



Planning & Development Department
City Hall Annex
33 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1917
(603) 335-1338 - Fax (603) 330-0023
Web Site: <http://www.rochesternh.gov>

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

MEMORANDUM

TO: Prospective Applicants for Site Review

FROM: Planning & Development

DATE: November 2014

SUBJ: Project Narrative Form

We appreciate your interest in opening a business in the City of Rochester and would like to make the application process as simple and pleasant as possible. The first step in our application process is the project narrative form. This form serves as a means for you to communicate with the Planning Department in writing about what you plan to do with the property. In addition, this narrative allows the Planning Staff to determine what (if any) review procedure is appropriate.

Because this narrative is the primary means of determining the scope of the site review that will need to take place, it is important that it contain enough information for a determination to be made.

When you have completed the project narrative form, you can mail it to the address at the top of the page, drop it off at the Planning Department, fax it to us at (603)330-0023, or e-mail it to: jaclyn.millard@rochesternh.gov.

We appreciate your interest in opening a business in Rochester, and wish you the best of luck with your project. Please do not hesitate to contact our office at (603) 335-1338 should you have any questions.

***** Please note project narratives could take up to two weeks to process depending upon the level of review.***



Planning and Development
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.gov

PROJECT NARRATIVE FORM

Date: _____

PROPERTY INFORMATION

TAX MAP #: _____; LOT #('s): _____; ZONE: _____

PROPERTY ADDRESS/LOCATION: _____

NAME OF PROJECT (IF APPLICABLE): _____

APPLICANT

NAME (INCLUDE NAME OF INDIVIDUAL): _____

MAILING ADDRESS: _____

TELEPHONE #: _____ EMAIL ADDRESS: _____

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

NAME (INCLUDE NAME OF INDIVIDUAL): _____

MAILING ADDRESS: _____

TELEPHONE #: _____ EMAIL ADDRESS: _____

Proposed activity

Hours of Operation: _____

Number of employees: _____

Square footage to be used: _____

Is property now vacant: _____

Is there off street parking: _____ If yes, how many spots? _____

Will there be any outside storage, noise, vibration, light or smoke from the proposed use: _____

Proposed Site changes

New building/structure: _____ Addition onto existing building/structure: _____
Alterations to existing building: _____ Demolition: _____ Signage: _____
Site development (other structures, parking, utilities, etc.): _____ Change of use: _____

Proposed project description (use extra sheet if needed): _____

Brief description of previous use (if known): _____

Submission of application

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

I(we) hereby submit this Project Narrative application to the City of Rochester Planning Department and attest that to the best of my knowledge all of the information on this application form is true and accurate. As applicant/developer (if different from property owner)/as agent, I attest that I am duly authorized to act in this capacity.

Signature of applicant: _____ Date: _____

Signature of property owner: _____ Date: _____