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
May 28, 2026
6:00 PM

A regular meeting of the Swanzey Planning Board will be held on **Thursday, May 28, 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. May 14, 2026

3) Public Hearings

A. **PB 26-008: Schimp Family Oil Site Plan Review –** A Site Plan Review application has been submitted by Jonathan & Laura Schimp, who propose converting existing commercial garage space into an office and making site improvements to allow the parking of empty trucks for the operation of Schimp Family Oil & Septic. The property is located at Tax Map 103 Lot 64 in the Business District.

B. **Site Plan Review Regulations -** The Board will consider proposed amendments to the Site Plan Review Regulations, specifically revising Section VII, Articles 6 and 7 regarding approval and conditional approval. The proposed amendments will change expiration timelines for site plans, define explicit conditions for active and substantial development, and establish clearer language for conditional approvals, among other smaller changes.

4) Discussions/Other Business

A. Continued Discussion on Excavation Permits

i) Clarifying statements from Adam Paquette

5) Adjournment

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – May 14, 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 were Vice Chair Scott Self, Michael York, Richard Lane, Brandon Self, Alternates Stacey Goodale, Charlie Harbeck, and Selectman's Representative Alan Gross. Also present were 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: Mark Scalera, Jane Johnson

SEATING ALTERNATES:
The chair seated Charlie Harbeck for Mark Scalera.

Others Present:
Kai Kraemer with FACT TV, Mary Cook (Eurovia), Paul Crosby, Susan Stacy, John Rowan, G-Ann Rowan, Emily Kerylow, Mike Johnson, John Noonan (Fieldstone Land Consultants), Keith Bell, Jeanne Thieme, Terry Lewis

MINUTES:
The meeting minutes of April 23, 2026 were considered. A motion was made by Scott Self to approve the meeting minutes as presented. There was a second by Richard Lane**.** Alan Gross abstained. All others were in favor and with no further discussion, the motion passed.

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

APPLICATIONS AND PUBLIC HEARING(S):

A. PB 26-007: Bell's Septic Site Plan Review – A Site Plan Review application has been submitted by Fieldstone Land Consultants on behalf of John Rowan to construct a 6,000 square foot building and associated site improvements to operate Bell's Septic Tank Service at 537 Old Homestead Highway. The property is located at Tax Map 224 Lot 21 and is split between the business district and the rural/agricultural district.

Chair Ames read the application summary and then noted that the only item on the checklist that was requested to be waived was #20 because a new septic system is being constructed. A motion was made by Scott Self to grant the waiver as it would not have adverse impact on public health, safety, or abutting

properties, and that granting the request is consistent with the intent and purpose of the rules waived. Brandon Self seconded the motion. All were in favor and the motion passed.

Chair Ames next addressed the completeness of the application; Adam Paquette informed the group that the Board can ignore his concern regarding the leach field location because the health officer was able to view the location, and though not ideal, there is no regulation against it. He requested information regarding the 6 parking spaces that are required and would like identification of what surfaces are paved and which are gravel. Architectural plans were not submitted but could be a condition of approval prior to granting the building permit.

He read to the group the comment from the Conservation Commission's Chair which was a suggestion for all exterior lights to be on motion sensors, and/or reduce the number of lights, and/or have them switched off by 9pm to minimize the light pollution which causes disruption of wildlife.

Chair Ames asked the Board if the site plan application contains information that is sufficiently complete to allow the Planning Board to proceed to public hearing. A motion was made by Scott Self that is does; Richard Lane seconded the motion. All were in favor and the motion passed.

Chair Ames opened the public hearing and re-read the application summary.

John Noonan from Fieldstone Consultants discussed the need for a DOT driveway permit and the type of pavement leading up to the building. Noonan added that there are a few striped parking spaces, but much of the parking is non-striped and can accommodate the required number of parking spaces.

Mr. Noonan continued to summarize the zoning board application that had been recently approved and described how the property is split between the business and rural/agricultural districts.

Mr. Noonan stated that the septic system has not been designed by Fieldstone. The current location could move, but the designer found no issue with the location under the gravel.

He went on to explain the lights are LED full cut-off and will have motion sensors to satisfy comments from Conservation Commission. He also explained the setbacks from shoreland and wetlands and showed the proposed development outside of these areas.

Next, he explained the plan for the water to be drawn from the existing well so an additional well is not expected to be required.

Alan Gross asked about the visibility of the building from the road; Mr. Noonan explained the site has berms which hide much but not all of the view of the building and encouraged the board to drive by to see since not much will be changing in that respect.

Scott Self asked for clarification about the parking spaces which Mr. Noonan pointed out in the plans.

Chair Ames inquired about the parking area's surface at the back of the building, which Mr. Noonan explained will be hard pack gravel; eventually it might be paved. When asked about the leach field, he stated that it is a special design for being placed under the parking lot. He said that in most cases, the pump

trucks will be emptied at the sewage treatment plant before being parked at the building. They would wash the outside of the trucks at the building. The building's color will be grey.

Chair Ames then asked if there were questions from the public, there were none.

Scott Self asked if trucks would be parked inside, and Mr. Rowan answered that they would, especially in the winter. Richard Lane asked about the location of propane tank and was shown where the 1000-gallon tank would be placed at the rear northeast corner. Scott Self added that there is also a 1000-gallon holding tank for water drainage from the building which would then be pumped out and emptied at the waste water treatment plant. Chair Ames asked if there were any more questions and there were none.

