



**Town of Gilford**  
**DEPARTMENT OF PLANNING AND LAND USE**  
47 Cherry Valley Road, Gilford, NH 03249 Phone: (603) 527-4727 Fax: (603) 527-4731

April 10, 2009

Astoria Properties, LLC  
C/O Greg Kirsch  
11 Corporate Drive  
Belmont, NH 03220

RE:           **Astoria Properties**  
Applicant proposes to construct a 16,031 square foot professional office building on Tax Map & Lot #204-003.009 located at 369 Hounsell Ave in the Lakes Business Park in the Industrial Zone. Site Plan Review. File #2009003345.

**Astoria Properties**  
Applicant is seeking condominium subdivision approval for up to eight (8) units on Tax Map & Lot #204-003.009 located at 369 Hounsell Ave in the Lakes Business Park in the Industrial Zone. Site Plan Review. File #2009003365.

Dear Mr. Kirsch:

At its meeting on Monday, April 6, 2009, the Gilford Planning Board made the following motions regarding the above referenced applications: to accept as complete the Subdivision Application of Astoria Properties LLC for an office condominium project and that the public hearing and Board deliberations be combined with the applicant's Site Plan application for the same project and to approve the above referenced applications with the following conditions:

1. The site plans are approved as submitted with the changes indicated on the plan set marked "Revisions to Original Plans" that has been submitted to the Board at the April 6, 2009 meeting. The applicant shall incorporate all indicated changes into a plan set marked Final Draft to be submitted to staff for review.
2. The pedestrian walkway easement to be included on both plans.
3. Final condominium documents being satisfactory to Town Counsel.
4. The applicant, all condominium unit owners, and the condominium association shall comply with the Declarations of Covenants and Restrictions for Lakes Business Park Phase II as amended from time to time.
5. The applicant may construct up to eight (8) office condominium units in the approved building, and may relocate or eliminate unit dividing walls within the building without further action from the Board, provided that each unit shall comply with all applicable building and life safety codes and that a Building Permit application is submitted and approved for the interior construction of each unit.
6. As-built plans required for each unit prior to any Certificates of Occupancy being issued.
7. Subject to any other federal, state or local approvals that may be required.

When the pertinent above-referenced conditions are met, please submit to the Planning Department:


1. **ONE COPY** of a "Final Draft" large paper plan set for review by staff.
2. When you have been notified the "Final Draft" paper plan has been approved please submit three (3) additional paper copies and a final 11" x 17" copy of the plan to the Planning Department.

**\*\*ATTENTION\*\*** A building permit will not be issued until the final plan has been signed by the Planning Board. All the required state, local or federal permits must be obtained and submitted to the Planning Department prior to Planning Board signature.

This will serve as a reminder that according to Section 20.5 of the Gilford Zoning Ordinance-"Any site plan approval which has not been utilized within one (1) year from the date of approval shall be null and void."

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

  
Stephanie Verdile Philibotte  
Administrative Assistant

CC: Board of Selectmen  
File