



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 SHALL BE PAID AT TIME OF RESUBMISSION

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. _____ on Assessor's Sheet(s) _____
propose the following: _____

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 _____ Application _____

City of Nashua
Permit Application Fee Schedule

Effective August 14, 2007
In accordance with § 190-267 of the City Land Use Code

Please note that more than one fee may apply to a single application

PLANNING BOARD FEES	
Abutter notification (required for all subdivision, site plan, rezoning, special use permit, and conditional use permit applications)	• Postal fees, plus \$3 per abutter. • \$100 processing fee for postponement due to Applicant error or omission for each subsequent placement of the application on the Planning Board agenda.
Subdivision	• \$500 plan review fee • \$300 application fee • \$110 per each new lot • \$50 Environmental Health review fee
Site plan	• \$500 plan review fee • \$300 application fee • \$110 per new dwelling unit • \$110 per 1,000 square feet or fraction thereof, of new or redeveloped area
Amendments or administrative approvals	• \$300
Rezoning	• \$900
Inspection of site plans & subdivision	• \$100 per each inspection, to be paid prior to the final certificate occupancy being issued.
Research fee	• \$40 for an hour and \$20 for a half hour or portion thereof for research in excess of 15 minutes.
On-site notice of public hearing	• \$15 for each required on-site notification sign. • A \$100 recovery fee shall be paid by the applicant for each sign remaining on the site in excess of seven days after the public hearing.
Special use permit for development of lots with access from paper streets	• \$300 minimum
Conditional use permits	• \$300 minimum

**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: _____

Preliminary Submittal for Technical Review

Preliminary Submittals Requirements:

- The applicant must submit a complete digital file of all materials to the entities listed below.
- The applicant must submit to the Planning Department the following:
 - A complete application
 - 1 set of plans
 - 1 copy of the traffic worksheets/reports, drainage reports, easements, abutter list
 - A preliminary plan review fee of \$500.00 and an application fee of \$300.00
- The applicant must deliver one set of paper plans to all entities listed below. 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 exact amount. Plans and fees must be delivered to Fire Marshal's Office at 70 East Hollis Street.
- If you have any questions regarding the submittal process, please contact the Planning Department at (603) 589-3090 or pb@nashuanh.gov

☐ **Nashua Planning Department (1 Plan Set)**

Sam Durfee, Planning Manager
229 Main Street
PO Box 2019
Nashua, NH 03061-2019
Phone (603) 589-3110
Email: durfees@nashuanh.gov

☐ **Nashua Fire Rescue (1 Plan Set)**

☐ Mike DuVarney, Fire Marshal
Nashua Fire Marshal's Office
70 East Hollis Street
Nashua, NH 03060
Phone (603) 589-3460
Email: firemarshals@nashaunh.gov

☐ **City Engineering Office (1 Plan Set)**

Joe Mendola, Senior Staff Engineer
848 West Hollis Street
Nashua, NH 03062
Phone (603) 589-3124
Email: mendolaj@nashuanh.gov

☐ **Pennichuck Water Works (1 Plan Set)**

☐ Richard Philbrook
☐ Pete Tedder, P.E. – Watershed only
25 Walnut Street
PO Box 428
Nashua, NH 03060
Phone (603) 882-5191

☐ **Traffic Engineer (1 Plan Set)**

Wayne Husband, Senior Traffic Engineer
848 West Hollis Street
Nashua, NH 03062
Phone (603) 589-4700
Email: husbandw@nashuanh.gov

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

Jay Minkarah
30 Temple Street, Suite 310
Nashua, NH 03060
Phone (603) 417-6570
Email: jaym@nashuarpc.org

☐ **Nashua Environmental Health (1 Plan 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

70 East Hollis St, Nashua NH 03060

NashuaNH.gov

Michael DuVarney

Fire Marshal

P: (603)-589-3460

F: (603)-589-6474

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 all plans (electronically) through the Nashua Planning Department:

Planningdepartment@nashuanh.gov

Life Safety / Plan Review Fee (Per Building) – All fees collected at the Planning Department:

Description	Fee
Site plan review, no new structures	\$75.00
Up to 5,000 square feet area	\$100.00
5,001 square feet to 15,000 square feet	\$250.00
15,001 square feet to 25,000 square feet	\$375.00
25,001 square feet to 50,000 square feet	\$650.00
Over 50,000 square feet	\$850.00

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?



Nashua Fire Rescue

Fire Marshal's Office

70 East Hollis St, Nashua NH 03060

NashuaNH.gov

Michael DuVarney

Fire Marshal

P: (603)-589-3460

F: (603)-589-6474

- 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



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

Planning & Zoning 603 589-3090
WEB 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 plant 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.



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

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

NASHUA CITY PLANNING BOARD
2026 Meeting and Deadline Dates

The following deadlines and meeting dates are now in effect:

<u>APPLICATION DEADLINE</u>	<u>TECHNICAL REVIEW</u>	<u>ABUTTER NOTIFICATION</u>	<u>MEETING DATE</u>
November 26 (Wed)	December 08	December 24 (Wed)	January 08
December 11	December 22	January 08	January 22
December 24 (Wed)	January 05	January 22	February 05
January 08	January 20 (Tues)	February 05	February 19
January 22	February 02	February 19	March 05
February 05	February 17 (Tues)	March 05	March 19
February 19	March 02	March 19	April 02
March 26	April 07 (Tues)	April 23	May 07
April 09	April 20	May 07	May 21
April 23	May 04	May 21	June 04
May 14	May 25	June 11	June 25
May 28	June 08	June 25	July 09
June 25	July 06	July 23	August 06
July 23	August 03	August 20	September 03
August 06	August 17	September 03	September 17
August 20	August 31	September 17	October 01
September 03	September 14	October 01	October 15
September 24	October 05	October 22	November 05
October 08	October 19	November 05	November 19
October 22	November 02	November 19	December 03