Chair Ames closed the public hearing. The Board discussed the plans and what conditions should be added.

A motion was made by Brandon Self to approve the site plan application with the subsequent conditions of achievement of the DOT driveway permit, inclusion of the architectural plans in the site plan, and achieving the NH DES septic permit. Michael York seconded. All were in favor and the motion passed.

Discussions and Other Business:

A. Excavation Permit Renewals – Mary Cook from Eurovia Atlantic Coast LLC

a. Tax Map 238 Lots 1 & 2
b. Tax Map 236 Lot 76

Mary Cook from Eurovia Atlantic Coast LLC explained to the Board that their Town permit has expired and while no excavation has occurred in the past 5 years, they would like to renew the permit in case they do need to excavate in the future. NH DES requires an alteration of terrain permit and a progress report every 5 years; the Town requires a permit renewal every 5 years.

A motion was made by Scott Self to renew the Cold River Materials application for an excavation permit for Tax Map 238 Lots 1 & 2 with the current conditions, for a 5-year period, expiring on May 14, 2031. There was a discussion regarding a bridge on the property. Mr. Crosby stated it is a metal bridge, and it is in good shape. Richard Lane expressed concern for the river; the group discussed the reclamation plan and bond. There was a second by Brandon Self; with no further discussion, all were in favor and the motion carried.

Next the Board reviewed the request for renewal of the permit for the Tax Map 236 Lot 76. Mary Cook explained that this has a similar situation where they haven't excavated but would like to keep it permitted and ready, in case they need it in the future. Alan Gross inquired about the gravel shortage; Mary Cook explained the shortage and Adam confirmed he had read about a town posting this concern.

A motion was made by Scott Self to renew the Cold River Materials application for an excavation permit for Tax Map 236 Lot 65 with the current conditions, for a 5-year period, expiring on May 14, 2031. Alan Gross seconded the motion; all were in favor, the motion passed unanimously.

B. Future of Excavation Permits – Discussion

Chair Ames explained that this conversation would be a non-binding exchange of ideas. Emily Kerylow is a neighbor and close friend of Mike Johnson who owns a gravel pit at 56 Cory Pond Road; she explained that they learned that the Town is undergoing a project to create an inventory of the town's gravel pits to be sure they are all properly permitted when Adam Paquette had reached out to Mr. Johnson to notify him

that he did not have an excavation permit for his gravel pit and would need to acquire one within the next year. This caused confusion because Mr. Johnson has filled out his Intent to Excavate form each year. The pit has been operated by his family since the 1950s; he became owner in 2011 and was not aware of the requirement of an excavation permit. The process of applying for the permit will take resources he does not have; he is 87 and still farms his land; he depends on the income from the gravel pit. Ms. Kerylow is hoping for a deferment to the permitting process to give Mr. Johnson time to comply, such as 5 years.

Adam Paquette explained that when an Intent to Excavate is filed, he will check for a valid permit. If there is none in the file, a letter will be sent to explain to the gravel pit owner that a permit is needed. He said this is a project that has been overlooked by the Town for decades, but that it is imperative that the Town assure all gravel pits are properly permitted with a reclamation plan and bond.

After considerable discussion, the Board will plan a non-public hearing with the Board of Selectmen to discuss this further. Adam apologized to Mr. Johnson for the confusion and assured him that the Board wants to work this out with him.

C. Terry Lewis - 69 James Road

Terry Lewis explained that she and Adam met 2 weeks ago regarding her plan to hold large events on her property; she has questions about filling out a site plan application and is seeking advice. Scott Self explained that this conversation with the Board would be a preliminary conceptual consultation but that she is welcome to get more advice from the Town Planner. She asked whether she could draw her own site plan and was told she could; she asked about how to complete the checklist, etc. and was given advice. Adam invited her to meet with him again at the Town Hall if she has more questions before she needs to submit the application for the June 28th meeting.

D. Victoria Ames - Commercial/Industrial Growth and Property Tax Burden

Chair Ames presented to the Board the results of research she has been compiling since February regarding various statistics from 2014 to 2026 that pertained to the Town of Swanzey in relation to other towns in Cheshire County.

The research included demographics such as Swanzey's population, median age, density, growth in housing valuation, commercial/industrial growth, tax rate over time and number of acres in current use.

Chair Ames concluded the Town could focus on bringing in more businesses to provide more jobs versus stating that the development would lower taxes, adding in her opinion the Town should consider not undermining the rural character and should be more selective in what is allowed, and more conscientious about protecting natural resources.

E. SWRPC Commissioner

Adam Paquette explained that there is a need for someone to serve a 2-year term as a Southwest Regional Commissioner on one of 4 committees; Victoria Ames volunteered. Her name will be presented to the Selectboard for their nomination.

Adam then informed the Board that public notice will be going out regarding a public hearing about the changes to the site plan review regulations which will be finalized at the next meeting.

ADJOURNMENT
A motion to adjourn was made by Brandon Self. There was a second by Charlie Harbeck with no further discussion. All were in favor and the m*otion passed.* Adjournment occurred at 8:30pm.

Next Meeting: May 28, 2026

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 and Economic Development

TO: Planning Board

FROM: Adam Paquette, Town Planner

DATE: May 21, 2026

RE: PB 26-008 – Schimp Family Oil Site Plan Review – 85 Monadnock Hwy

Summary:

At the request of the Planning Board, Jonathan and Laura Schimp have submitted a Site Plan Review application to convert existing commercial garage space into an office and make site improvements to allow the parking of empty trucks for the operation of Schimp Family Oil & Septic. The property is located at Tax Map 103 Lot 64 in the Business District.

