



Planning Board  
Conservation Commission  
Historic District Commission  
Arts and Culture Commission

**PLANNING & DEVELOPMENT DEPARTMENT**  
**City Hall Annex**  
**33 Wakefield Street,**  
**Rochester, New Hampshire 03867-1917**  
**(603) 335-1338 - Fax (603) 330-0023**  
**Web Site: [www.rochesternh.net](http://www.rochesternh.net)**

## AGREEMENT FOR PRE-CONSTRUCTION MEETING

Applicant's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Date of Planning Board Approval: \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Street Address: \_\_\_\_\_

I, \_\_\_\_\_ hereby agree to the following:

- (1) To schedule a pre-construction meeting with the Planning & Development Department  
(to be set up no less than 1 week in advance of desired meeting date)
- (2) Not to commence any site work until the pre-construction meeting has taken place.

All affected City Departments including Code Enforcement, Fire, Police and Public Works will be notified by the Planning Department and encouraged to attend.

**PLEASE NOTE: BOTH THE APPLICANT (OR HIS/HER AGENT) AND THE CONTRACTOR (OR SITE FOREMAN) MUST BE PRESENT AT THE PRE-CONSTRUCTION MEETING. PRE-CONSTRUCTION MEETINGS ARE HELD ON TUESDAY AND THURSDAY AFTERNOONS. PLEASE CONTACT THE PLANNING & DEVELOPMENT DEPARTMENT AT LEAST ONE WEEK IN ADVANCE OF THE DESIRED MEETING DATE.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
(email address) (Cell Phone Number)

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Scheduled Pre-Construction Meeting: \_\_\_\_\_ Time: \_\_\_\_\_  
(to be filled out by Planning Department)

City of Rochester, NH  
Planning & Development Department  
Pre-Construction Meeting Policy

The City of Rochester Planning Board, as a standard condition of approval for site plans, requires that a pre-construction meeting take place for every approved project prior to the commencement of any site work. The following policies and procedures shall apply:

- I. The purpose of the pre-construction meeting is to assure that all issues related to project design, site work, and construction are clarified prior to any ground disturbance.
- II. It is the responsibility of the applicant to schedule the pre-construction meeting with the Planning & Development Department at least 1 week prior to the desired meeting date. Please note: In order to coordinate the schedules of multiple City Departments, pre-construction meetings shall be scheduled only on Tuesday and Thursday afternoons.
- III. Planning issues include, but are not limited to; erosion and sedimentation controls, protection of natural vegetation, landscaping and irrigation, delineation of limits of ground disturbance, construction process (timeframes, hours of construction), mitigation of potential impacts of construction on abutters, prospective *minor* adjustments in approved plans due to unforeseen circumstances, and as-built site plan requirements.
- IV. Public Works/Engineering issues include, but are not limited to; drainage considerations, erosion and sedimentation controls, installation and connection of utilities, driveway permits, and any additional inspections that may be required.
- V. Building and Codes issues include, but are not limited to; need for additional permits, permit inspections, and any additional approvals that may be required.
- VI. Fire issues include, but are not limited to; fire code compliance and emergency vehicle access to the site.
- VII. Police issues include, but are not limited to; traffic control during construction and job site security.
- VIII. After construction is completed on the project, it is the applicant's responsibility to obtain the required Department signatures on the Certificate of Occupancy sign-off sheet, and to contact the Building & Codes Department for scheduling any required inspections prior to issuance of a Certificate of Occupancy.