Plainfield Planning Board Site Plan Notice

You are hereby notified that **Priscilla Wheeler**, **dba Olde Village Haunt** has filed an application for a site plan review concerned with the establishment of restaurant at #1097 Route 12A. The project received Zoning Board of Adjustment approval in 2014.

A Public hearing on the proposal will be held:

Monday October 26th 2015 At 6:00pm at the Plainfield Town Hall 1079 Route 12A Plainfield Village

This is the final step in the local land approval process. The Planning Board will visit the project site at 5:30pm the night of the hearing. Members of the public are welcome to attend as well.

Note: These hearings are to be held in order to comply with a legal requirement of law (RSA 676:4). Abutters are invited to attend for their own benefit and information; they are not required by law to attend. The application materials are available at the town office and are posted up on the town's website www.plainfieldnh.org/planning.html.

October 14, 2015

Plainfield Zoning & Planning Boards

Wheeler's Project 1097 Route 12A, Case 2014-02

Attachments: Application, notice of decision, site plan, pictures of kitchen, seating area, and outside.

"Olde Village Haunt" Restaurant

(Olde - built in 1830's, Village - in the village, Haunt - A gathering place)

Wheelers have been in Plainfield since 1968, and Robert & I have been here since 1998, and have seen many changes over those years. We have enjoyed becoming part of the community, and helping the community & village to improve.

Robert & I have done all that we could do to make the building and lot look as if it has always been part of the community. To make this happen everything listed below has caused extra cost and time.

- Moved back the building 10 feet, so it would sit more in line with the rest of the buildings on this side of the street.
- New windows and doors that look period correct.
- Siding and wide board at bottom looks as close to period correct or looks similar to the rest of village buildings.
- Use of old boards & beams to keep the look and feeling of the old building in side.

The Olde Village Haunt Restaurant allows more of the community to come in enjoy a great meal, see and visit with some of their neighbors, and make new friends. It also will bring people into town which would also help the other business (gas station, grange, and Smith's auction place).

With the State of NH Fire Marshall & Town Fire Chief occupancy approval for the building & hood, we are starting the New Hampshire State kitchen license process.

The State of New Hampshire Liquor Commission has laws and rules pertaining to restaurants having a full liquor license, and the Olde Village Haunt will comply with these requirements. There are several different formal training that both Robert & I have to go thru with the state to acquire and maintain this license. The Olde Village Haunt is restaurant not a night club or bar.

List of abutting neighbors:

Mac's Happy Acres - 1121 Route 12A

Ronald Bailey – 1103 Route 12A

Merilyn Smith – 9 Peterson Road – PO Box 49

Erin & Paul Yates – 1100 Route 12A

Community Baptist Church – 1094 Route 12A

John Tomlinson – Rental property – 1093 Route 12A

NOTICE OF DECISION

Robert and Pricilla Wheeler PO Box 2 Plainfield, NH 03781 Case 2014-02

Your are hereby notified that the appeal by **Robert and Pricilla Wheeler** for the necessary zoning approval to operate a restaurant (special exception #17) in the Village Residential Zone at #1097 Route 12A has been **granted** by the affirmative vote of at least three members of the Zoning Board of Adjustment.

In granting the appeal the Zoning Board has made the following findings:

- 1) A restaurant use is permitted as a special exception in the Village Residential Zone and is consistent with the general purpose of the zone as stated in the zoning ordinance to "serve as a nucleus of community activity."
- 2) The small lot on which the use is to be located is nonconforming in area. However, the lot coverage has not been made substantially worse with the renovated structure. The Zoning Board determined lot coverage to be approximately 25% depending on the final parking lot configuration.
- 3) The board heard testimony that the relatively short distances to neighbors makes it likely that noise from patrons and the kitchen as well as smells from the dumpster could be offensive unless adequate controls are in place.
- 4) The application is for a restaurant with 25 seats. Hours of operation to be Fri-Sat 12pm-8pm, Sunday 8am-1pm. A maximum of three (3) employees other than the owners.
- 5) Based on its review the zoning board found the application, with conditions, to be compatible with section 5.6 of the Zoning Ordinance.

