



PLANNING & DEVELOPMENT DEPARTMENT

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Planning and Development
Conservation Commission
Historic District Commission
Arts and Culture Commission

SPECIAL DOWNTOWN REVIEW

TO: Applicants for Review
FROM: Planning Department
DATE: December 2014
SUBJ: Application Process for Special Downtown Review Committee

The Special Downtown Review Committee and the Planning staff would like to make the application process as smooth as possible.

Please review the following and contact the Planning Department with any questions.

Boundaries. The boundaries of the Special Downtown District coincide with the "fire limits" established in Chapter 40.13 of the General Ordinances of the City of Rochester. The district includes those areas classified on the Rochester Zoning Map as Downtown Commercial (DC) and Neighborhood Mixed Use (NMU) adjacent to North Main Street up to Washington Avenue and South Main Streets in Rochester proper and Main Streets in the NMU in Gonic and East Rochester.

(b) Regulations and Restrictions - Special Downtown District. The following regulations and restrictions shall apply in the Special Downtown District:

(1) Development within the Special Downtown District shall be exempt from the site plan review process, provided, however, that:

(A) any construction of new structures within the Special Downtown District, and/or

(B) any change to an existing structure or use within the Special Downtown District shall be subject to the site plan review process unless the Planning Director, after consultation with the Code Enforcement Officer, the Commissioner of Public Works, the Fire Chief, the Police Chief, the Economic Development Director, and one representative from the Planning Board appointed by the Board chair certifies in writing to the Planning Board that such proposed construction or change will have no significant adverse impact on the Special Downtown District.

(2) Existing structures and uses are exempt from the parking and loading requirements contained in Article XXVI of this ordinance.

(3) New structures and uses, including changes to existing structures and uses, shall be subject to the parking and loading requirements contained in Article XXVI of this ordinance, provided, however, that where a public parking facility is available within four hundred (400) feet of a structure or use, the specific parking requirements may be determined by the Code Enforcement Officer (or the Planning Board in the case of projects that are referred to the Board) on an individual basis. For the purposes of this section, the term "public parking facility" means a publicly owned off-street parking facility for 10 or more vehicles.

(4) The Planning Board shall be notified within ten (10) days of all projects being reviewed pursuant to this section. At the request of any Planning Board member, any project that has been reviewed, or is being reviewed, under this section may be referred to the full Planning Board for regular site plan review. In the event that a Planning Board member requests in writing that a project be referred to the Planning Board for regular site plan review, the Planning Board shall, within thirty (30) days of the date of the notification provided for in this paragraph, vote as to whether or not regular site plan review of such project shall be required.

(5) There are no Planning application fees or Monumentation fees charged for any projects located in the Special Downtown District (whether reviewed administratively or referred to the Planning Board).



Special Downtown Site Review
City of Rochester, New Hampshire

Date: _____

Property information

Tax map #: _____; Lot #(s): _____; Zoning district: _____; Historic District: yes___no___

Property address/location: _____

Project Name: _____

Property owner

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email address: _____

Applicant/developer (if different from property owner)

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email address: _____

Engineer/surveyor/designer (if applicable)

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email address: _____

Check one:

☐ Nonresidential project

☐ Residential project

Nonresidential projects (if applicable)

Check all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> change of use | <input type="checkbox"/> new building | <input type="checkbox"/> building addition |
| <input type="checkbox"/> new parking area | <input type="checkbox"/> expansion of existing parking area | |
| <input type="checkbox"/> new signage; | <input type="checkbox"/> exterior lighting | <input type="checkbox"/> other site changes |

Describe current use/nature of property: _____

Describe proposed use/activity: _____

Number of employees: _____; Hours of operation: _____

parking spaces: existing: _____; total proposed: _____;

nearest public parking: _____

Current square footage of building _____; Proposed square footage of building _____

Residential projects (if applicable)

Number of existing dwelling units: _____ Total number of proposed dwelling units: _____

New building(s)? _____ Addition(s)/modifications to existing building(s)? _____

Describe current use/nature of property: _____

Describe proposed use/activity: _____

of parking spaces: existing: _____ total proposed: _____

Comments

Please feel free to add any comments, additional information, or requests for waivers here:

Submission of application & acknowledgement about process

This application must be signed by the property owner, applicant/developer (if different from property owner).

**** Please Note:** *All Special Downtown applications are subject to full site plan review at the discretion of the Planning Board.*

Signature of property owner: _____

Date: _____

Signature of applicant/developer: _____

Date: _____

Authorization to enter property

I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

Signature of property owner: _____

Date: _____