



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. PURSUANT TO NRO §190-267 AN ADDITIONAL \$500 REVIEW FEE TO BE PAID AT TIME OF RESUBMISSION

Check Appropriate Box:

Site Plan
 Conditional Use Permit

Subdivision Plan
 Lot Line Relocation

Zoning District:

Consolidation Plan
 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 _____
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§190-267. Fees. [Amended 3-28-2006 by Ord. No. O-06-06; 8-14-2007 by Ord. No. O-07-108]

Planning Board fees. At the time of application submission the applicant will submit plans and reports signed and stamped by a New Hampshire registered design professional as specified along with a plan processing and review fee of \$500. The Planning Department may forward application plans for a peer review or review by an outside consultant selected by the Planning Department. In such case the applicant shall be required to pay the consultant's fee directly to the consultant and the \$500 fee may be waived by the Planning Department. This fee may also be waived by the Planning Department for lot line relocations where no buildable lots are created, or for minor site plan amendments or similar situations. If after review of the plans by the Planning Department or outside consultant the plans do not meet submission requirements the plans shall be sent back to the applicant for correction and resubmission with the requirement for additional plan fee to be paid again when resubmitted for review. This process will continue until such time as the plans are determined complete or acceptable by the Planning Department. Before any subdivision plan or site plan can be placed on the agenda of the Planning Board for action, the following Planning Board agenda and meeting fee shall have been paid.

**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:

- 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.
- 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.
- 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.
- If you have any questions regarding the submittal process please contact the Planning Department at 598-3090 or planningdepartment@nashuanh.gov

Nashua Planning Department (2 Sets)

Linda McGhee Deputy Manager
229 Main Street
PO Box 2019
Nashua, NH 03061-2019
Phone (603) 589-3110
Email: McGheeL@nashuanh.gov

Nashua Fire Rescue (1 Set each)

Adam Pouliot, Fire Marshal
Nashua Fire Marshal's Office
177 Lake Street
Nashua, NH 03060
Phone (603) 589-3460
Email: firemarshals@nashaunh.gov

City Engineering Office (1 Set)

Joe Mendola, Street Construction Engineer
9 Riverside Street
Nashua, NH 03061-2019
Phone (603) 589-3147
Email: kohalmip@nashuanh.gov

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

Traffic Engineer (1 Set)

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

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

Jay Minkarah
9 Executive Park Drive, Suite 201
Merrimack, NH 03054
Phone (603) 424-3340
Email: jaym@nashuarpc.org

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



Nashua Fire Rescue

Fire Marshal's Office

177 Lake Street, Nashua NH 03060-4402
NashuaNH.gov

Adam Pouliot
Fire Marshal
(603) 589-3460
Fax (603) 589-3474

Site Plan Review

The Nashua Fire Marshal's Office reviews all site plans to ensure that emergency vehicle access, water supply and hydrant location is in compliance with all adopted fire and life safety codes. The checklist below is the information we need to have submitted on a plan(s). Please submit to:

Nashua Fire Marshal
177 Lake Street
Nashua, NH 03060
Telephone: (603) 589-3460

If you wish to make an appointment to review your plan prior to a full submittal to all city agencies please contact the Fire Marshal's Office at the number listed above.

Site Plan Location: _____ **Proposed Use:** _____

INFORMATION REQUIRED:

- Size of the building and number of stories
- Type of construction
- Use of the building, Occupancy
- Nearby structures How far _____ Type _____
- Property lines
- Topography or lay of the land
- Automatic Fire Sprinklers
- Fire pump
- Nearest and any proposed fire hydrants showing the water main location and size
- Amount of water available?

Current water flow data (**Within 12 months of construction**) Note: The minimum required fire flow and flow duration for one and two family dwellings shall be 1000 GPM for 1 hour.

- Identify hard surface paths from each exit to the parking lot or driveways

- Apparatus movement travel path overlay including apparatus specification **Shall be shown on the plan**
- Access Roads
- Secondary fire access roads (Gates or chains across the roads are not permitted)
- Will the utilities be underground or overhead
- Will the fire alarm feed be underground or overhead
- Master fire alarm box location
- How will building be identified during and after construction it is complete
- Submit 5 street names for review by our office for any **New Streets** (E911 Addressing Standard applies)
- Fire lanes/No parking signs (See no parking requirements online)
- Is the building going to require rated exterior walls
- Number of Knox boxes required: _____
 - Less than 10,000 sq. ft. (1 Knox Box)*
 - 10,000 to 30,000 sq. ft. (2 Knox Boxes)*
 - 30,000 to 100,000 sq. ft. (3 Knox Boxes)*
 - 100,000+ sq. ft. (4 Knox Boxes)*
- Will there be flammable liquid storage room or shed
- Location of fuel tanks, size, type, etc.

Firm

Phone No.

Email

Date

Print Name

Signature



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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

2020 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>
November 27 (Weds)	December 09	December 26	January 09
December 26	January 06	January 23	February 06
January 09	January 21 (Tues)	February 06	February 20
January 23	February 03	February 20	March 05
February 06	February 18 (Tues)	March 05	March 19
February 27	March 09	March 26	April 09
March 26	April 06	April 23	May 07
April 09	April 20	May 07	May 21
April 23	May 04	May 21	June 04
May 07	May 18	June 04	June 18
May 28	June 08	June 25	July 09
June 25	July 06	July 23	August 06
July 30	August 10	August 27	September 10
August 27	September 08 (tues)	September 24	October 08
September 10	September 21	October 08	October 22
September 24	October 05	October 22	November 05
October 08	October 19	November 05	November 19
October 22	November 02	November 19	December 03