In granting this approval the Zoning Board has established the following conditions for the project:

- 1) Application to be as amended at the March 10^{th} 2014 meeting and to include only the indoor restaurant use with personal use space for the owners upstairs.
- 2) Applicant shall provide an improved parking plan for at least 11 spaces to the Planning Board for approval.
- 3) Applicant will work with the adjacent neighbors on measures to control noise and odor.
- 4) Site Plan Review approval by the Planning Board.
- 5) A code review by the town's building inspector resulting in an issued certificate of occupancy for the buildings.
- 6) Any expansion of the restaurant or other significant change to the property as determined by the Zoning Administrator shall require a Zoning Board review.

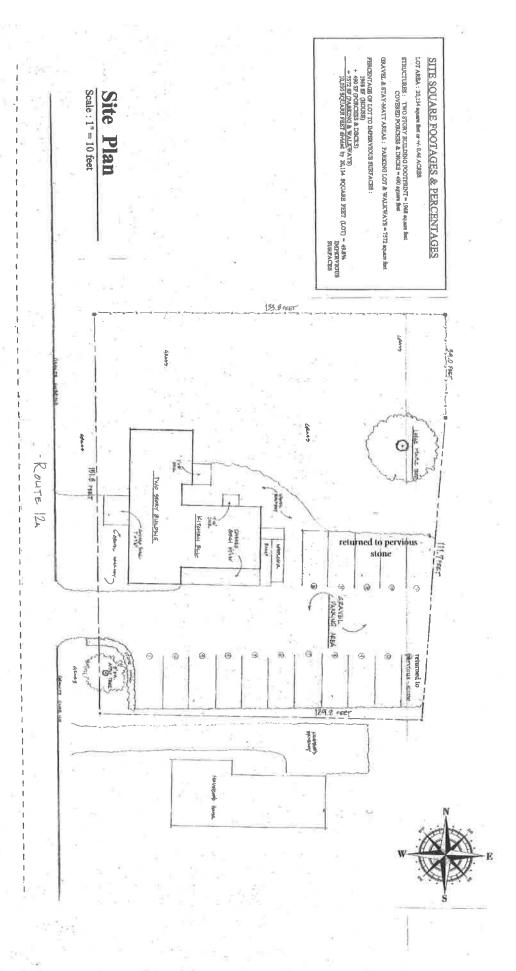
Richard Colburn, Chair

Board of Adjustment

Date

19 Warch 2014

Note: Any person affected has a right to appeal this decision. See New Hampshire Statutes RSA Chapter 677 for details.



ARCHITECTURE

Little Bits of Love, LLC # 1097 Route 12a - Plainfield, NH Due: https://doi.org/10.1001/

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

District 1, 641 Main St, Lancaster, NH 03584 District 2, 8 Eastman Hill Road, Enfield, NH 03748 District 3, 2 Sawmill Rd, Gilford, NH 03249

Conditions:

District 4, 19 Base Hill Road, Swanzey, NH 03446 District 5, 16 East Point Drive, Bedford, NH 03110 District 6, PO Box 740, Durham, NH 03824

APPLICATION FOR DRIVEWAY PERMIT

Pursuant to the provisions of Revised Statutes Annotated, Chapter 236, Section 13 (printed on reverse of application) and amendments thereto, and Declaratory Ruling 2000-01, permission is requested to: (select one): Change from residential to Commercial (Indicate quantity of) 1 driveway entrance(s) to my property on the (select): South side of NH Route 1097 Route 12A In the Town of Plainfield NH 03781 at a location which will meet the requirements for safety specified in said statutes.

