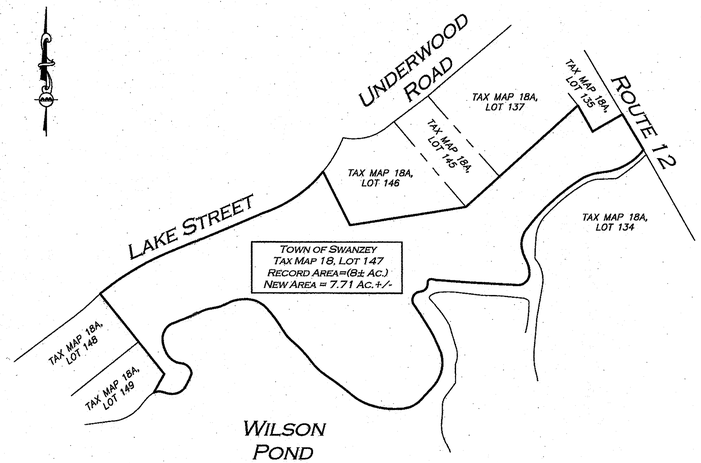
PORTION OF TAX MAP 18, LOT 147 TO BE CONVEYED TAX MAP 18, LOT 135 AREA=12,738± S.F. (0.29 ACRES)

TOWN OF SWANZEY
TAX MAP 18, LOT 147
RECORD AREA=(8± AC.)
NEW AREA = 7.71 AC.+/-

LOT TRANSFER

TM 18 LOT 147 EXISTING AREA = 8 ACRES+/-
- 0.29 ACRES = 7.71 ACRES +/-

TM 18 LOT 135 EXISTING AREA = 14,028 S.F.
+ 12,738 S.F. = 26,766 S.F. OR 0.61 ACRES+/-



LOCUS SKETCH PLAN
SCALE: 1"=200'±

**NOTE: SKETCH PLAN WAS TRACED FROM ASSESSORS DATA AND IS TO BE CONSIDERED APPROXIMATE

LEGEND

STONE POST	⊡
IRON PIPE (IP)	o
IRON ROD (IR)	○
WOODEN STAKE	△
WETLAND FLAG	▸A31
SIGN	o
CATCH BASIN (CB)	□
EDGE OF GRAVEL	
BUILDING	
FORMER LOT LINE	
PROPERTY LINE	
ABUTTERS LINE	
EDGE OF PAVEMENT	
CURB	
NOW OR FORMERLY	N/F
BOOK	BK.
PAGE	PG.

LOCUS REFERENCES

- TOWN OF SWANZEY ASSESSORS MAP 18, LOT 135
- C.C.R.D. BOOK 2453, PAGE 506
- TOWN OF SWANZEY ASSESSORS MAP 18, LOT 147
- C.C.R.D. BOOK 3031, PAGE 2018
- PLAN ENTITLED, "CLARENCE WYMAN MURRAY PROPERTY, NORTH SWANZEY, N.H.", SCALE 1"=50', DATED DECEMBER 1958, AND ON FILE WITH THE C.C.R.D. AS PLAN NO 9-80.

NOTES

1. NORTH ARROW IS BASED ON C.C.R.D. PLAN NO. 9-80
2. BOOK/PAGE AND PLAN REFERENCES ARE TAKEN FROM CHESHIRE COUNTY REGISTRY OF DEEDS IN KEENE, NH
3. ONLY A PARTIAL BOUNDARY SURVEY WAS COMPLETED ON MAP 18 LOT 147, SO AS TO ADJUST THAT LOT LINE BETWEEN LOT 147 AND 135.
4. ZONING: BUSINESS DISTRICT
5. SEE: CCRD BK.809, PG. 109 SLOPES AND EMBANKMENT RIGHTS TO THE STATE OF NEW HAMPSHIRE.
6. SEE: CCRD BK.539,PG.375 FLOWAGE RIGHTS TO WILSON POND RESERVED BY PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE.
7. SEE: NH DOT PLAN SWANZEY F-013-1(20) P-1026.