Jonathan and Laura Schimp have completed the required checklist and indicated that items 13–25 are not applicable to the proposed project.

Notice of the public hearing was mailed to abutting property owners on May 15. The notice was also posted in three public locations, on the Town's website on May 15, and published in the *Keene Sentinel* on May 23.

Department Heads were notified of the application on May 18. As of the date of this memorandum, no concerns have been raised. Any comments received prior to the Planning Board meeting will be reported at the public hearing.

Development overview:

This 0.61 acre property sits on the west side of NH Route 12, directly across from Sam's Outdoor Outfitters. The site features 161 feet of frontage off NH Route 12, with one existing curb cut. Current improvements include a single-family residence and a large, detached garage. This garage carries a history of commercial use, previously hosting vehicle repair and detailing businesses.

The site has an approved multi-tenant application from 2019 to allow a repair garage. The site was also approved for a special exception in 2008. These approvals along with the plans associated with them have been attached.

Staff Comments:

1. On-site truck storage should be permitted, provided all vehicles remain empty, per the applicant's statement.
2. Staff believes this use is less intensive than previously approved uses for the property. As such, we believe the site plan is adequate.
3. The new tenant application associated with this site plan should be approved as well (attached).

Attachments:

a. Site Plan Review Application
b. Plans
c. Tax Map
d. Notices of Decision and Plans associated with prior approvals

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

RECEIVED
MAY 05 2026
TOWN OF SWANZEY

SITE PLAN REVIEW 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. Four (4) 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.

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 vote to approve or disapprove the application no later than 65 days from the vote 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 disapproval, the notice will include the reasons for the decision and state what corrective action needs to be taken by the applicant.

1. Name and address of owner(s) of record:
   D&L Realty / Jonathan &Laura Schimp
   PO Box 36 Keene, NH 03431
   Preferred Telephone: 603-209-5210 Email: _____

2. Name and address of applicant (if different):
   Schimp Family Oil & Septic / Jonathan Schimp
   85 Monadnock Hwy. North Swanzey, NH 03431
   Preferred Telephone: 603-355-8000 Email: schimpsfamilyoil@gmail.com

3. Name and address of surveyor or other professional whose name and seal appear on the plat:
   _____
   _____
   Preferred Telephone: _____ Email: _____

4. Street Address of Proposed Project: 85 Monadnock Hwy North Swanzey, NH 03431

5. Zoning District(s): Business Tax Map# 103 Lot#(s) 64

6. *Proposed Permitted Use (Per Zoning):* Office and Extended Use.
   _____
   _____

7. Project Name: Schimp Family Oil & Septic

8. Area of Lot in Square Feet and Acres: 0.61

9. Traffic Volume on Adjacent Major Streets: _____

10. Projected Number of Vehicle Movements On and Off the Property Per Day: 8

11. Gross Floor Area of Existing Buildings (Square Feet): House 1,600sq. Ft. - Office/Garage 1,450 sq. Ft.

12. Gross Floor Area of Additions (Square Feet): _____

13. Gross Floor Area of New Buildings (Square Feet): _____

14. Total Number of Employees: 2

15. Hours of Operation: M-F 8:30 am To 5:00 pm

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. Please refer to the Swanzey Site Plan Review Regulations for the complete list of applicable fees.

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.

4/27/26 _____ _____

Date Signature

I hereby authorize the Swanzey Planning Board and its agents to access my land for the purpose of reviewing the proposed site 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. The Swanzey Planning Board and its agents will provide the applicant with at least three days' notice prior to accessing the property.

4/27/26 _____ _____

Date Signature

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

Signed (Owner):_____ Date:_____

Signed (Agent):_____ Date:_____

FEE SCHEDULE

1. Filing Fee (See Attached Fee Schedule): $_____
2. Public Notice Fee: Current rates for Keene Sentinel. $_____
3. Certified Mail: Current rate for mail. $_____

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 Site Plan Review Regulations to ensure that all requirements are being met.

Item #	Submission Requirement:	Submitted		
		Yes	No	Waiver
1.	Name and address of owner.	☑	☐	
2.	Tax map and lot number.	☑	☐	
3.	North arrow, written and graphic scale of 1" = 30'.	☑	☐	
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 is 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.	☐	☑	

Abutters List Report

Subject Property:

85 Monadnock Hwy

Abutters:

Owner Name: Sams Outdoor Outfitters

Property Address: 74 Monadnock Hwy

Owner Address: 74 Monadnock Hwy, N. Swanzey NH 03431

Owner Name: Alan Lehtola

Property Address: 77 Monadnock Hwy, N. Swanzey NH 03431

Owner Address: 153 N. Main st. Troy NH 03465

Owner Name: William & Dolores Thomas

Property Address: 15 Underwood rd. Swanzey NH 03431

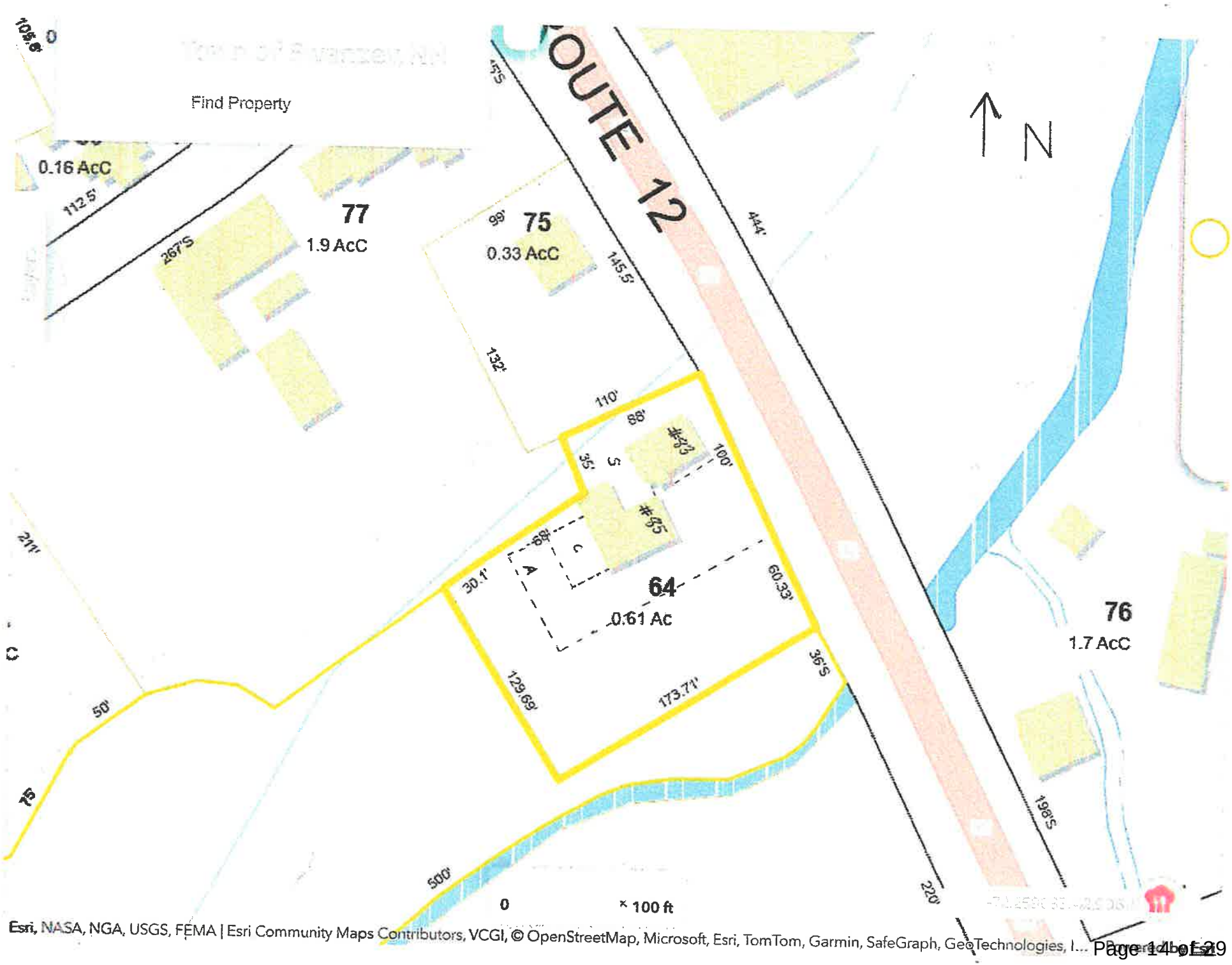
Owner Address: 15 Underwood rd. Swanzey NH 03431