The driveway entrance(s) requested is (are) for access to: (select). Other: Business Describe nature and size of industry, business or subdivision: Restaurant 25 Feet (select): North of Utility Pole Number; PSNH193S Feet (select Feet or Miles): North of Road or Junction: Town Tax Map # 12 and Lot # 24 As the landowner (or designated applicant) I agree to the following: 1. To construct driveway entrance(s) only for the bonafide purpose of securing access to private property such that the highway right-of-way is used for no purpose other than travel. 2. To construct driveway entrance(s) at permitted location(s). 3. To construct driveway entrance(s) in accordance with statutes, rules, standard drawings, and permit specifications as issued by the New Hampshire Department of Transportation. 4. To defend, indemnify and hold harmless the New Hampshire Department of Transportation and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit. 5. To furnish and install drainage structures that are necessary to maintain existing highway drainage and adequately handle increased runoff resulting from the land development and obtain all easements thereto. 6. I am the owner or a duly authorized agent of the owner of the parcel upon which the driveway will be constructed. I have provided accurate and complete title and subdivision information concerning the parcel to the Department. I understand that the Department is relying on this information in considering this application and that the Department does not perform independent title research or make judgments about title or access disputes. For new driveway(s), include copy of current deed and, if not the same, previous deed dated prior to July 1, 1971 of the parcel. If this parcel is part of a larger tract subdivided after July 1, 1971, then provide complete subdivision plans and deed history dating back to at least July 1, 1971. Attach sketch or plan showing existing and proposed driveway(s) and the adjacent highway indicating distance to town road, town line, or other readily identifiable feature or landmark and also to the nearest utility pole (including pole numbers) Signature of Landowner (Applicant) 1097 Route 12A Mailing Address Priscilla Wheeler Plainfield NH 03781 Printed Name of Landowner Town/City, State, Zip Code Date: October 7, 2015 Telephone Number(s) 603-709-7038 cell 603-667-3649 Contact / Agent, if not Landowner: FOR OFFICE USE ONLY:
 GPS N =
 GPS W =

 Section:
 Width:
 Speed:

 Right of Way:
 Drainage:
 SLD:

Steve Halleran

From: Priscilla Wheeler [toplesswheels@gmail.com]

Sent: Wednesday, October 14, 2015 2:59 PM

To: Steve Halleran

Subject: Fwd: Attached permit for change in driveway

----- Forwarded message -----

From: Cilla < toplesswheels@gmail.com>

Date: Thu, Oct 8, 2015 at 8:18 PM

Subject: Re: Attached permit for change in driveway

To: David Flynn < DFlynn@dot.state.nh.us >

Dave

Thank you.

Have a great day.

Priscilla.

Sent from my iPad

On Oct 8, 2015, at 1:38 PM, David Flynn < DFlynn@dot.state.nh.us > wrote:

Hi Priscilla,

The ROW is 33-feet from the center of the road.

You may install the sign 35-feet from the center of the roadway (not the centerline markings).

Call me if you need anything.

Thanks.

Dave

David Flynn, EIT Access & Utilities Engineer

NH Department of Transportation

District 2

8 Eastman Hill Road

Enfield, NH 03748

(C) 603.252.0885

(O) 603.448.2654

(F) 603.448.2059

On Oct 7, 2015, at 12:05 PM, Priscilla < toplesswheels@gmail.com > wrote:

1097 route 12A Plainfield NH 03781.

Sent from my iPhone

On Oct 7, 2015, at 11:59 AM, David Flynn < <u>DFlynn@dot.state.nh.us</u>> wrote:

I will have to check out records. ROW widths vary tremendously along every roadway. 33-feet may be the case up the road but it doesn't necessarily mean that width applies at your location.

I wouldn't install the sign until the ROW has been verified by myself. If the sign is installed within our ROW, then the sign would have to be re-installed.

What's the exact address of the business. I can look up the ROW and let you know what the width is.

Thanks,

D

David Flynn, EIT Access & Utilities Engineer

NH Department of Transportation District 2 8 Eastman Hill Road Enfield, NH 03748 (C) 603.252.0885

(O) 603.448.2654

(F) 603.448.2059

On Oct 7, 2015, at 11:30 AM, Cilla < toplesswheels@gmail.com > wrote:

Right now it's measured and marked to be 35' from center line, for dig safe.

The place that is installing it did the church/school up by smiths auction and said 33.

Please let me know so that I can contact dig safe if it's needs to moved.

Thanks

Priscilla

Sent from my iPad

On Oct 7, 2015, at 11:13 AM, David Flynn < <u>DFlynn@dot.state.nh.us</u>> wrote:

Good morning,

Thank you for sending over the permit.