APPROVED:

TOWN OF SWANZEY PLANNING BOARD

CHAIR/VICE CHAIR _____

DATE APPROVED: October 8, 2020

DATE SIGNED: October 22, 2020

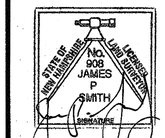
GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

R:\PROJECTS\2799-01\SURVEY\DRAWINGS\CURRENT\S-2799-01-LLA.DWG
FB# NH-14

"THIS PLAN IS THE RESULT OF AN ACTUAL FIELD SURVEY MADE ON THE GROUND ON OR BETWEEN MAY 6, 2020 AND AUGUST 11, 2020 AND HAS A MAXIMUM ERROR OF CLOSURE OF ONE PART IN TEN THOUSAND ON ALL PROPERTY LINES WITHIN AND BORDERING THE SUBJECT PROPERTY."



JAMES P. SMITH NH LLS #908 — 8-31-2020 DATE

REV	DATE	DESCRIPTION

APPLICANT\OWNER:
ALAN LEHTOLA
85 MONADNOCK HIGHWAY
SWANZEY, NH 03446
MARK D. SCALERA
VICTORIA A. SCALERA
33 LAKE STREET
SWANZEY, NH 03446

PROJECT:
TAX MAP 18 LOT 135
85 MONADNOCK HIGHWAY
SWANZEY, NH
TAX MAP 18 LOT 147
33 LAKE STREET
SWANZEY, NH

PROJECT NO.	2799-01	DATE:	8/26/20
SCALE:	1" = 30'	DWG. NAME:	S-2799-01-LLA
DRAFTED BY:	AJR	CHECKED BY:	JPS

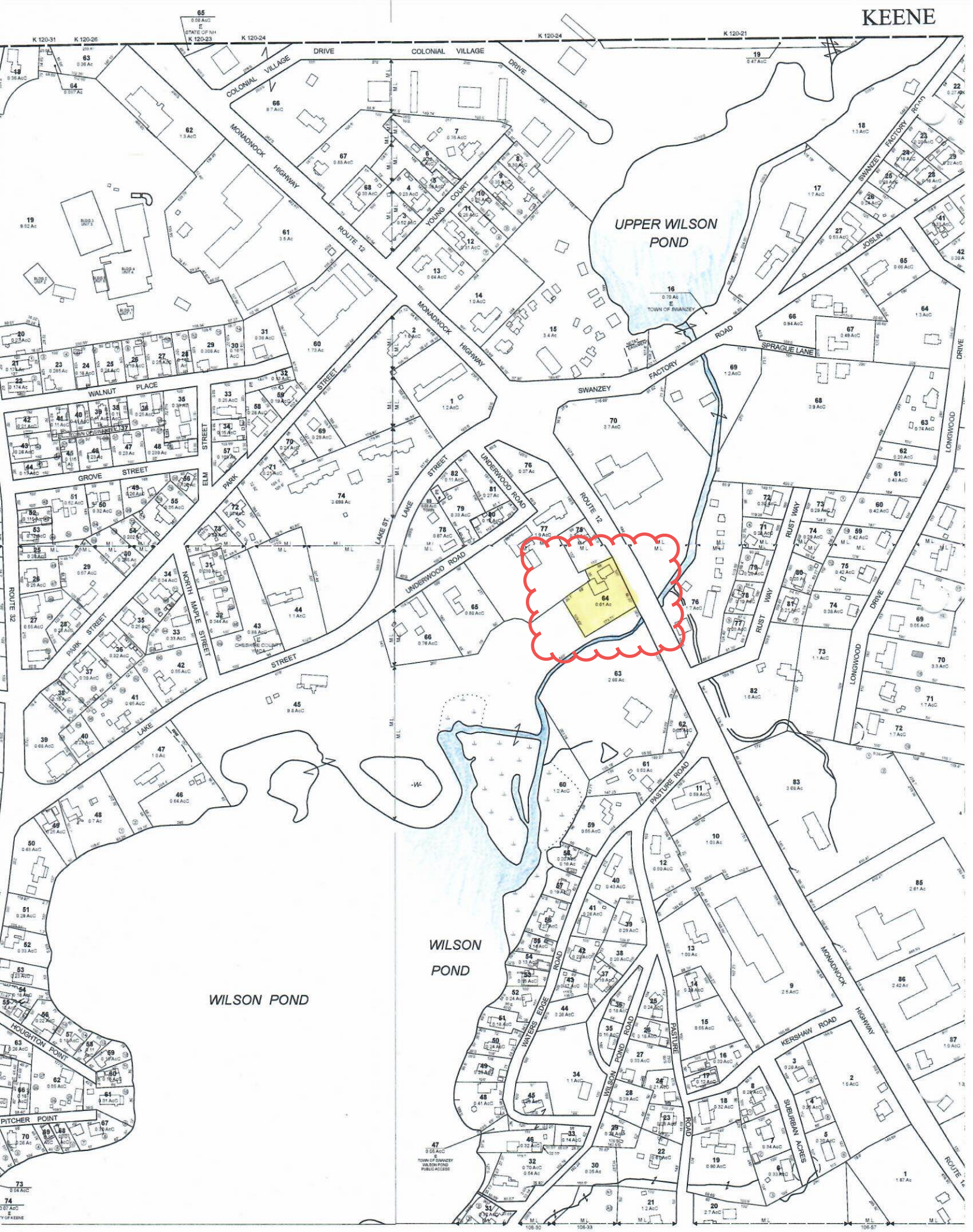
PREPARED BY:

ALLEN & MAJOR ASSOCIATES, INC.
civil engineering ◆ land surveying
environmental consulting ◆ landscape architecture
www.allenmajor.com
400 HARVEY ROAD
MANCHESTER, NH 03103
TEL: (603) 627-5500
FAX: (603) 627-5501
WOBURN, MA ◆ LAKEVILLE, MA ◆ MANCHESTER, NH

THIS DRAWING HAS BEEN PREPARED IN DIGITAL FORMAT. CLIENT/CLIENT'S REPRESENTATIVE OR CONSULTANTS MAY BE PROVIDED COPIES OF DRAWINGS AND SPECIFICATIONS FOR HIS/HER INFORMATION AND/OR SPECIFIC USE ON THIS PROJECT. DUE TO THE POTENTIAL THAT THE PROVIDED INFORMATION MAY BE MODIFIED UNINTENTIONALLY OR OTHERWISE, ALLEN & MAJOR ASSOCIATES, INC. MAY REMOVE ALL INDICATION OF THE DOCUMENT'S AUTHORSHIP ON THE DIGITAL MEDIA. PRINTED REPRESENTATIONS OR PORTABLE DOCUMENT FORMAT OF THE DRAWINGS AND SPECIFICATIONS ISSUED SHALL BE THE ONLY RECORD COPIES OF ALLEN & MAJOR ASSOCIATES, INC.'S WORK PRODUCT.

DRAWING TITLE:	SHEET No.
LOT LINE ADJUSTMENT PLAN	1 (129)

Copyright©2020 Allen & Major Associates, Inc. All Rights Reserved


KEENE
UPPER WILSON POND
WILSON POND
WILSON POND
COLONIAL VILLAGE DRIVE
MONADNOCK HIGHWAY
ROUTE 12
YOUNG COURT
SWANZEY FACTORY ROAD
JOSLIN ROAD
SPRAGUE LANE
WALNUT PLACE
GROVE STREET
PARK STREET
ELM STREET
LAKE STREET
NORTH MAPLE STREET
UNDERWOOD ROAD
RUST WAY
LONGWOOD DRIVE
PASTURE ROAD
WATERS EDGE ROAD
WILSON POND ROAD
KERSHAW ROAD
SUBURBAN ACRES
HOUGHTON POINT
PITCHER POINT
ROUTE 32
ROUTE 9

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

WETLANDS CONDITIONAL USE PERMIT APPLICATION & CHECKLIST

Date Received _____ By _____

PROJECT INFORMATION	
PROJECT NAME	
PROJECT TAX MAP & LOT	

APPLICATION FEE: $?