Owner Name: Aolin Properties LLC

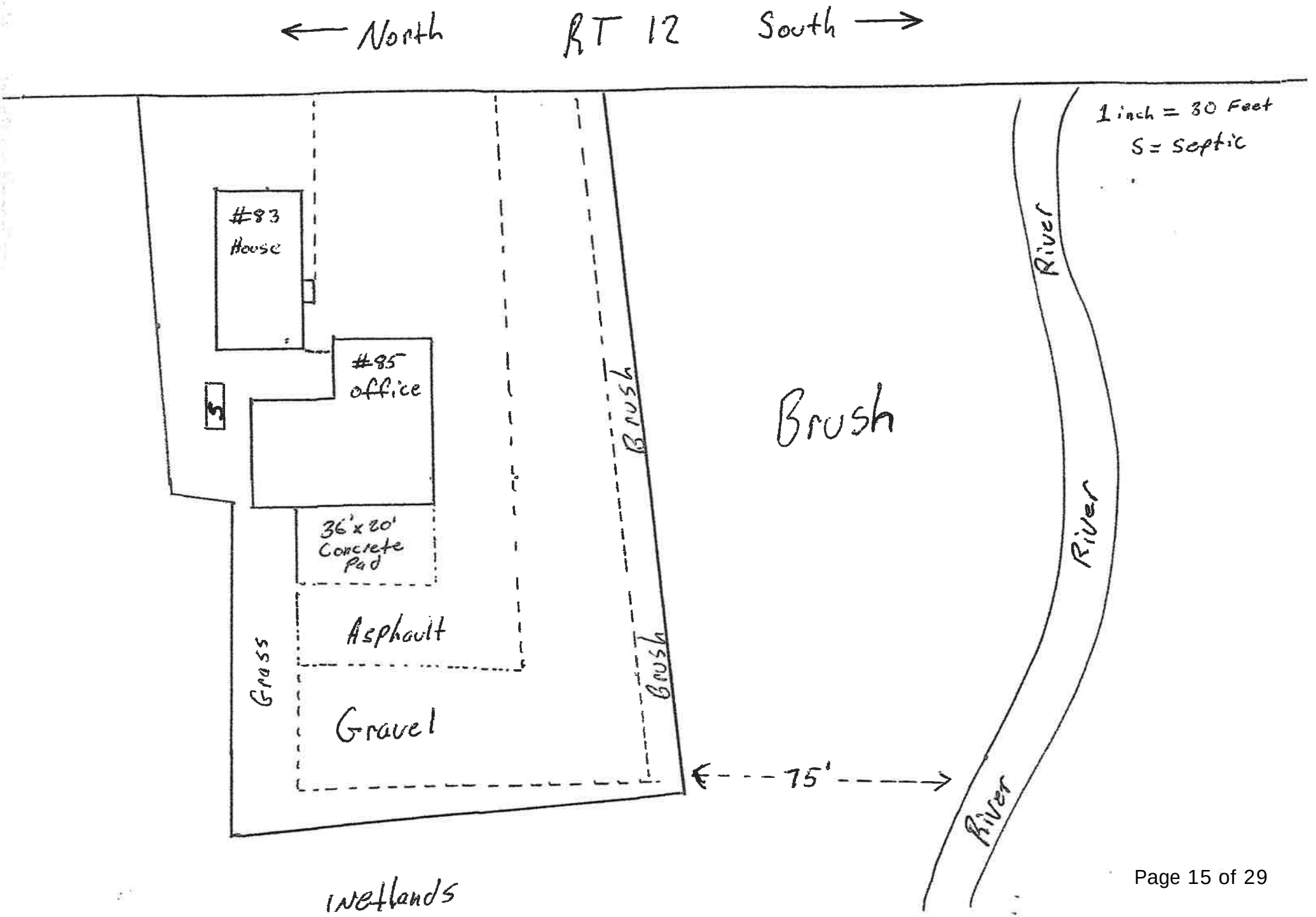
Property Address: 93 Monadnock Hwy

Owner Address: P.O. Box 429 Keene NH 03431

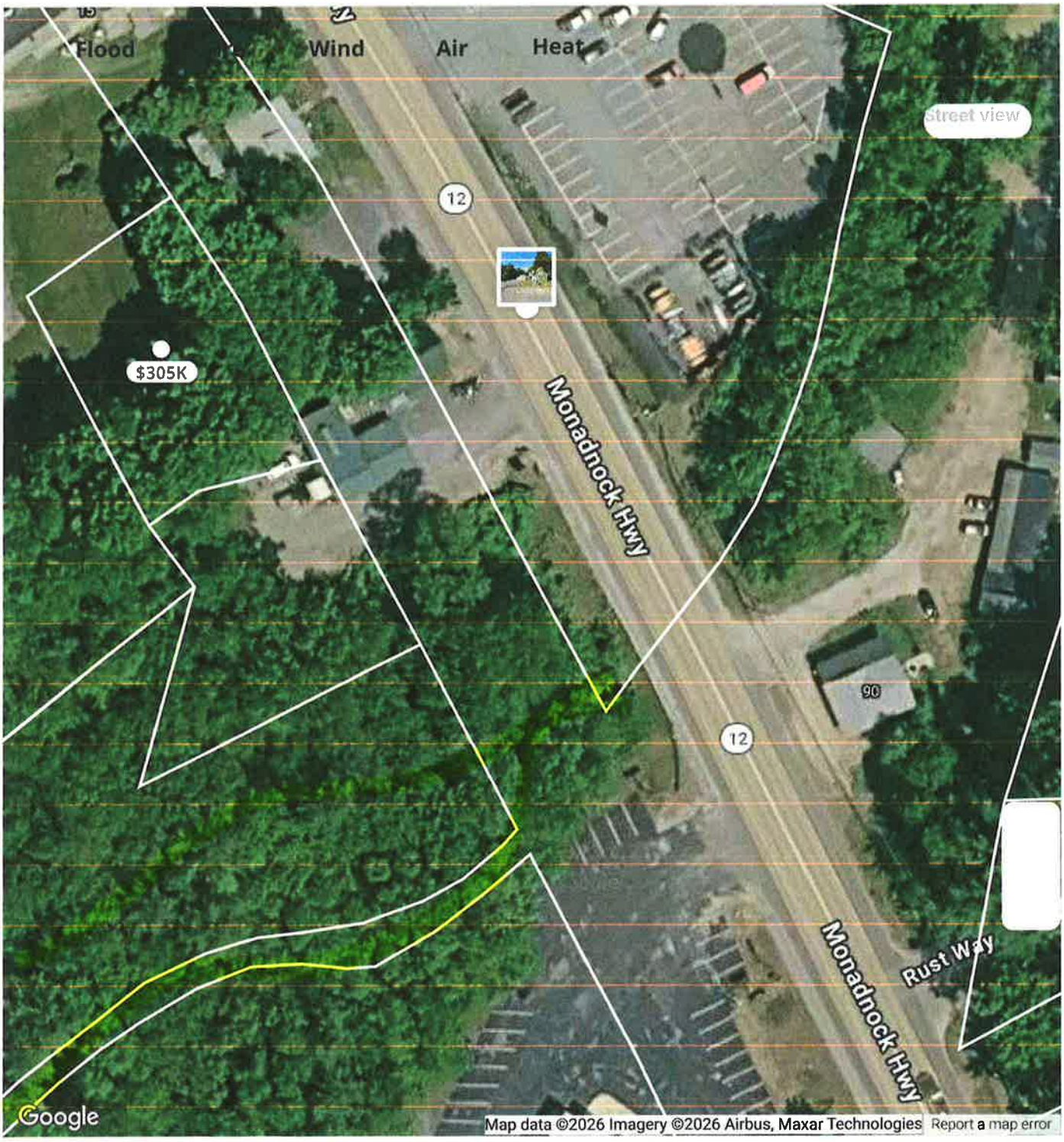
C = Concrete Pad 36'x20' A = Asphault S = Septic Tank