Where will the sign be placed? All signs that are proposed to be installed need to be located outside of the NHDOT Right-of-Way. I would need to research to see what the right-of-way width is at your location before the sign is installed.

Dave

David Flynn, EIT

Access & Utilities Engineer

NH Department of Transportation

District 2 8 Eastman Hill Road Enfield, NH 03748

P: <u>603.448.2654</u> F: <u>603.448.2059</u> Cell: 603.252.0885

email: <mailto:dflynn@dot.state.nh.us>

From: Vicky Sousa

Sent: Wednesday, October 07, 2015 11:03

AM

To: David Flynn; Douglas King

Subject: FW: Attached permit for change in

driveway

From: Priscilla Wheeler

[mailto:toplesswheels@gmail.com]

Sent: Wednesday, October 07, 2015 9:48 AM

To: Vicky Sousa

Subject: Attached permit for change in

driveway

Good morning.

I talked with you this morning about a change in the driveway from residential to commercial.

Attached is the form I found on line.

Please let me know if its the correct one, or if there are any problems on it.

Also Friday October 9th Paint N Place Signs will be installing my restaurant outdoor sign.

Dig Safe has been contacted (20154106801V).

Thanks

Priscilla

TOWN OF PLAINFIELD, NEW HAMPSHIRE 110 Main Street Plainfield, NH 03781

PO BOX 380, Meriden NH 03770 e-mail:plainfield.ta@plainfieldnh.org www.plainfieldnh.org

Telephone (603) 469-3201 facsimile 3642

8/18/2015

NH Department of Health and Human Services Rhonda Thomas Food Protection Section 29 Hazen Drive Concord, NH 03301-6504

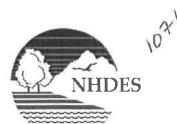
Dear Ms. Thomas

Pricilla Wheeler a.k.a Old Village Haunt has been approved by the Plainfield Zoning Board for a restaurant use at #1097 Route 12A. She is now in the final stages of our local approval process, a site plan review with the Planning Board. Pricilla and her husband Robert have been actively renovating an existing residence into a restaurant for the last two years. Due to the maximum lot coverage requirement in our zoning ordinance of 20% for things like buildings size, walkways, driveway and parking the size of the restaurant has been capped by local regulations at 25 seats. However, the town has no objection if the state reviews the facility for up to the life safety code maximum of 49 occupants (including employees). Pricilla is going to work with our local Planning Board to propose a zoning change that would increase the maximum allowed lot coverage. Should this effort be successful, she could then amend her local approval to possibly adding up to 19 seats (44 total) with 5 employees.

If you have any questions, please do not hesitate to contact me. The town understands that in preparation for her site plan review, Pricilla is pursuing a food service license for the kitchen and an approved septic system design from NHDES to include the necessary components for a commercial kitchen. While there are still some outstanding details, there is general support from the neighborhood and the town government for this project. Pricilla has been working diligently through our local process.

Sincerely,

Stephen Halleran Town Administrator



The State of New Hampshire

Department of Environmental Services



Thomas S. Burack, Commissioner

APPROVAL FOR CONSTRUCTION OF INDIVIDUAL SEWAGE DISPOSAL SYSTEM (ISDS)

AS AUTHORIZED BY THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES, WATER DIVISION PURSUANT TO RSA 485-A, WATER POLLUTION AND WASTE DISPOSAL AND ENV-WQ 1000, SUBDIVISION AND INDIVIDUAL SEWAGE DISPOSAL SYSTEM DESIGN RULES.

APPLICATION APPROVAL DATE: 9/9/2015

I. PROPERTY INFORMATION

Address: 1097 NH ROUTE 12A

PLAINFIELD NH 03781

Subdivision Approval No.: PRE-1967

Subdivision Name: County: SULLIVAN Tax Map/Lot No.: 12/24

Registry Book/Page No.: 1833/536

Probate Docket No.:

II. OWNER INFORMATION

Name: PRISCILLA WHEELER Address: 1097 NH RTE 12A

PLAINFIELD NH 03781

APPROVAL NUMBER: eCA2015090903

III. APPLICANT INFORMATION

Name: THOMAS C DOMBROSKI

Address: 19 MYRTLE ST

CLAREMONT NH 03743

IV. DESIGNER INFORMATION

Name: THOMAS C DOMBROSKI

Address: 19 MYRTLE ST

CLAREMONT NH 03743

Permit No.: 00458

V. SPECIFIC TERMS AND CONDITIONS: Applicable to this Approval for Construction

A. TYPE OF SYSTEM: ENVIROSEPTIC

B. NO. OF BEDROOMS: 0

C. APPROVED FLOW: 905 GPD

D. OTHER CONDITIONS AND WAIVERS:

- 1. This approval is valid for 4 years from date of approval, per Env-Wq 1003.02.
- 2. Approved for; 3 EMPLOYEES EACH @ 35GPD/employee, 4 bar seats @ 20gpd / seat and restaurant with 18 seats @ 40GPD / Seat; total flow 905gpd.
- 3. Approved with a municipal water supply only.
- 4. No waivers have been approved.

Darren K. King Subsurface Systems Bureau

Telephone: (603) 271-3503 Fax: (603) 271-6683 TDD Access: Relay NH 1-800-735-2964

CROSS SECTION OF ENVIRO SYSTEM

TAX MAP 107 LOT 37 SCRD BK. 1833 PG 536 0.464 ACRE EXEMPT PRE 1967 SCALE: 1"=20' NH ROUTE 124 אתפעוא נמער סאסו טאב' פאנפס-מטגוכ גונב נס או (ק-LATERAL SECTION OF POST The state of the s NOT TO SCALE EST SHWT AT 72"+ O-11" DARK BROWN(107R 3/3) LOMM
11-18" DARK TELLOWISH BROWN(107R 3/4) SANDY LOMM
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18-32" DARK BROWN(7:57R 3/4) GRAVELLY SAND; LOOSE 0-18" DARK BROWN(1078 3/5) LOW
18-28" DARK TELLOWISH BROWN(1078 3/6) SANDY LOWN
28-35" DARK YELLOWISH BROWN(1078 3/4) LOWNT SAND
28-35" DARK YELLOWISH BROWN(125Y 4/4) SAND, LOOSE
515-72"+ OLAF BROWN(125Y 4/4) SAND, LOOSE
515-73" OLAF BROWN(1078 3/5) LOWN
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3 EMP-OFTEE @35 GPD/P = 105 GPD
LUNCH & DINNER RESTURANT
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905 GALLON PER DAY ENWRO-SEPTIC SEWAGE SYSTEM DESIGN FOR: PRISCILLA & ROBERT WHEELER PLAINFIELD, N.H. 097 NH. ROUTE 12A MAP 107 LOT



BENEVED AND APPROVED TO ACCOUNT OF THE PROPERTY OF THE PROPERT

VI. GENERAL TERMS AND CONDITIONS: Applicable to all Approvals for Construction

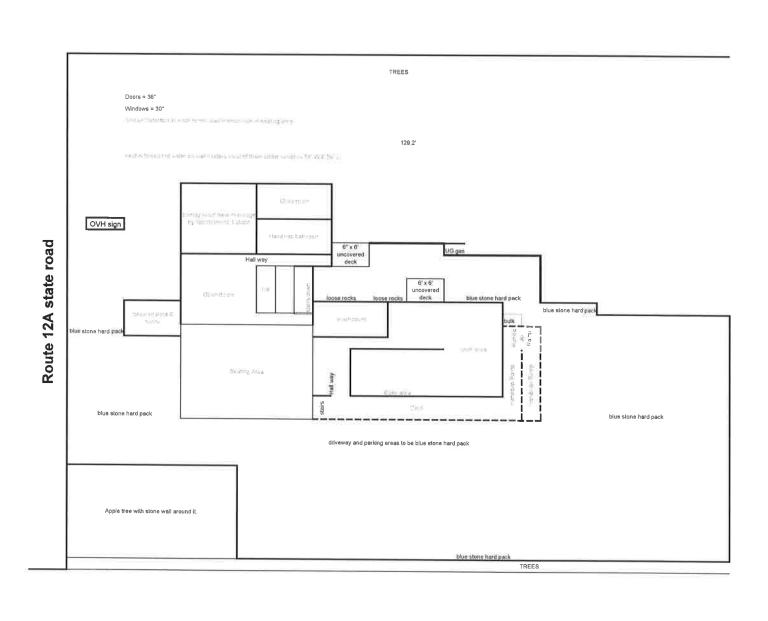
- A. This Approval for Construction is issued to construct the ISDS as identified on Page 1 of this Approval.
- B. This Approval is valid until 9/9/2019, unless an Approval for Operation has been granted.
- C. By exercising any rights under this approval, the parties have agreed to all terms and conditions.
- D. No liability is incurred by the State of New Hampshire by reason of any approval of any Approval for Construction. Approval by the Department of Environmental Services of sewage and waste disposal systems is based on plans and specifications supplied by the Applicant.
- E. The system must be constructed in strict accordance with the approved plans and specifications.
- F. The installed system must be left uncovered and cannot be used after construction until it is inspected and has received an Approval for Operation of Individual Sewage Disposal System (ISDS) by an authorized agent of the Department.
- G. This system must be installed by an installer holding a valid permit. An owner may install the system for his/primary domicile.
- H. This Approval for Construction does not supersede any equivalent or more stringent local ordinances or regulations. State standards are minimal and must be met statewide.

