



Business Coach

A Guide to Development in Manchester

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Department of Planning & Community Development
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Introduction

Welcome to the City of Manchester!

The following guide is designed to give anyone seeking permits to develop or improve property in Manchester an overview of the development process. Because development in general can be complex, it is important to understand the process as well as the specific requirements, departments and personnel involved in the process. The goal is to help the business owner, the developer and the property owner navigate the process so that projects can be completed within a reasonable period of time.

Regulations such as the Zoning Ordinance, the Subdivision and Site Plan Regulations and the Building Codes guide the growth of the City and are designed to make Manchester both an attractive and safe community where people want to live, work and play. This guide is intended to help the community understand the requirements necessary to successfully develop property, but is not a replacement for the aforementioned documents.

If there is one aspect of this guide that needs to be stressed, it is that there are people within the Planning and Community Development Department – as well as other City Departments – who are both capable and willing to help you with the process. The earlier you contact us with your proposal, the sooner we can cooperatively identify and address any issues and together, work toward a successful solution.

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I. Preliminary Discussions

For individuals with limited experience, development can be a complex and frustrating process. The more information available on properties or projects, the easier it is for everyone involved. The City can help identify the necessary information early on and reduce the potential for delay.

An early meeting with the staff can save time and money. Key department staff have considerable experience with the process, have knowledge regarding many of the properties in the City and have an understanding of the development of land in general. You may also require professional assistance given the complex and technical nature of land development. For significant projects, it is likely that you will require the services of a civil engineer, surveyor, and/or architect.

Many questions can be answered at this early stage:

- Is the property properly zoned for my project?
- What regulatory reviews or approvals are needed before building permits can be issued?
- Will I have to go to the Zoning Board of Adjustment and/or the Planning Board?
- Is the property in an Historic or other Design Review district?
- What do the Heritage Commission, the Millyard Design Review Committee, and the Arena Overlay Design Review Committee need for information?
- Are there aspects of the property that will require special attention?
- When in the process should I apply for a building permit?
- What timetables will apply to this project?

**** We encourage you to take advantage of early contact with staff. ****

II. Formal Submission

Following preliminary discussions, an application for a permit or regulatory approval is formally submitted to the Planning & Community Development Department (PCD). Application forms and requirements are available on request, or on the City's website. The Planning Division provides the staff support for the regulatory procedures associated with the Zoning Board of Adjustment and the Planning Board.

Regulatory Approvals:

Zoning Applications

When an applicant is denied a building permit because the proposal would violate a provision of the Zoning Ordinance, he/she may consider an appeal to the Zoning Board of Adjustment (ZBA). A complete application with supporting documents and fees is required in order for the appeal to be placed on the next available meeting agenda.

- A Public Hearing is required and a Business meeting typically follows immediately after.
- The ZBA typically acts on the night of the hearing.
- The deadlines are listed on the "Planning & Zoning Calendar"
- The fees are outlined under the "Application/Permit Fees Schedule"

II. Formal Submission (continued)

Subdivision Applications

A Planning Board submission is required where land is divided or property lines are adjusted. It may also include review of public improvements for major subdivisions with new streets.

- A Public Hearing is required before the Planning Board.
- The Planning Board must act within 60 days of acceptance.
- The deadlines are listed on the "Planning & Zoning Calendar"
- The fees are outlined under "Application/Permit Fees Schedule"

Site Plan Applications

A Planning Board submission is required in most cases where new buildings are proposed or expanded and sometimes in cases of a change in use of the property.

- A Public Hearing is required before the Planning Board.
- The Planning Board must act within 60 days of acceptance.
- The deadlines are listed on the "Planning & Zoning Calendar"
- The fees are outlined under "Application/Permit Fees Schedule"
- Appeals of decisions are to the Superior Court.

Planned Developments

A Planning Board submission is required where there is more than one principle building or use proposed on a single lot.

- A Public Hearing is required before the Planning Board.
- The Planning Board must act within 60 days of acceptance.
- The deadlines are are listed on the "Planning & Zoning Calendar"
- The fees are outlined under "Application/Permit Fees Schedule"

Merger of Lots

An application to merge adjacent parcels may be required to facilitate development.

- This action does not require a Public Hearing.
- There are no deadlines for submission.
- The fees are outlined under "Application/Permit Fees Schedule"

Conditional Use Permit

Some land uses are permitted in certain zoning districts only when authorized by the granting of a Conditional Use Permit by the the Planning Board. The Planning Board may grant a CU Permit when it finds that such use can be developed under the provisions of Article 12 of the Zoning Ordinance.