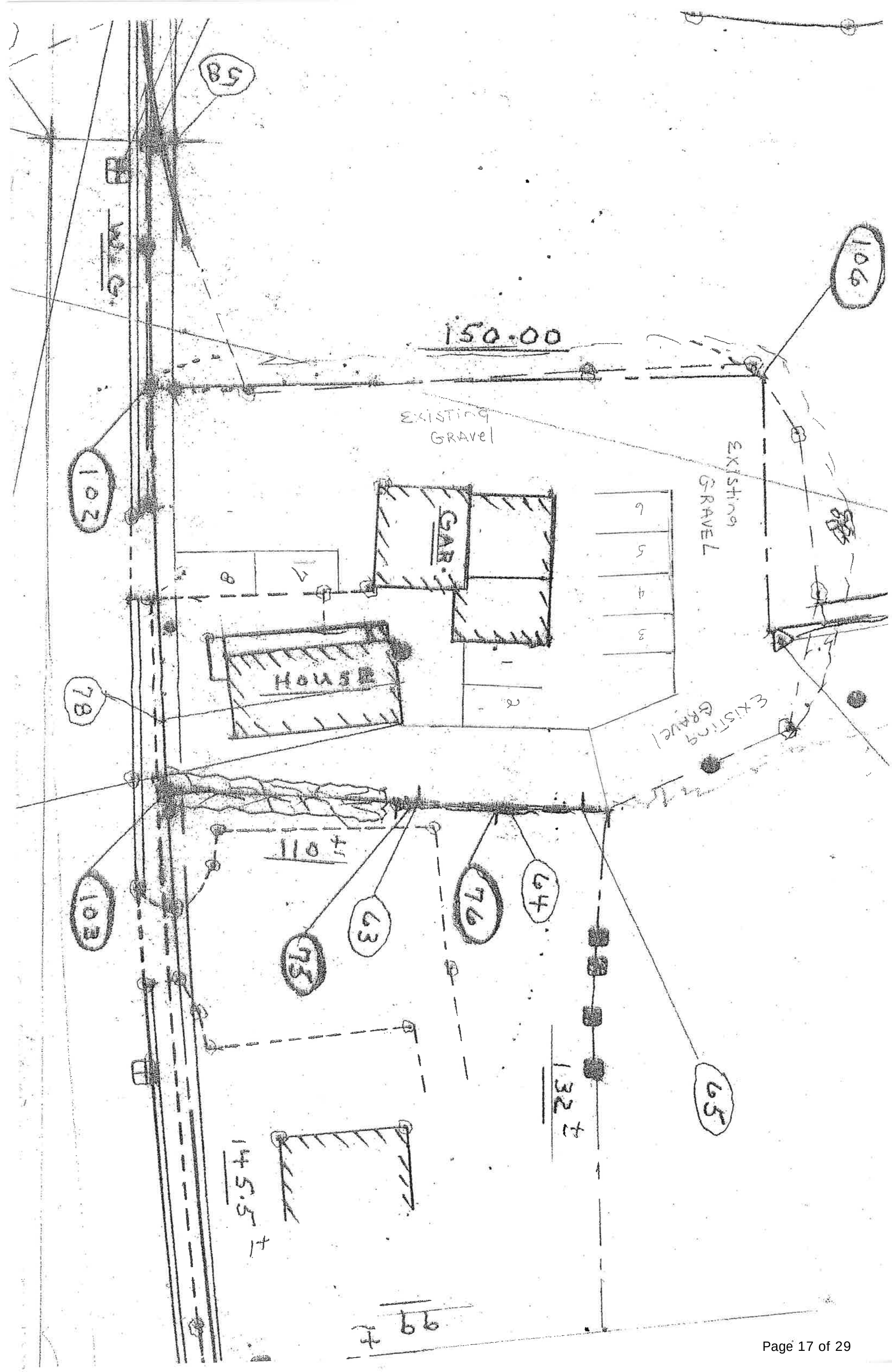
Sams


← North
RT 12
South →
1 inch = 30 Feet
S = Septic
#83 House
#85 office
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36' x 20' Concrete Pad
Asphault
Gravel
Grass
Brush
Brush
Brush
River
River
River
75'
Wetlands

Directions Save Share



85 Monadnock Hwy, North swanzey, NH 03431


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145.5 ±

APPROVED BY THE SWANZEY PLANNING BOARD ON 7/3/08

CERTIFIED BY CHAIR Glenn W Page

AND SECRETARY Sara H Carbonneau

RECEIVED
JUL 03 2008
TOWN OF SWANZEY

TOWN OF SWANZEY
620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603) 352-7411 FAX (603) 352-6250
WWW.TOWN.SWANZEY.NH.US

September 24, 2019

Andrew Wilson
2 Rowe Avenue, Apt. 1
Keene, NH 03431

NOTICE OF PLANNING BOARD DECISION

Re: Multi-Tenant Application – D & J Auto – Tax Map 18, Lot 135

Dear Mr. Wilson,

At its duly-noticed public hearing on September 12, 2019, the Swanzey Planning Board reviewed and approved your application to conduct auto repairs and detailing at 85 Monadnock Highway. The application was approved subject to the following conditions:

1. Parking and storage of vehicles associated with the business shall comply with the approved site plan and required setbacks.
2. The applicant shall install a double check valve backflow prevention device for the water service to the repair garage subject to approval of the North Swanzey Water and Fire Precinct.
3. The applicant to obtain any necessary permits or approvals for NH DES for the operation of the business and comply with all State of New Hampshire environmental regulations, if applicable.