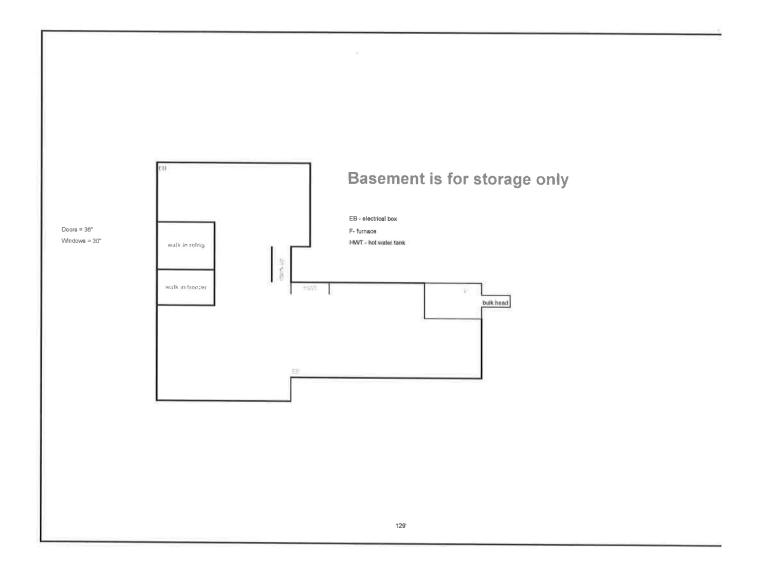
VII. ADDITIONAL OWNERS

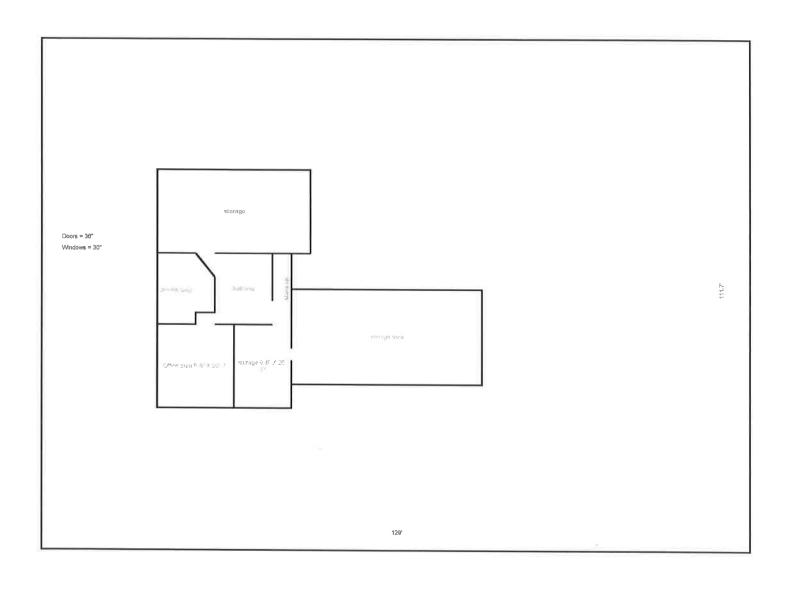
ROBERT WHEELER 1097 NH RTE 12A PLAINFIELD NH 03781