- A Public Hearing is required for CU permits.
- The Planning Board must act within 60 days of acceptance.
- The deadlines are listed on the "Planning & Zoning Calendar"
- The fees are outlined under "Application/Permit Fees Schedule"

II. Formal Submission (continued)

Rezoning Applications

The Board of Mayor and Aldermen considers all requests for rezoning applications.

- Requests are made to the Board of Mayor and Aldermen through the office of the City Clerk.
- A Public Hearing before the Board of Mayor and Aldermen is required.
- An Aldermanic Committee - the Committee on Bills on Second Reading - considers the requests and provides a recommendation to the full Board.
- While the applications are processed through the City Clerk's Office, questions may be directed to the Planning & Community Development Department Deputy Director of Planning & Zoning.
- Fees are outlined in the "Application/Permit Fee Schedule"

Millyard Design Review Committee & Arena Overlay Design Review Committee

The Millyard Design Review Committee reviews permit applications for most exterior building modifications, for new buildings or additions and for signage within the Amoskeag Millyard Mixed Use District (AMX). The Arena Overlay Design Review Committee reviews permit applications for most exterior building modifications, for building additions, and for signage within the Arena Overlay District. These districts are delineated on the City's zoning map.

- Meetings by the appropriate committee are scheduled upon receipt of an application;
- The appropriate committee reports its findings and recommendations within 30 days to the Director of PCD.

Heritage Commission

The Heritage Commission reviews permit applications for any exterior building modifications, for building additions, and for signage within the Amoskeag Corporation Housing Historic District (ACH). The Heritage Commission also reviews requests for demolition of buildings within the Amoskeag Millyard Mixed Use District (AMX)

- The Heritage Commission has regularly scheduled meetings.
- A building permit may be issued only upon approval of an application by the Heritage Commission.

Conservation Commission

Applications should be submitted to the Conservation Commission when any development has potential impact to the City of Manchester's natural resources, including wetlands, streams, river banks, and other environmentally sensitive areas.

- The Conservation Commission generally holds monthly meetings.
- The Commission may request a presentation by the applicant's engineer and may make recommendations to the Zoning Board and Planning Board.

III. Technical Review Committee

The Technical Review Committee (TRC) is composed of various City Departments and is established to coordinate review of applications and to provide input to the Planning Board on the suitability of these applications. The TRC is composed of representatives of the following departments: Planning, Fire, Highway, and the Manchester Water Works. As may be warranted depending on the scope of the project, representatives of the Traffic Division, Airport Authority, Health Department, Conservation Commission, Parks, or other departments may be invited to participate in the review.

Projects subject to the TRC are Planned Developments, Subdivisions, Site Plans, and Conditional Use Permits.

- Plans and details are distributed to the individual departments of the TRC, either prior to or following application to the Planning Board. A determination will be made as a result of review comments whether the project is complete, thorough and ready for Planning Board acceptance.

Certain projects, such as large residential developments, fast food establishments or other projects with a measurable traffic impact on the street system will require a traffic study. Prior to undertaking such a study, the planning staff will coordinate a traffic scoping meeting to determine the extent of the study.

Submitting prior to the Planning Board can be the most productive way of flushing out potential problems and can at times save the applicant time and money. You may contact the Planning & Community Development Department for further information.

**** PCD Staff will organize a meeting of the TRC at the request of an applicant at any time.***

IV. Planning Board Public Hearing

Per State Statute, the Planning Board holds hearings on submitted applications to allow abutters the opportunity to hear about the project, ask questions or raise concerns. Hearings are normally scheduled for the first Thursday of each month (see "Planning & Zoning Calendar"). Staff can generally give an applicant guidance on what to expect at the Public Hearing.

The public hearing is normally held on the same night that an application is accepted. The applicant and abutters shall be notified not less than ten (10) day prior to the date of the hearing in accordance with NH RSA 676:4.

V. Staff Analysis & Recommendation

Following the public hearing, the staff will analyze the application and review any of the issues raised at the hearing. It is a good idea to develop a "punchlist" of issues and questions to review with the staff. Outstanding issues must be resolved prior to the staff preparing a recommendation for the Board. Staff works with various City departments to insure coordination of reviews and will normally wait for "sign-offs" from appropriate departments prior to preparing a recommendation.

Please note that the agenda is posted on the Friday prior to the meeting of the Planning Board. Therefore, any additional information or documentation that the staff needs to complete the recommendations must be submitted to the staff in advance of the dates that the agendas are posted.