Please find enclosed a copy of the draft minutes from the meeting. If you have any questions, I can be reached at mbachler@town.swanzey.nh.us or 352-7411, ext. 108.

Sincerely,

Matthew Bachler
On behalf of
Planning & Economic Development

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY
P.O. BOX 10009
SWANZEY, NH 03446-0009
TOWN HALL (603)-352-7411 FAX (603)-352-6250

June 19, 2008

Alan Lehtola
PO Box 10248
Swanzey, NH 03446

NOTICE OF ZBA DECISION

Re: Property at 83 Monadnock Highway; Tax Map 18, Lot 135

The Swanzey Zoning Board of Adjustment at its meeting of June 16, 2008, and after due public hearing, completed its consideration of your application for a special exception from Section V.B.2.a. to permit the property situated at 83 Monadnock Highway to be utilized for auto repair, sales of automobiles and auto accessories. The property is shown at Tax Map 18, Lot 135, situated in the Business Zoning District.

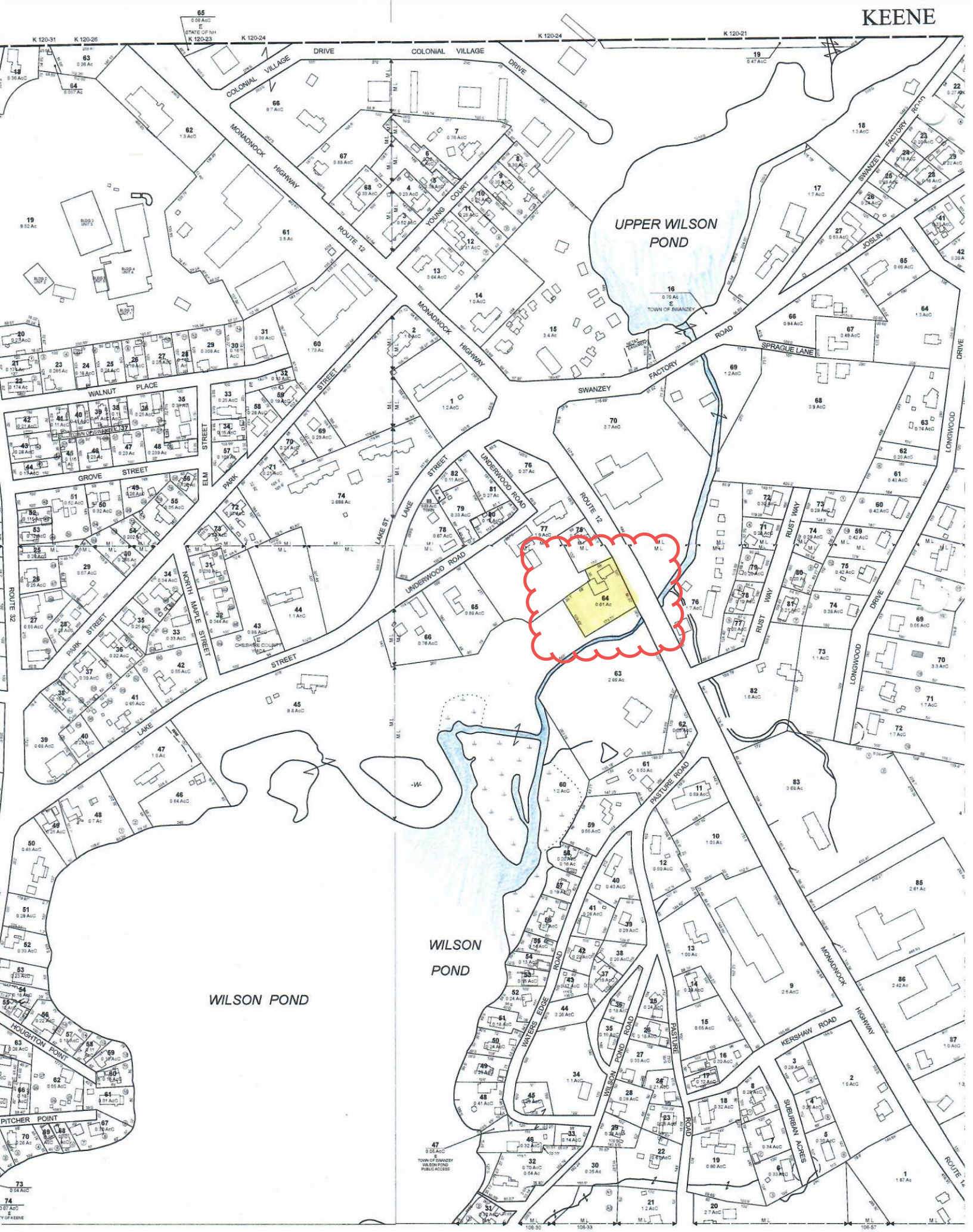
As a result of such consideration, it was voted to grant the application for special exception.

