



**City of Nashua**  
**Planning Department**  
 229 Main Street  
 Nashua, New Hampshire 03061-2019

Planning & Zoning 589-3090  
 WEB www.nashuanh.gov

**APPLICATION FOR PLANNING BOARD ACTION (NCPB)**

**PLEASE NOTE: INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED TO APPLICANT.**

**Check Appropriate Box:**

**Zoning District:**

Site Plan

Subdivision Plan

Consolidation Plan

Conditional Use Permit

Lot Line Relocation

Special Use Permit

I / We, the undersigned, are the owner(s) of real estate at  
 in the City of Nashua, listed as Lot(s) No.  
 propose the following:

Assessor's Sheet(s)

I / We, also hereby authorize the Nashua City Planning Board, its staff and/or agents to enter on  
 and inspect the property proposed for action by this application.

**----- PLEASE LEGIBLY PRINT OR TYPE BELOW SIGNATURES REQUIRED -----**

**Owner's Name:**

Address: City: St: Zip:

Phone No.: Email:

**\*Signature:** Date:

**Applicant's Name:**

Address: City: St: Zip:

Phone No.: Email:

**Signature:** Date:

**Contact Person who will be managing project(s):**

(If not owner, Agent's Name Printed)

Address: City: St: Zip:

Phone No.: Email:

**\*Agents and/or option holders must supply written authorization to submit on behalf of owner(s).**

***STAFF PROCESSING OF THIS APPLICATION AND INCLUSION OF THE PLAN ON THE PLANNING BOARD'S AGENDA DOES NOT INFER ALL PLAN REQUIREMENTS HAVE BEEN SATISFIED OR THAT THE APPLICATION WILL BE ACCEPTED BY THE NASHUA CITY PLANNING BOARD.***

For Office Use Only:	Date Received _____	Fee Paid _____	Check No. _____
	Application Received By _____		

**AFFIDAVIT OF COMPLIANCE PURSUANT TO NASHUA REVISED  
ORDINANCE 190-279 (RR)**

**RE: Site Plan Designation**

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Name of Applicant) (Legal Address)

have applied to the City of Nashua Planning Board for site plan approval for the development of  
land described as \_\_\_\_\_,

(Street Location)

and recorded at the Hillsborough County Registry of Deeds Book \_\_\_\_\_, Page \_\_\_\_\_.

I certify that I am presently in compliance with all State of New Hampshire and United States of  
America laws and regulations regarding land use and environmental issues related to the  
property which is the subject of this site plan or that the site plan approval which I am seeking  
will bring this property into compliance with all such laws and regulations.

I hereby acknowledge by executing this Affidavit that the City of Nashua Planning Board  
or its designee may withhold or withdraw approval for said site plan or any permit sought or  
obtained in regard to this property should I or my successors fail to maintain compliance with the  
above-mentioned State and Federal laws and regulations.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_  
Applicant

**STATE OF**  
**COUNTY OF**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ by \_\_\_\_\_ of \_\_\_\_\_,  
(Applicant's Name) (Applicant's Address)

(Notary Public/Justice of the Peace)

My Commission Expires:

# Technical Review Submittal Contact List

**It is the Applicant's responsibility for submitting a complete set(s) of plans and/or documents to all appropriate departments below.**

## **Preliminary Submittals Requirements:**

- J Please submit to the Planning Department a complete application with 2 sets of plans, 1 copy each of the traffic worksheets/reports, drainage reports, easements, abutter list, etc. A preliminary plan review fee of \$500.00 and an application fee of \$300.00 are due at time of application submittal, checks made out to the City of Nashua.
- J All other department requires one complete set of plans. The Engineering Office requires one copy of the traffic and drainage report and the Traffic Engineer requires one copy of the traffic report.
- J Nashua Fire Rescue will collect a fee for Site Plan Review. Please contact that department at the number below for the amount of the fee. Have plans and fees delivered to Fire Marshal's Office at 177 Lake Street.
- J If you have any questions regarding the submittal process please contact the Planning Department at 598-3090 or [planningdepartment@nashuanh.gov](mailto:planningdepartment@nashuanh.gov)

### Nashua Planning Department (2 Sets)

Linda Panny, Deputy Manager  
229 Main Street  
PO Box 2019  
Nashua, NH 03061-2019  
Phone (603) 589-3110  
Email: [pannyl@nashuanh.gov](mailto:pannyl@nashuanh.gov)

### City Engineering Office (1 Set)

Jeanne Walker, Deputy Manager  
9 Riverside Street  
Nashua, NH 03061-2019  
Phone (603) 589-3123  
Email: [walkerj@nashuanh.gov](mailto:walkerj@nashuanh.gov)