VI. Planning Board Action

In most cases, the Planning Board conducts only one Public Hearing on a project. However, in complex cases with multiple issues, the Board may continue the hearing to the following month. The Planning Board often acts on an application at the next business meeting following the hearing. If there are unresolved issues, it may take longer for the Board to act. In instances where issues have not been resolved, the applicant may request an extension beyond the 60 day time limit for Board action.

Within 60 days of acceptance of an application, the Board may grant Conditional Approval or Final Approval of the application. Should the proposal be denied, the Board will notify the applicant of such action and shall state the reasons for such action in the Board records in accordance with NH RSA 676:4. In granting a Conditional Approval, the Board may specify in its action the time period within which such approval shall be considered valid.

A "Notice of Decision" letter will be sent to an applicant outlining any conditions of approval once the Planning Board has acted on a proposal. The Board may require that deed restrictions be placed on property in order to carry out specific conditions.

Following action by the Planning Board, the staff will work with the applicant and other stakeholders to insure issues are resolved prior to the staff signing off on plans.

Once approval has been granted by the Planning Board, the applicant should be working with the Building Regulations Division staff within the Planning and Community Development Department in preparation for the building permit. A copy of the signed plan will be kept on file and copies are sent to the TRC members as well as the applicant.

Per State Statute, approved subdivision plans are to be recorded at the Hillsborough County Registry of Deeds prior to selling lots and prior to obtaining building permits. Other approved plans do not need to be recorded unless the applicant has other reasons to do so. The City of Manchester does not require site plans to be recorded

VII. Building Permit Application

An early review of construction plans and design criteria with the Building Regulations staff can be very helpful in identifying issues by establishing up front the basic code related considerations such as:

- Use Group Classification(s)
- Height and Area Limitation
- Mixed Use Design Options
- Fire Rated Separations
- Means of Egress
- Fire Protection Systems
- Accessibility

These discussions can help clarify requirements and can ultimately save time and money during the construction process. Building permits are required for the construction of new buildings, the renovation, alteration or demolition of existing buildings, as well as changing the occupancy of a building or portion thereof from one use to another.

The Building Regulations Division of the Planning and Community Development Department also regulates, through the permit process, the erection of accessory structures such as swimming pools, sheds, fences, garages, decks, pavement, signs, and antennas. The department is also responsible for issuing permits for bazaars and yard sales.

A building permit application for a new or substantial renovation may consist of the following:

- A completed application form and filing fee (see Application/Permit Fees Schedule)
- The submission of plans and specifications, including:
 - approved site plans
 - full construction plans (architectural, structural, plumbing, electrical, mechanical)
 - Geotechnical (soils) report (where applicable)
 - Grade certificate and sewer availability form (Highway Department)
 - Water availability form (Water Works)
 - Energy Code compliance certification.

Note: *Depending on the scope of the project, plans and reports may need to be certified by design professionals licensed to practice in the State of New Hampshire.*

VIII. Plan Review and Permits

Building

Once the application is complete, a plan review is conducted by the Building Regulations Division in the order of receipt. This review consists of the following steps:

- The site plan and use are checked for zoning compliance by the Plans Examiner (includes determination of compliance with Flood Plain and Historic District regulations).
- The Plans Examiner reviews construction documents for compliance with State Building Code.
- If discrepancies are identified, comments are generated and relayed to the applicant.
- The nature and scope of the project may dictate the need for review by other City agencies such as the Fire Department and/or Health Department.

For minor impact projects complying with all zoning requirements, the review process typically requires about three to five working days after receipt of a completed application. For larger projects, the review process typically requires about ten to fifteen working days after receipt of a completed application. Review time can vary depending on:

- The scope of the project
- The volume of permits pending
- The completeness of the application materials
- The applicant's timeliness in responding to comments.

When plan review comments are addressed and permit fees paid, the permit is approved and issued.

Note: Detailed reviews of plumbing, electrical and mechanical plans are done by the individual inspectors for those trades.

Signage

Submission of a permit application/fees with a graphic representation, exact position, and a master inventory of all signage is required for all new signage

IX. Construction Inspections

Same day inspections are scheduled by phone between 7:30 a.m. and 8:30 a.m. for the morning inspections, and again from 12:30 p.m. to 1:30 p.m. for the afternoon inspections. Contractors must speak directly with the inspectors when making these appointments, and should call the Building Regulations and Code Enforcement Division line at: (603) 624-6475

A rough inspection is required prior to closing walls, ceilings or floors for the following:

- Footings/Foundation/Framing/Insulation
 - Contact Building Inspector
- Plumbing (in ground and above)
 - Contact Plumbing Inspector
- Electrical (in ground and above)
 - Contact Electrical Inspector
- Mechanical (heating, ventilating and air conditioning)
 - Contact Mechanical Inspector

