



P.O. Box 863
10 Mathes Terrace
Durham, NH 03824
603-868-1848
FAX 603-868-1885

RECEIVED
Town of Durham

FEB 03 2014

Planning, Assessing
and Zoning

3 February 14

Peter Wolfe, Chair
Durham Planning Board
14 Newmarket Road
Durham, NH 03824

Re: Change of Use
Map 2, Lot 12-7

Dear Mr. Wolfe and Board Members,

The Application for Site Plan Review before you is for a Change of Use, specifically the conversion of a one-story wood framed garage located at 10 Mathes Terrace into office space for my architectural practice. At the present time, I occupy space above Durham Dental, formerly the dental offices of Bruce Bragdon and Kevin Dugas, at 10 Mathes Terrace. This is a two story structure that was converted from a single family residence into professional offices approximately 27 years ago. Andrew Rutter, DDS would like to use the space that I have occupied for that same time period for non-patient related office uses.

Our plan is to convert the structured parking space into approximately 600 SF of office space and a bit less than 100 SF of storage for my one-person architectural practice.

I have reviewed site plan issues with Director of Planning, Michael Behrendt, utility connections with Town Engineer, Dave Cedarholm, fire protection issues with Deputy Chief John Powers and construction and building code issues with Director of Zoning and Building Codes, Tom Johnson. I look forward to continuing to work with the Town to develop a project, modest as it may be, that the Town, Dr. Rutter and I can be proud of.

Thank you for your consideration of this proposal.

William B. Schoonmaker, AIA
Schoonmaker Architects



TOWN OF DURHAM
15 NEWMARKET RD
DURHAM, NH 03824-2898
603/868-8064 603/868-8065
FAX 603/868-8033
www.ci.durham.nh.us

RECEIVED
Town of Durham
FEB 03 2014
Planning, Assessing
and Zoning

APPLICATION FOR SITE PLAN REVIEW

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 Board. Filing is to be done at the Planning Office, Durham Town Office Building or by mail to 15 Newmarket Road, Durham NH 03824.

1. Name and mailing address of applicant:

WILLIAM P. SCHOONMAKER
10 MATHES TERRACE
DURHAM, NH 03824
Phone Number: 603.868.1848
Email Address: ARCHITEX@WORLDPATH.NET

2. Name and mailing address of owner of record if other than applicant:

10 MATHES TERRACE, LLC.
10 MATHES TERRACE
DURHAM, NH 03824
Phone Number: 603.868.5129
Email Address: DRROTTER@GMAIL.COM

3. Location of Proposed Project 10 MATHES TERRACE
DURHAM, NH 03824

Tax Map 2 Lot Number 12-7 Zoning District CB

4. Name of Proposed Project CONVERSION OF GARAGE TO OFFICE SPACE

5. Number of units for which approval is sought ONE OFFICE SPACE

6. Name, mailing address and telephone number of surveyor and/or agent:

SEE # 1 ABOVE
Phone Number: _____
Email Address: _____

7. Abutters: Attach a separate sheet listing the Durham Tax Map number, Lot number, name, and mailing address of all abutters, including those across a street, brook or stream. The list of abutters must also include any holders of conservation, preservation, or agricultural preservation restrictions in accordance with RSA 676:4(I)(d). Names should be those of current owners as recorded in the tax records five (5) days prior to the submission of this application. Note: Names submitted on the Request for Preapplication Review may not be current. No application shall be heard unless all abutters as described herein have been notified.

8. Items on the attached Site Plan Review Application Submission Checklist

9. Payment of all applicable fees:

submittal fees	\$ 500.-
advertising/posting costs	150.-
abutter notification (each)	35.-
proposed road (per foot)	
administrative and technical review costs	

TOTAL \$ 685.- pd. 2/3 check # 7087

9. The applicant and/or owner or agent*, certifies that this application is correctly completed with all attachments and requirements, and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Durham, in the site plan review process of this property, shall be borne by the applicant and/or owner.
10. Within five (5) business days of submitting a formal application, the applicant shall meet with the Director of Planning and Community Development to discuss issues related to completeness and acceptance of the application. If this review discloses that all requirements specified on the Site Plan Application Checklist have not been met, the applicant will be notified in writing what specific items are still needed.
11. Prior to the next regularly scheduled meeting of the Planning Board, the applicant, at the discretion of the Director of Planning and Community Development, shall meet with the appropriate Department Heads of the Town of Durham to discuss the implications the application will have on the various Departments of the town.
12. If this application is determined by the Planning Staff to be complete, it will be placed on the Planning Board agenda on FEBRUARY 26 for acceptance.

***If the applicant is an agent of the owner, a separate signed letter from the owner of record is required which clearly states the authority of the agent or representative for this application. If the agent does not have the power of attorney of the owner, all documents shall be signed by the owner.**

"I hereby authorize the Durham 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 Durham ordinances and regulations."

Date 3 FEB 14 Applicant, Owner, or Agent William Schoonman