

CITY OF MANCHESTER ARENA OVERLAY DISTRICT APPLICATION FOR BUILDING PERMIT DESIGN REVIEW

CHECK ALL APPLICABLE ITEMS BELOW	MDRC USE ONLY
CHANGES TO EXTERIOR OF BUILDING	DATE APPLICATION FILED W/ PLANNING DEPT. / /
SITE WORK	ARENA DESIGN REVIEW MEETING DATE(S) / /
SIGNING	DATE ARENA FILES FINDING W/ PLANNING DIRECTOR / /
NEW CONSTRUCTION	MORE ARENA DESIGN REVIEW MEETING DATES(S) / /
OTHER	/ /
OTHER	MISC

PLEASE PRINT IN THIS SECTION

STREET NAME AND ADDRESS NUMBER OF INVOLVED PROPERTY:	TAX MAP	LOT NO.
1. _____	_____	_____
2. _____	_____	_____
NAME OF PROPERTY OWNER(S)	PROPERTY OWNER MAILING ADDRESS	TELEPHONE NO.
(APPLICANT NAME – IF OTHER THAN OWNER)	MAILING ADDRESS	TELEPHONE NO.
NAME OF APPLICANT’S AGENT (IF OTHER THAN APPLICANT)	MAILING ADDRESS	TELEPHONE NO.
1. _____	A. _____	
2. _____	B. _____	
APPLICANT E-MAIL ADDRESSES (1, 2)	OTHER CONTACT INFO (A, B)	

DESCRIPTION OF BUILDING PERMIT PROPOSAL: (Use additional space as necessary on backside of application form, or Description may be entirely submitted on a separate, attached, document. Include sufficient detail so that all elements of the proposal are described):

PRESENTATION MATERIALS (MDRC use only):

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____

Signature of Owner(s): 1 _____ 2 _____	(Staff Use Only)	
	Planning Director	
	Applicant	
Date: / /	Misc 1:	
Misc 2:	Misc 3:	

PLEASE NOTE:

1. THE ARENA OVERLAY DISTRICT DESIGN REVIEW COMMITTEE MEETS AT THE CALL OF THE DIRECTOR OF THE CITY OF MANCHESTER PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT. PLEASE CALL THE PLANNING DEPARTMENT (603-624-6450) TO SCHEDULE OR CONFIRM YOUR REVIEW OR MEETING DATE.

2. BECAUSE DESIGN REVIEW IS A REQUIRED PART OF THE CITY OF MANCHESTER BUILDING PERMIT PROCESS FOR MOST PROPOSED OUTDOOR CONSTRUCTION PROJECTS IN THE ARENA OVERLAY DISTRICT, THE ARENA OVERLAY DISTRICT DESIGN REVIEW COMMITTEE WILL NOT SCHEDULE AN APPLICATION FOR REVIEW OF BUILDING PERMIT PROPOSALS UNTIL AFTER THE APPLICANT HAS:
 - ① APPLIED TO THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT FOR A PERMIT TO DO THAT SAME WORK;
 - ② SUBMITTED THIS ARENA OVERLAY DISTRICT DESIGN REVIEW APPLICATION (NOTE: THIS IS A SEPARATE APPLICATION FORM FROM THE BUILDING PERMIT APPLICATION);
AND
 - ③ THE APPLICANT ENSURES THAT ONE OF THE FOLLOWING TWO CRITERIA IS SATISFIED:
 - THIS "CITY OF MANCHESTER ARENA OVERLAY DISTRICT APPLICATION FOR DESIGN REVIEW" IS SIGNED AND DATED BY THE PROPERTY OWNER(S), OR
 - THE APPLICATION IS ACCOMPANIED BY A WRITTEN STATEMENT FROM THE PROPERTY OWNER(S) CERTIFYING THAT THE APPLICANT/AGENT LISTED ON THE FRONT PAGE OF THIS APPLICATION IS THEIR REPRESENTATIVE. THIS STATEMENT MUST BE SIGNED AND DATED BY THE PROPERTY OWNER(S).

- NOTE: **INFORMAL PRELIMINARY REVIEW:** PRIOR TO THE SUBMISSION OF A FORMAL ARENA OVERLAY DISTRICT APPLICATION FOR DESIGN REVIEW, THE APPLICANT MAY WISH TO INFORMALLY DISCUSS PRELIMINARY DESIGN IDEAS WITH THE ARENA OVERLAY DISTRICT DESIGN REVIEW COMMITTEE. SUCH SESSIONS ARE UNOFFICIAL IN NATURE AND NO LEGALLY BINDING VOTES CONCERNING MATERIALS OR INFORMATION REVIEWED ARE TAKEN. FURTHERMORE, NO ARENA OVERLAY DISTRICT DESIGN REVIEW COMMITTEE MEMBER, OR GROUP OF MEMBERS, IS BOUND BY ANY OPINION, EXPRESSION, OR STATEMENT MADE DURING SUCH A SESSION.

ADDITIONAL SPACE FOR DESCRIPTION OF BUILDING PERMIT PROPOSAL