Final inspections are required prior to a building or space being occupied. These include:

- Building (finishes, means of egress, ADA compliance, fire protection systems)
- Plumbing (fixtures and systems)
- Electrical (fixtures and systems)
- Mechanical (HVAC systems)
- Life Safety/Fire Protection (sprinkler and alarm systems, means of egress)
 - Contact Fire Department
- All exterior site improvements depicted on approved plans must be inspected prior to a Certificate of Occupancy

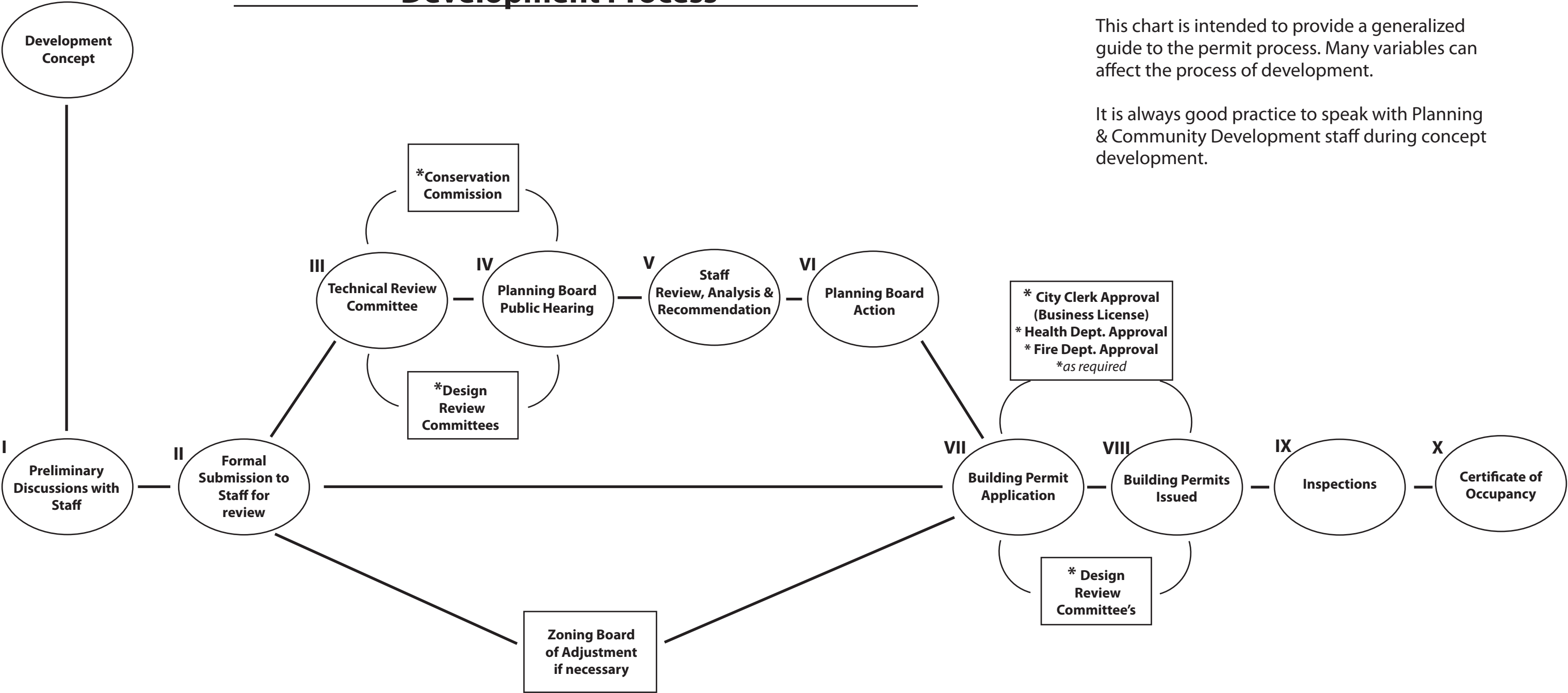
X. Certificate of Occupancy

A Certificate of Occupancy is issued for new construction, substantial renovations, and changes in use of structures. When all final inspections are completed and approved, the Certificate of Occupancy is ready for issue. Please note that prior to the issuance of a Certificate of Occupancy, any outstanding impact fees due must be paid and all conditions of approvals must be met, including on-site and off-site improvements and any development agreements.

The process and procedures outlined in the above pages apply to the construction of new buildings. The same steps can be applied to major building renovations and alterations. The scope and complexity of a project will dictate the level of plan submittals necessary for review and permitting.