SECTION VII, ARTICLE F: CONDITIONAL USES

Any activity within the areas under jurisdiction of this ordinance (including any designated buffers or setbacks) that is not listed as a Permitted Use in Section VII, Article E, is presumed to negatively impact the functions and values of the wetland, unless the applicant can demonstrate otherwise. The following may be allowed in the Wetland Conservation District or any adjacent designated buffer or setback through the issuance of a Conditional Use Permit by the Planning Board:

CHECK OPTION THAT CORRESPONDS WITH PROPOSED USE:

New structure

Streets, roads, and other access ways, including driveways, sidewalks, and bridges.

Impervious surfaces, and activities which result in soil compaction, such as parking vehicles or heavy equipment.

New or expanded utility systems, stormwater management systems, and rights-of-way or easements associated with the systems.

Restoration of a previously disturbed area within the Wetlands Conservation District.

Man-made ponds as permitted by New Hampshire Department of Environmental Services, water impoundments, dry hydrants, and fire protection ponds.

Expansion or change of an existing non-conforming use, or renewal of the use after it has been discontinued for 12 months or more.

Removal of trees, stumps, and root systems.

PROPERTY OWNER CONTACT INFORMATION	
NAME/COMPANY	
MAILING ADDRESS	
PHONE	
EMAIL	
SIGNATURE	
PRINTED NAME	

APPLICANT CONTACT INFORMATION	
NAME/COMPANY	
MAILING ADDRESS	
PHONE	
EMAIL	
SIGNATURE	
PRINTED NAME	

AURTHORIZED AGENT (if different than Owner/Applicant)	
NAME/COMPANY	
MAILING ADDRESS	
PHONE	
EMAIL	
SIGNATURE	
PRINTED NAME	

SUBMISSION CHECKLIST

The applicant is required to provide a **detailed plan** to the Planning Board showing the proposed encroachment into the Wetlands Conservation District (and any designated setback or buffer), and any information necessary to demonstrate that the proposed encroachment will not cause adverse impacts to the wetland system, or design details that demonstrate that proposed mitigation will prevent adverse impacts to the Wetland Conservation District.

This checklist ensures administrative efficiency. Please consult the **Town of Swanzey Zoning Ordinance** for full regulatory compliance. By checking these items, the applicant certifies all requirements are met.

	Submitted			
ITEM #	**YES**	**NO**	**WAI-VER**	**SUBMISSION REQUIREMENT**
1.				Name and address of owner.
2.				Tax map and lot number.
3.				North arrow, written and graphic scale.
4.				Name and address of plat preparer.
5.				Vicinity sketch.
6.				Names and addresses of all abutting landowners.
7.				Physical features and uses of land within 200 feet of the site.
8.				Perimeter boundary lines, and the lot area in square feet and acres
9.				The shape, size, height, location, and use of existing structures on the site and those that are proposed.
10.				Location, name, and widths of any existing and proposed roads on the property.
11.				Identification of access from the site to public streets, sight distances from the access points, curb cuts, and proposed changes (if any) to existing streets.
12.				Location and number of parking and loading spaces.
13.				Landscape Plan.
14.				Location, type and nature of all existing and proposed lighting
15.				Natural features such as waterbodies, ledge outcropping, wetlands, etc.
16.				Existing and proposed grades and topographic contours at 5-foot intervals.
17.				The size and accurate location of all existing and proposed water mains, culverts, fire hydrants and fire ponds.
18.				Means of providing water supply.
19.				Surface drainage patterns.
20.				Copy of certification by a licensed septic designer that the existing system is sufficient for existing and proposed use.
21.				Location and type of proposed sewage disposal system.
22.				Location of existing and proposed on-site well showing 75-foot radius.
23.				Soil survey data from Cheshire County Soil Survey.
24.				Location of any existing or proposed easements, deed restrictions and/or covenants.
25.				Architectural Plans.