Please be advised that under RSA 677:2, any person or party to the action or proceeding of the Board of Adjustment may ask for rehearing within thirty (30) days of the date the decision was made by the Board. Said motion for rehearing must set forth in detail all grounds upon which the appeal is based.

Sincerely,

Sara H. Carbonneau

Sara H. Carbonneau
Town Planner


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

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

Jonathan Schiff

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

Jonathan Schiff

Owner Signature

FOR PLANNING BOARD USE ONLY

Comments:

The above application was:

☐ **APPROVED**

☐ **DENIED**

PROPOSED LANGUAGE

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 roads, utilities, and other public facilities.

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.

c. Site Plan approval will expire after a period of three (3) years following the date on which the Board votes to approve or conditionally approve the application. Within this three-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. Active and substantial development shall include one or more of the following, at the Planning Board's discretion:

    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. Construction and/or installation of roadways or accessways constructed to at least a gravel base, building foundations, slabs, or footings in accordance with the approved plans.

    iii. Construction and/or installation of basic infrastructure intended to support the development, such as drainage and utilities in accordance with the approved plans.

d. No certificate of occupancy shall be issued until two (2) copies of the Site Plan are signed by the Chair of the Planning Board. No Site Plan shall be signed until all conditions related 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 guarantee performance of the applicant's application described herein.

7. Conditional Approval

If an application is approved subject to conditions, the decision will state which conditions, if any, must be satisfied to obtain final approval of the application (conditions precedent), as opposed to conditions that need not be satisfied prior to final approval (conditions subsequent).

a. As provided in RSA 676:4, I(i), if an approval is subject to conditions precedent, the approval will become final without further public hearing upon certification by the Town Planner or other authorized official or upon satisfactory evidence of completion submitted by the applicant, but only when such conditions are:

   i. Minor plan changes, compliance with which is administrative in nature and does not involve discretionary judgment by the board;

   ii. Other conditions that are themselves administrative and involve no discretionary judgment on the part of the Board; or

   iii. Conditions with regard to the applicant'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.

c. All other conditions shall require a public compliance hearing and notice as provided in RSA 676:4, I(d). A 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.

d. The Planning Board may waive the requirement for action within the time period specified in subparagraph 7.b and 7.c, and consent to such extension as may be mutually agreeable.

EXISTING LANGUAGE

Board of Selectmen shall certify on the applicant's application that the plat is approved pursuant to RSA 676:4,I(c).

5. Public Hearing (old 7.05)

a. After the application is accepted as complete and prior to approval or disapproval, a public hearing shall be held in accordance with RSA 676:4.I(e). Notice of the hearing shall be given to the applicant, abutters, holders of conservation, preservation or agricultural preservation restrictions, the public and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plat per RSA 676:4.I(d).

b. (old 7.06, 1) Notice of the Design Review Phase or submission of an application shall be given by the Board to the abutters and the applicant by certified mail, mailed at least 10 days prior to the meeting.

c. (old 7.06, 2) In addition, notices shall be posted at least 10 days prior to the meeting at the Swanzey and West Swanzey Post Offices, Town Hall and by publication in the Keene Sentinel.

d. (old 7.06, 3) The notice shall give the date, time and place of the Planning Board meeting at which the application or other item(s) will be formally submitted to the Board, shall include a general description of the proposal which is to be considered, and shall identify the applicant and the location of the site.

e. (old 7.06, 4) If the notice for the public hearing was included in the notice of submission or any prior notice, additional notice of the public hearing is not required. Additional notice is not required of any adjourned session of a hearing provided that the date, time and place of the adjourned session was made known at the prior hearing.

6. Approval (Old section X)

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.

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.

c. Site Plan approval will be valid for one year after the date upon which the board voted to approve provided that:

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.

ii. Development remains in full compliance with the public health regulations and ordinances specified in this section.

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.

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.

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.

7. **Conditional Approval** (old 7.04)

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:

i. are administrative in nature;

ii. involve no discretionary judgment on the part of the Board; or

iii. involve the application's possession of permits and approvals granted by other boards or agencies, such as the Department of Transportation, the Wetlands Board or Water Supply and Pollution Control Division.

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.

c. All other conditions shall require a public (compliance) hearing and notice as provided in RSA 676:4.I(d).

SECTION VIII. GENERAL STANDARDS

1. **Design of development** should conform to the existing natural and manmade environments with as little disturbance as possible.

   a. Site preparation is to be conducted with minimal disturbance to existing vegetation. Stripped topsoil is to be piled and reused on the site where needed. A minimum of four (4) inches of topsoil is to be placed on the disturbed area. The site shall be adequately landscaped, in accordance with a landscape plan approved by the Planning Board. The Planning Board may, in its discretion, require a separate landscaping plan.

   b. Grading and filling must be conducted so that there is no net increase in surface and subsurface drainage toward or across abutting properties unless an easement is obtained from the abutting landowner and recorded in the Cheshire County Registry of Deeds.

2. **Off-street parking and loading requirements**.

   a. Sufficient off-street loading and/or unloading space must be provided, including off-street areas for maneuvering of anticipated trucks or other vehicles. Maneuvering for parking and/or loading areas must not take place on a public street.