It should be noted that commercial development may result in the need for a business license. The Office of the City Clerk must sign off pending compliance prior to the Certificate of Occupancy issuance. To determine if your business needs a license to operate, contact the Business Licensing and Enforcement Division in the Office of the City Clerk. (603) 624-6348

Development Process



This chart is intended to provide a generalized guide to the permit process. Many variables can affect the process of development.

It is always good practice to speak with Planning & Community Development staff during concept development.

Note: For further information on these outlined steps of development, please refer to the corresponding number in this guide.

*Review and Comments from the Conservation Commission and/or the Design Review Committee's may be necessary prior to a Planning Board Hearing, or prior to the issuance of building permits. The need for these approvals is dependant on physical location/environment, Zoning District, or Overlay Districts.

The Following is a Detailed List of Steps Associated with these Common Developments:

New Construction: Residential (6 units or less):

1. Submission of a completed Building Permit application including but not limited to Grade Certificate, Water Release, Site/Plot Plan, Deed/Recorded Subdivision, Complete Set of Plans, etc. (checklist available)
2. Plan review for Zoning and Building Code compliance
 - Any Zoning or Building Code non-compliances must be resolved before permits can be issued.
3. Submit Permit Fees
4. Permit Issuance
5. Begin Construction
6. Inspections by Staff (see Section IX)
7. Submit Impact Fees
8. Request for Certificate of Occupancy (see Section X)

New Construction: Commercial or Residential (greater than 6 units):

1. Preliminary discussions with staff
 - Identify scope of proposal with whatever conceptual plans are available (applicant)
 - Determine what regulatory approvals may be necessary. (ie., Planning Board, Zoning Board, Design Review for the Millyard or Arena Overlay Districts, etc.)
 - Identify potential issues, and suggest solutions
2. Formal submission to staff
3. Regulatory approval(s)
 - For a detailed description, see Section II
4. Application for building permits:
 - Submission of plans for Code Review (allow 3-15 days, depending on the project scope)
 - When all code issues are resolved and fees paid, permit(s) can be issued and work can begin
5. Inspections (see Section IX):
 - Requests for inspections are the responsibility of the owner or his/her designee.
 - All inspections required under the permits issued, including those required by other departments such as Fire, Health and Highway, must be final or approved with conditions prior to occupancy.
6. Certificate of Occupancy (see Section X):
 - Requests for C.O. is the responsibility of the owner or his/her designee.

The Following is a Detailed List of Steps Associated with these Common Developments:

Commercial Addition/Alteration/ Renovation:

1. Preliminary discussions with staff
 - Identify scope of proposal with whatever conceptual plans are available (applicant)
 - Determine what regulatory approvals may be necessary. (ie., Planning Board, Zoning Board, Design Review for the Millyard or Arena Overlay Districts, etc.)
 - Large additions, change of use and significant modifications of previously approved Site Plans may require regulatory approval as noted in the Subdivision/Site Plan Regulations.
2. Formal submission to staff
3. Regulatory Approval (if applicable)
 - For a detailed description, see Section II
4. Application for building permits (see Sections VII & VIII):
 - Submission of plans for Code Review (allow 3-15 days, depending on the project scope)
 - When all code issues are resolved and fees paid, permit(s) can be issued and work can begin.
5. Inspections (see Section IX):
 - Requests for inspections are the responsibility of the owner or his/her designee.
 - All inspections required under the permits issued, including those required by other departments such as Fire, Health and Highway, must be final or approved with conditions prior to occupancy.
6. Certificate of Occupancy (see Section X):
 - Requests for C.O. are the responsibility of the owner or his/her designee.

Restaurant Development:

1. Preliminary discussions with staff:
 - Identify scope of proposal with whatever conceptual plans are available (applicant)
 - Determine what regulatory approvals may be necessary. (ie., Planning Board, Zoning Board, Design Review for the Millyard or Arena Overlay Districts, etc.)
 - Identify potential issues, and suggest solutions.
2. Formal Submission to staff
3. Regulatory approvals, if applicable (see Section II)
4. Application for building permits (see Sections VII & VIII):
 - Submission of plans for Code Review (allow up to 10 days, depending on the project scope)
 - Plans to include a stamped approved floor plan and equipment list from the Health Department.
***NOTE:** Specific attention should be paid to exhaust hood and make-up air requirements*
 - When all code issues are resolved and fees paid, permit(s) can be issued and work can begin.
 - Place of Assembly permit may be required by the Fire Department.
5. Inspections (see Section IX):
 - Requests for inspections are the responsibility of the owner or his/her designee.
 - Health Department requires sign off from individual inspectors. This completed form is required before issuance of the Certificate of Occupancy.
 - Business Licensing and Enforcement Division of the City Clerks Office is required before issuance of the Certificate of Occupancy.
 - All inspections required under the permits issued, including those required by other departments (Fire, Health, Highway), must be final or approved with conditions prior to occupancy.
6. Certificate of Occupancy (see Section X):
 - Requests for C.O. are the responsibility of the owner or his/her designee.