CONDITIONAL USE PERMIT CRITERIA

A Conditional Use Permit may be granted for conditional uses as listed in Section F (or page 1 of this application) of the Wetland Conservation District or any adjacent designated buffer or setback when all of the following criteria have been met.

- The land is reasonably suited to the use, activity, or alteration.
- There is no reasonable alternative location which would avoid encroachment into the jurisdictional area.
- Encroachment into the jurisdictional area has been minimized to the maximum extent possible, including reasonable modification of the scale or design of the proposed use.
- The proposal is the alternative with the least adverse impact to areas under the jurisdiction of this section.
- The nature, design, siting, and scale of the proposed use and the characteristics of the site including but not limited to topography, soils, vegetation, and habitat are such that, when taken as a whole, will avoid the potential for adverse impacts to the wetland resource.
- The proposed use shall not have any adverse impact on abutting properties.
- The Wetland Conservation District and any designated buffer is maintained in a natural state to the maximum extent possible. Where there has been disturbance or alteration during construction, re-vegetation with native species may be required by the Planning Board.
- In determining whether or not a Conditional Use permit will be granted, the Planning Board shall consider the following to determine whether allowing the proposed encroachment will result in an adverse impact on the area:
    - The size, character, and quality of the jurisdictional area being encroached upon.
    - The location and connectivity of said area in relation to other wetlands in the surrounding watershed.
    - The nature of the ecological and hydrological functions served by said area.
    - The nature of the topography, slopes, soils, and vegetation that encompass said area.
    - The role of said area in mitigating soil erosion, sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion.
    - The extent to which said area serves as wildlife habitat or travel corridor.

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 review 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 proposed conditional use permit, 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. The Swanzey Planning Board and its agents will provide the applicant with at least three days' notice prior to accessing the property.

_____ _____

Date Signature

I hereby authorize_____ to act as my agent and represent me before the Swanzey Planning Board.

Signed (Owner):_____ Date:_____

Signed (Agent):_____ Date:_____

FOR PLANNING BOARD USE ONLY

Comments:

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

Date:_____

SWRPC | Southwest Region Planning Commission

37 Ashuelot Street
Keene, NH 03431
(603) 357-0557
www.swrpc.org

Municipal Planning Assistance Agreement

Zoning Audit 2026

1. Background

This is an Agreement made and entered into by and between the Southwest Region Planning Commission (SWRPC) and the Town of Swanzey (Town), collectively, the Parties. The Parties understand that:

a. The SWRPC is recognized by the State of New Hampshire as the regional planning agency for the 23 municipalities within Cheshire County, 11 towns located in the western portion of Hillsborough County, and one town located in southern Sullivan County and with general powers as described by RSA 36:45-58;
b. The general powers described in RSA 36:45-58 authorize SWRPC to provide planning and technical assistance to towns and others within the Region;
c. The Town is a municipality of the State of New Hampshire and a unit of local government with long-standing membership status with SWRPC; and,
d. The Town desires professional services to provide recommendations for aligning the zoning ordinance with Master Plan goals; improving clarity and ease of use for land use boards and the general public; addressing novel and emerging issues; and ensuring compliance with applicable state statutes.