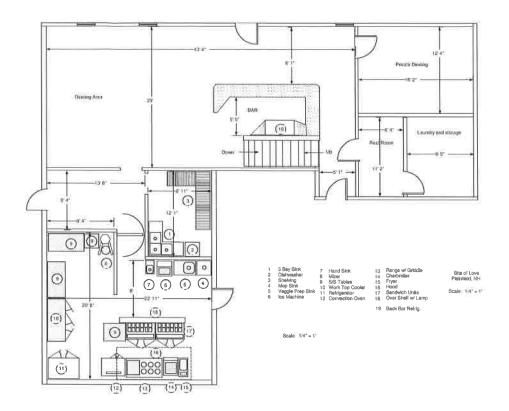
WORK NUMBER: 201503418

APPROVAL NUMBER: eCA2015090903 RECEIVED DATE: August 21, 2015 TYPE OF SYSTEM: ENVIROSEPTIC NUMBER OF BEDROOMS: 0











PLAINFIELD VOLUNTEER FIRE DEPARTMENT P.O. Box 212 Plainfield, NH 03781

July 8, 2015

Mrs. Wheeler,

This letter is to serve as your conditional fire department certificate of occupancy showing you have met the fire codes for the business at 1097 Route 12A, known as Olde Village Haunt.

The basement is to be used for storage only.

The second floor is to be used as an office for the business and for storage only.

The top of the stairway to the second floor needs an approved fire door installed by December 1, 2015.

Until the fire door is installed the door at the foot of the stairs needs to be kept locked.

The maximum number of occupants is forty nine (49).

Sincerely

Frank H. Currier Chief PVFD.

Hoodco Systems Inc.

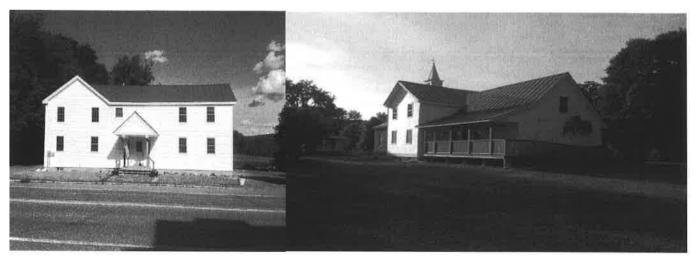
30 Barry Drive Tewksbury, Ma 01876 (978)710-7009 Fax (978)710-7013

Date 5/2/115 This letter is to certify the fire suppression system installed at: Was installed in accordance to NFPA 96, 17A state, local and manufacturers standards and a puff test was performed with the local authorities for final completion. Pre test date: Final puff test date

Installer signature Owners signature Frank H. Curren

Installed By:

License #

















Form FSAPP 02-01-13

STATE OF NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES

MAILTO: BUREAU OF FINANCE/RECEIPTS UNIT-FOOD PROTECTION 129 PLEASANT ST, CONCORD, NH 03301

603-271-4589 FAX: 603-271-4859 TDD Access: 1-800-735-2964 Website: www.dhhs.nh.gov E-mail: foodprotection@dhhs.state.nh.us 2 New