Frequently Asked Questions:

1. Why do I need a permit?

Permits are required under City Ordinances and State Statute. They ensure that work is done per building code standards.

2. When do I need a permit?

A permit is required whenever you are demolishing, constructing, reconstructing, converting, altering or occupying a building, including any plumbing, heating, and/or electrical work. Paving, roofing, siding, window replacement, pools, sheds and erecting signs also require permits.

3. How and where do I get a permit?

Applications are available at the Planning & Community Development Department located at One City Hall Plaza, West Wing, Manchester, NH. Plumbing, heating, electrical and sign permits are available online.

4. How long does it take to get a permit, and how long is it good for?

Some permits can be issued immediately while others may require review and approval by the respective inspector. Normal processing is 3-5 business days with 7-10 business days allowed for larger and/or commercial projects. Once a permit is approved, work must be initiated within six months and completed within twelve months. Inspections by the appropriate City inspectors are required to ensure the quality of work and compliance with codes.

5. What inspections are required and how do I schedule one?

Inspections are determined by the type of project submitted and by the appropriate inspector. Typically a "rough" inspection (prior to covering up the work) and a Final inspection are required for each permit issued. Inspections must be scheduled directly with an inspector between 7:30 - 8:30 am for south & east locations and 12:30-1:30 pm for north and west locations. An application number is required when requesting an inspection.

6. What is a Certificate of Compliance?

A Certificate of Compliance is a document issued by the Planning & Community Development Department attesting that the residential rental dwelling, dwelling unit or rooming house, upon inspection, is found to be in compliance with Chapter 150 of the City of Manchester Code of Ordinances.

7. What building codes do you enforce?

Currently the State enforces the 2009 editions (with amendments) of the International Residential Code, International Building Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, International Plumbing Code, the 2011 Edition of the National Electrical Code, and the International Existing Building Code.

8. How do I know in which Zoning District the property is located?

While the official Zoning Map is in the Planning & Community Development Department, you can access GIS maps through the City website and obtain the zoning for your property.

9. Can I expand my driveway for additional parking?

Article 10 of the City Zoning Ordinance has comprehensive guidelines on "Off-Street Parking and Loading Requirements". Section 10.09 specifically deals with "Limited Use of Yard Areas for Parking". Provided you can meet those requirements of location and layout, a permit can be issued to expand your parking.

10. How do I find the requirements of an exhaust hood in my new restaurant, and are there other types of required mechanical systems related to exhaust hoods for which building permits are also needed?

A building permit is required not only for a kitchen exhaust hood, but also for the related compensatory "make-up air" system. A third permit, issued by the Fire Department, is also required for an associated fire suppression system. For health and safety reasons, these mechanical and fire suppression systems need to work in harmony with each other and the question of what size and type they should be can only be answered by consulting with competent exhaust hood, HVAC, and ANSUL (fire suppression) professionals. As a first step, you may wish to consult with the Planning & Community Development Department's mechanical systems expert to understand the scope of these issues and the importance of these systems.

Application & Permit Fee Schedule

In addition to the fees below, all applications and permits have a **\$25 non-refundable** processing fee.

Planning Board Applications

Site Plan / Planned Development

Residential -	\$250 Base Fee; plus \$100 Flat Rate For Each New Dwelling Unit
Non-Residential-	\$250 Base Fee; plus \$100 Flat Rate For Each 1,000 SF of New Gross Floor Area

Subdivision	\$250 Base Fee; plus \$100 For Each New Buildable Lot Created
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Notice of Merger	\$75 Base Fee
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Conditional Use Permit	\$150 Base Fee
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Zoning Board of Adjustment Applications

Non-conforming Use Variance	
Non-conforming Multi-Use Variance	
Non-conforming Planned Developments	
Non-Conforming Subdivisions	
Unaccepted Way	\$350 Fee

All Other Variances	
Special Exceptions	
Administrative Appeals	
Equitable Waivers	
Rehearings	\$200 Fee

Subsequent Applications	
Motion for Rehearing	\$35 Fee

Permits

Please note that building permits, sign permits, and associated fees are listed on the Planning & Community Development website under Building Regulations and Permit Applications.