2. Agreement Terms

a. Scope of Work. SWRPC will provide assistance to the Town, principally through its Planning Board or a subcommittee thereof, for the activities described in section 4, "Scope of Work."
b. Period. This Agreement represents activities that shall begin following execution of this Agreement and extend through December 2026. This Agreement may be extended beyond December 2026 by mutual written consent of the Parties.
c. Compensation. The Town shall compensate SWRPC for services provided under this Agreement in an amount totaling fifteen thousand dollars ($15,000). SWRPC may request up to one thousand five hundred ($1,500) for Project start-up costs upon execution of this Agreement. From that point on, SWRPC will prepare and submit periodic invoices based on its account of the time spent by its staff on the Project. The Town will provide payment to SWRPC following receipt of invoices.

3. General Conditions

The Parties agree to the following conditions:

a. All information, data and materials prepared by SWRPC and provided to the Town under this Agreement shall be and remain the property of the Town. SWRPC shall, however, retain the right to use this information for regional planning purposes.
b. Compensation amounts described above are based upon past experience of similar efforts conducted by SWRPC. If, during the course of the Project, it becomes evident that the Town has special needs which were not anticipated and taken into account when drafting this Agreement, then in that event, either of the Parties may initiate discussions for the purpose of examining whether modification of the terms of this Agreement are called for.
c. The Town agrees to participate in this effort principally through the Planning Board, which will facilitate the timely completion of the work as indicated in the schedule described in paragraph 2.b. The Town Planner will be the primary point of contact for purposes of coordinating with SWRPC.
d. SWRPC will endeavor to prepare high-quality work products in a timely fashion. However, the Parties mutually understand that successful completion of the Scope of Work will depend on the Town's active and timely participation and fulfillment of project-related responsibilities.

DRAFT

4. Scope of Work

#	TASK DESCRIPTION	DELIVERABLE
1	Kick-off meeting w/Planning Board; discuss work scope, gather input on aspects of zoning that have caused confusion/difficulties among the Planning Board and public at large; goals/expectations regarding revised ordinance	Notes synthesizing input from Planning Board members
2	Discovery: initial review zoning ordinance, master plan & applicable statutes.	Memo of initial findings and recommendations for meeting with staff
3	Check in meeting with town staff	Notes synthesizing input from staff members
4	Develop recommendations to zoning revisions for alignment w/ masterplan, alignment with state statue, novel/emerging land uses.	Memo of findings and recommendations for meeting with Planning Board, Conservation Commission, Zoning Board of Adjustment (other?)
5	Joint meeting: Planning Board, Conservation Commission, Zoning Board of Adjustment, review findings & initial recommendations	Notes synthesizing input from Planning Board, Conservation Commission, Zoning Board of Adjustment
6	Revise reorganization strategy and recommendations based on town input	Memo of reorganization strategy & amendment recs (staff to present to Planning Board?)
7	Check in meeting with town staff to discuss Planning Board input	Notes with staff feedback
8	Joint meeting: Planning Board, Conservation Commission, Zoning Board of Adjustment, review revised recommendations	Notes synthesizing input from Planning Board, Conservation Commission, Zoning Board of Adjustment
9	Calibrate recommendations based on staff & Planning Board input; full markup of zoning ordinance including reorganization and language for rec zoning amendments	Memo of revisions, redlined zoning ordinance
10	Draft crosswalk for zoning reorganization, outlining how existing ordinance can be migrated to new structure.	Zoning crosswalk
11	Check-in meeting w/ staff to discuss draft of restructured ordinance	Notes with staff feedback
12	Revise and finalize zoning ordinance crosswalk and recommended amendments, incorporating any feedback	Hard and digital copies of restructured zoning ordinance & recommended amendments
13	Final presentation to Planning Board focusing on crosswalk and any outstanding items	Final crosswalk

DRAFT

5. Signatures

The Parties enter this Agreement by signing below: SWRPC, through its Executive Director; the Town, through a duly authorized representative.

Southwest Region Planning Commission:

_____ _____

Todd Horner Date
Executive Director

Town of Swanzey:

_____ _____

Date

DRAFT