TP Ldb ldb Scn E/H

APPLICATION FOR ANNUAL FOOD SERVICE LICENSE NOTE: Payment to be in the form of a check or money order made payable to Treasurer State of NH. RS-405263 Full Legal Name of Corporation, LLC or Owner(s) Old Village Haunt LLC Priscilla & Robert Wheeler Name of Establishment Old Village Haunt LLC ³Location (Street) 1097 Route 12A (Town, State) Plainfield, NH (Zip) 03781 (Zip) 03781 (Town, State) Plainfield, NH ⁴Mailing Address (if different) 1097 Route 12A ⁶Emergency Contact Telephone # (603) 667-3649 STelephone # of Establishment (603) 709-7038 Email Address toplesswheels@gmail.com Name of Person in Charge at Establishment Priscilla Wheeler 10 Schedule of Operation Friday & Saturday 11:30am to 8PM, Sunday 8am to 1pm 11 Previous Business Name of Astablishment 12 Renting/Space Sharing with another licensee? 13 Type of Ownership ¹⁵Current Establishment # Type of License X New Establishment Current License # Sole Proprietorship Corporation ☐ Conjunction
☐ Limited Liability
☐ Other (Specify) Change in License Class
Change of Ownership Joint Venture Town Water Town Wastewater Yes or No Partnership 18 Number of Seats (indoor) ¹⁹Public Water System/(EPA)_ ²⁰Class of License - check highest class and class category \Box Class A (\$875) Class F (\$150) retail food store - no food prep area (3) food establishment (FE) with 200 coats or more (2) retail food store with 4 or more prep are so wholesalers/distributors TCS food (4) Class B (\$450) on-site vending machines - serving TCS food (5) retail food store with 2-3 food prep areas (1) bakeries which do not serve TCS food / 0 seats (6) Class G (\$100) FE with 100-199 seats (2) SEP 1 0 2015 bar/lounges with no food prep area that serve alcohol (1) Class C (\$350) arena/theater concessions serving non-TCS food (2) retail food store with one food prep area (1) caterers off-site (2) retail food stores serving pre-packaged ice cream only (3) FOOD PROTECTION SECTION FE with 25-99 seats (3) institutions including state, county and municipal institutions (4) DIVISION OF PUBLIC private schools (5) bar/lounges with food prep area (4) HEALTH SERVICES Class D (\$225) senior meal sites (6) X X FE with 0-24 seats (including but not limited to bakeries) (1) sellers of prepackaged frozen USDA meat or poultry (7) fraternities and sororities (2) retail food store - self services (4) Class O (No Charge) servicing areas (6) municipality operated school cafeterias. Class E (\$175) bed and breakfast (1) Definitions ice cream vendors - scooping (2) FE-Food Establishment lodging facilities serving continental breakfast (3) TCS-Time/Temperature Control for food safety * *Submit all Supporting documentation. Incomplete applications will be returned. All applications-Written results of laboratory analysis of water for bacteria, nitrates and nitrites. (n/a if Town Water or Public Water System) 21 New applications only: Floor Plan—Include additional \$75.00 review fee. See Application Form PRAPP 01-01-11. ²¹ New/Change of Ownership: applications-Septic Approvals for Construction and Approvals for Operation (n/a if Town Wastewater) I, (print name & title)^{22,23} Priscilla Wheeler , certify that all information provided in or attached to this application is complete, accurate and up-to-date as of the date specified below. I forther certify that there are no willful misrepresentations of the answers to questions herein, and that I have made no omissions with respect to any of my answers to the questions presented. I understand that it is my responsibility to immediately notify the Food Protection Section with regard to any changes, corrections or updates to the information provided. DATE OF APPLICATION: 25 9/9/2015 SIGNATURE OF APPLICANT: ²⁴ DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY-Plan Review Plan Review Check# Date Received 10 Check Amount 35 Provisional Date Final Date Audit# NH Department of Health & Human Services R:\OCPH\EPNFPS\Group\2013 Applications\2013 Food Service License Application 2-1-13.doc Food Protection Section



Nicholas A. Toumpas Commissioner

> Marcella Jordan Bobinsky Acting Director

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527 603-271-4589 1-800-852-3345 Ext. 4589 Fax: 603-271-4859 TDD Access: 1-800-735-2964 Email: foodprotection@dhhs.state.nh.us



Date: 9/14/2015

Old Village Haunt 1097 Route 12A Plainfield NH 03781

ID:9651

Dear license applicant:

On 09/10/2015, the Food Protection Section received an application and a check from you for your food service establishment. Your application is being returned as there are outstanding requirements for licensure.

• Please complete section 17 on the application and submit any supporting documentation as outline in section 21.

Please submit these materials along with your original application as soon as possible so that we may process your licensing promptly.

Sincerely,
Deb Currier,
Licensing Program Specialist,
Food Protection Section