Request for Rezoning

A Fee of \$300 is required, payable at the City Clerk's Office.

City of Manchester, New Hampshire Development Contacts – City Personnel

Planning & Community Development Department Leon L. LaFreniere, AICP, Director Pamela H. Goucher, AICP, Deputy Director of Planning & Zoning Matthew (Max) Sink, Deputy Director of Building Regulations Karl Franck, Plans Examiner Don Veilleux, Building Inspector Bill Glennon, Mechanical Inspector Richard (Dicky) Guilbert, Electrical Inspector Jack Vaillancourt, Plumbing Inspector	603.624.6450
Board of Assessors Robert Gagne, Chief Assessor	603.624.6520
Office of the City Clerk Matthew Normand, City Clerk	603.624.6455
Manchester Economic Development Office	603.624.6505
Department of Public Works Kevin A. Sheppard, P.E., Director Tim Clougherty, Deputy Director Dave Winslow, P.E., Subdivision Engineer	603.624.6444
Environmental Protection Division Fred McNeil, P.E., Chief Sanitary Engineer	603.624.6341
Traffic Division James Hoben, Deputy Director	603.624.6444
Health Department Timothy Soucy, MPH, Public Health Director	603.624.6466
Manchester Water Works David Paris, P.E., Director Guy Chabot, P.E., Distribution Division Manager	603.624.6494
Fire Department James Burkush, Fire Chief Mitch Cady, Fire Prevention Peter Lennon, Fire Prevention Rick Clement, Fire Prevention	603.669.2256
Police Department David Mara, Police Chief	603.668.8711

The 2013 Planning & Zoning Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
JANUARY		1 HOLIDAY	2 <i>ZBA Notice</i>	3 <i>PB Hearing 6 PM</i>	4	5	6
	7 <i>February PB Public Hearing Deadline</i>	8	9	10 <i>ZBA 6 PM</i>	11 <i>PB Agenda Posted</i>	12	13
	14	15	16	17 <i>PB Business Meeting* 6PM</i>	18	19	20
	21 HOLIDAY	22 <i>February ZBA Submission Deadline</i>	23	24	25 <i>PB Abutter Notices Mailed</i>	26	27
	28	29	30	31	1 <i>PB Agenda Posted</i>	2	3
FEBRUARY	4 <i>March PB Public Hearing Deadline</i>	5	6 <i>ZBA Notice</i>	7 <i>PB Hearing 6 PM</i>	8	9	10
	11	12	13	14 <i>ZBA 6 PM</i>	15 <i>PB Agenda Posted</i>	16	17
	18 HOLIDAY	19 <i>March ZBA Submission Deadline</i>	20	21 <i>PB Business Meeting* 6PM</i>	22 <i>PB Abutter Notices Mailed</i>	23	24
	25	26	27	28	1 <i>PB Agenda Posted</i>	2	3
	4 <i>April PB Public Hearing Deadline</i>	5	6 <i>ZBA Notice</i>	7 <i>PB Hearing 6 PM</i>	8	9	10
MARCH	11	12	13	14 <i>ZBA 6 PM</i>	15 <i>PB Agenda Posted</i>	16	17
	18 <i>April ZBA Submission Deadline</i>	19	20	21 <i>PB Business Meeting* 6PM</i>	22 <i>PB Abutter Notices Mailed</i>	23	24
	25	26	27	28	29 <i>PB Agenda Posted</i>	30	31
	1 <i>May PB Public Hearing Deadline</i>	2	3 <i>ZBA Notice</i>	4 <i>PB Hearing 6 PM</i>	5	6	7
	8	9	10	11 <i>ZBA 6 PM</i>	12 <i>PB Agenda Posted</i>	13	14
APRIL	15 <i>May ZBA Submission Deadline</i>	16	17	18 <i>PB Business Meeting* 6PM</i>	19 <i>PB Abutter Notices Mailed</i>	20	21
	22	23	24	25	26 <i>PB Agenda Posted</i>	27	28
	29	30	1 <i>ZBA Notice</i>	2 <i>PB Hearing 6 PM</i>	3	4	5
	6 <i>June PB Public Hearing Deadline</i>	7	8	9 <i>ZBA 6 PM</i>	10 <i>PB Agenda Posted</i>	11	12
	13	14	15	16 <i>PB Business Meeting* 6PM</i>	17	18	19
MAY	20 <i>June ZBA Submission Deadline</i>	21	22	23	24 <i>PB Abutter Notices Mailed</i>	25	26
	27 HOLIDAY	28	29	30	31 <i>PB Agenda Posted</i>	1	2
	3	4	5 <i>ZBA Notice</i>	6 <i>PB Hearing 6 PM</i>	7	8	9
	10 <i>July PB Public Hearing Deadline</i>	11	12	13 <i>ZBA 6 PM</i>	14 <i>PB Agenda Posted</i>	15	16
	17 <i>July ZBA Submission Deadline</i>	18	19	20 <i>PB Business Meeting* 6PM</i>	21	22	23
JUNE	24	25	26	27	28	29	30

Calendar Subject to Change

11/5/2012

* Second Planning Board Public Hearing may be held, depending on applications received.

