CONDITIONAL USE PERMIT APPLICATION

Planning & Community Development Department · City of Manchester, New Hampshire

Please print legibly. Please note that this form must be completed by the property owner.

Submission Date:
September 30, 2020

Is the Conditional Use Permit associated with a Site Plan, Planned Development, or Subdivision?

- ☒ Site Plan
- ☐ Planned Development
- ☐ Subdivision
- ☐ Not Applicable

What is the purpose of the Conditional Use Permit?

- ☐ Use
- ☒ Parking Reduction
- ☐ Accessory Dwelling Unit
- ☐ Special Lot Size in the R-2 District

Location/Address of Property:

147 Walnut Street

Tax Map/Lot No(s): 18/23

Zoning District: C-1

Ward: 2

Has this project gone to the ZBA?

- ☒ Yes Case # Pending
- ☐ No

Property Owner (For additional owners, please submit separate forms.)

Name: Roman Catholic Bishop of Manchester; c/o Cronin, Bisson, Zalinsky, P.C.; John Cronin, Esq.

Address: 153 Ash Street, Manchester, NH 03104
722 Chestnut St., Manchester, NH 03104; Attn: John Cronin, Esq.

Phone: (603) 624-4333

E-mail address: jcronin@cbzlaw.com

Agent

Name: Currier Museum of Art; c/o Orr & Reno, P.A.; Laura Hartz, Esq.

Title and company, if any:

Address: 150 Ash Street, Manchester, NH 03104
45 S. Main Street, Concord, NH 03301; Attn: Laura Hartz, Esq.

Phone: (603) 223-9128

E-mail address: lhartz@orr-reno.com

Have all required application fees been submitted? ***(Refer to Appendix A)*** ☐ Yes ☐ No
Have all required application materials been submitted? ***(Refer to Appendix F)*** ☐ Yes ☐ No
Have written requests been submitted for all waivers sought? ☐ Yes ☐ No

Certification, Permission, and Authorization: *As the owner of the property that is the subject of this application, I hereby certify that the above information is correct and that I have submitted herewith all documentation required by Appendices A and F or requested a waiver in writing for any documentation not submitted. I hereby permit City of Manchester officials and staff to enter onto the property to inspect it as part of this application. I hereby authorize the person or entity listed herein as the Agent to represent my interests before the City in connection with this application.*

Signature of Property Owner, Trustee, or Officer (Not Agent)

Alan Chong, Director and CEO of the Currier Museum of Art

Printed Name and Title, if any

DO NOT WRITE BELOW THIS LINE – for Planning and Community Development use only.

Materials submitted:

- ☐ Written Description
- ☐ Plans (Full Sized–22" X 34")
- ☐ Reduced Plans
- ☐ Abutters List
- ☐ Application Fees
- ☐ Postage Fee
- ☐ PDF Files
- ☐ Deeds
- ☐ Criteria Addressing Article 12 of Zoning Ord.
- ☐ Other _____

Fees:

Application Fee: _____

Add. Review Fees: _____

Abutter Notices: _____

Total: _____

Conditional Use Project Number:

Receipt Stamp:

APPENDIX F

APPLICATION CHECKLIST FOR CONDITIONAL-USE PERMIT REVIEW

I. SUBMISSION ITEMS

☒ Application form signed by the applicant and owner of record of the property;

☒ Abutter List including the names and mailing addresses of all abutting owners of record as defined in RSA 672:3;

☒ The application shall be accompanied by a check or cash to include all fees required by Appendix A;

☒ 6 copies of a plot plan or site plan drawn to scale that shows the existing conditions of the property and any proposed changes to the property, including the lot, building, parking (8.5’ x 18.5’), setbacks, driveways, streets, etc.;

☒ 1 copy of the deed with description of lot. (Deed prior to 1965 if a new building or a subdivision.);

☒ 1 copy of the tax map and a current property card, which may be purchased from the Assessor's Office, located at One City Hall Plaza-West Wing, Manchester, NH 03101;

☒ 6 copies of the floor plans, models or pictures of the proposal. Elevations are required for any new construction (including additions);

☒ 1 signed affidavit from the owner, if the owner is not the applicant and the agent;

n/a ☐ A list of all tenants in the building and the square footage used by each tenant;
No tenants proposed, owner occupied.

☒ 1 copy of a letter to the Planning Board addressing items in Article 12.05 Hearing and Decision (A-H) of the Zoning Ordinance for the City of Manchester.

II. DIGITAL FILE FORMAT

☒ All plans must be submitted as a PDF file, one file for each plan. They are in addition to and do not replace any current submission requirements. Accompanying documentation or updated information supplied after submission must also be accompanied by a CD-ROM containing the amended or new information in PDF format. This digital format will be kept in the Planning Department digital files and may be used to send plans to Planning Board Members, abutters, peer review engineers, and all other interested parties.