### Traffic Engineer (1 Set)

Wayne Husband, Senior Traffic Engineer  
9 Riverside Drive  
Nashua, NH 03061-2019  
Phone (603) 589-4700  
Email: [husband@nashuanh.gov](mailto:husband@nashuanh.gov)

### Nashua Environmental Health (1 Set)

Heidi Peek, Health Officer  
18 Mulberry Street  
PO Box 2019  
Nashua, NH 03061-2019  
Phone (603) 589-4530  
Email: [peekh@nashuanh.gov](mailto:peekh@nashuanh.gov)

### Nashua Fire Department (1 Set each)

Dan Teague, Fire Inspector/Investigator  
Nashua Fire Marshal's Office  
177 Lake Street  
Nashua, NH 03060  
Phone (603) 589-3460  
Email: [firemarshals@nashaunh.gov](mailto:firemarshals@nashaunh.gov)

Nashua Fire Rescue/Alarm  
70 East Hollis Street  
Nashua, NH 03060  
Phone (603) 594-3651

### Pennichuck Water Works (1 Set)

Richard Philbrook  
Donald Ware, P.E. – Watershed only  
25 Manchester Street  
PO Box 1947  
Merrimack, NH 03054-1947  
Phone (603) 882-5191

### Nashua Regional Planning Commission - Regional impact projects only - (1 Set)

Tim Roache  
9 Executive Park Drive, Suite 201  
Merrimack, NH 03054  
Phone (603) 424-3340  
Email: [timr@nashuarpc.org](mailto:timr@nashuarpc.org)





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229 Main Street  
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Planning & Zoning 603 589-3090  
WEB [www.nashuanh.gov](http://www.nashuanh.gov)

## **Waiver Request Form**

**Project:**

Dear NCPB Chair and Members:

I am requesting the following waiver(s) on the above referenced site plan:

- 1.
- 2.
- 3.
- 4.
- 5.

at the \_\_\_\_\_ meeting of the Nashua City Planning Board.

In accordance with §190-148 this section establishes the rules of procedure for the Planning Board for waiver of site plan standards as set for in part 3 through 6, as authorized by RSA 674:44.III/(e)

Sincerely,

Applicant's Signature

Date

**The applicant shall also submit a letter specifying the section for which a waiver is requested and stating the grounds for the request.**



## NASHUA CITY PLANNING BOARD 2016 Meeting and Deadline Dates

The following deadlines and meeting dates are now in effect:

<u>PRELIMINARY</u>	<u>AGENCY REVIEW</u>	<u>ABUTTER NOTIFICATION</u>	<u>MEETING DATE</u>
December 03	December 14	December 31	January 14
December 23 (Wed)	January 04	January 21	February 04
January 07	January 19 (Tues)	February 04	February 18
January 21	February 01	February 18	March 03
February 04	February 16 (Tues)	March 03	March 17
February 25	March 07	March 24	April 07
March 24	April 04	April 21	May 05
April 07	April 18	May 05	May 19
April 21	May 02	May 19	June 02
May 05	May 16	June 02	June 16
June 02	June 13	June 30	July 14
June 23	July 05 (Tues)	July 21	August 04
July 28	August 08	August 25	September 08
August 25	September 06 (Tues)	September 22	October 06
September 08	September 19	October 06	October 20
September 22	October 03	October 20	November 03
October 06	October 17	November 03	November 17
October 20	October 31	November 17	December 01



## **NASHUA CITY PLANNING BOARD**

### **2017 Meeting and Deadline Dates**

The following deadlines and meeting dates are now in effect:

<b><u>PRELIMINARY</u></b>	<b><u>AGENCY REVIEW</u></b>	<b><u>ABUTTER NOTIFICATION</u></b>	<b><u>MEETING DATE</u></b>
December 01	December 12	December 29	January 12
December 22	January 03 (Tues)	January 19	February 02
January 05	January 17 (Tues)	February 02	February 16
January 26	February 06	February 23	March 09
February 16	February 27	March 16	March 30
March 02	March 13	March 30	April 13
March 23	April 03	April 20	May 04
April 06	April 17	May 04	May 18
April 20	May 01	May 18	June 01
May 04	May 15	June 01	June 15
June 01	June 12	June 29	July 13
June 29	July 10	July 27	August 10
August 03	August 14	August 31	September 14
August 24	September 05 (Tues)	September 21	October 05
September 07	September 18	October 05	October 19
September 21	October 02	October 19	November 02
October 05	October 16	November 02	November 16
October 26	November 06	November 22(Weds)	December 07