Application & Materials for the Planning Board or Zoning Board must be received by 3:00 pm on Deadline Day.
Meetings are held in the Aldermanic Chambers of City Hall.

The 2013 Planning & Zoning Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
JULY	1	2	3 <i>ZBA Notice</i>	4 HOLIDAY	5 <i>PB Abutter Notices Mailed</i>	6	7
	8 <i>August PB Public Hearing Deadline</i>	9	10	11 <i>ZBA 6 PM</i>	12 <i>PB Agenda Posted</i>	13	14
	15 <i>August ZBA Submission Deadline</i>	16	17	18 <i>PB Public Hearing & Business Meeting* 6PM</i>	19 <i>PB Abutter Notices Mailed</i>	20	21
	22	23	24	25	26 <i>PB Agenda Posted</i>	27	28
	29	30	31 <i>ZBA Notice</i>	1 <i>PB Hearing 6 PM</i>	2	3	4
AUGUST	5 <i>September PB Public Hearing Deadline</i>	6	7	8 <i>ZBA 6 PM</i>	9 <i>PB Agenda Posted</i>	10	11
	12	13	14	15 <i>PB Business Meeting* 6PM</i>	16	17	18
	19 <i>September ZBA Submission Deadline</i>	20	21	22	23 <i>PB Abutter Notices Mailed</i>	24	25
	26	27	28	29	30 <i>PB Agenda Posted</i>	31	1
	2 HOLIDAY	3 <i>October PB Public Hearing Deadline</i>	4 <i>ZBA Notice</i>	5 <i>PB Hearing 6 PM</i>	6	7	8
SEPTEMBER	9	10	11	12 <i>ZBA 6 PM</i>	13 <i>PB Agenda Posted</i>	14	15
	16 <i>October ZBA Submission Deadline</i>	17	18	19 <i>PB Business Meeting* 6PM</i>	20 <i>PB Abutter Notices Mailed</i>	21	22
	23	24	25	26	27 <i>PB Agenda Posted</i>	28	29
	30	1	2 <i>ZBA Notice</i>	3 <i>PB Hearing 6 PM</i>	4	5	6
	7 <i>November PB Public Hearing Deadline</i>	8	9	10 <i>ZBA 6 PM</i>	11 <i>PB Agenda Posted</i>	12	13
OCTOBER	14 HOLIDAY	15 <i>November ZBA Submission Deadline</i>	16	17 <i>PB Business Meeting* 6PM</i>	18	19	20
	21	22	23	24	25 <i>PB Abutter Notices Mailed</i>	26	27
	28	29	30	31	1 <i>PB Agenda Posted</i>	2	3
	4 <i>December PB Public Hearing Deadline</i>	5 HOLIDAY	6 <i>ZBA Notice</i>	7 <i>PB Hearing 6 PM</i>	8	9	10
	11 HOLIDAY	12	13	14 <i>ZBA 6 PM</i>	15 <i>PB Agenda Posted</i>	16	17
NOVEMBER	18 <i>December ZBA Submission Deadline</i>	19	20	21 <i>PB Business Meeting* 6PM</i>	22 <i>PB Abutter Notices Mailed</i>	23	24
	25	26	27	28 HOLIDAY	29 <i>PB Agenda Posted</i>	30	1
	2 <i>January PB Public Hearing Deadline</i>	3	4 <i>ZBA Notice</i>	5 <i>PB Hearing 6 PM</i>	6	7	8
	9	10	11	12 <i>ZBA 6 PM</i>	13 <i>PB Agenda Posted</i>	14	15
	16 <i>January ZBA Submission Deadline</i>	17	18	19 <i>PB Business Meeting* 6PM</i>	20 <i>PB Abutter Notices Mailed</i>	21	22
DECEMBER	23	24	25 HOLIDAY	26	27 <i>PB Agenda Posted</i>	28	29
	30	31	1 HOLIDAY				

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11/5/2012

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growthmanagement/subsite/2012cal

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