



OLD VALUES - NEW HORIZONS
 COMMUNITY DEVELOPMENT
 3 North Lowell Rd, Windham, New Hampshire 03087
 (603) 432-3806 / Fax (603) 432-7362
 www.WindhamNH.gov

Planning Board
Application for Workforce Housing-FINAL

Name of Project _____ (Map – Block – Lot) _____

Zoning District(s) _____

Property Owner _____ Property Owner Phone _____

Property Owner Fax _____ Property Owner Email _____

Property Owner Mailing Address _____

Agent (If different from Property Owner) _____

Agent Fax _____ Agent Email _____

Agent Mailing Address _____ Phone _____

Submission Requirements for FINAL Application:

- a. A Final Application may not be submitted until the Conceptual Consultation and Design Review Phases have been concluded by the Planning Board, per **Sections 619.5.1-2**.
- b. **619.5.3.1** The application shall include the statutory intent statement filing per *NH RSA 674:60(I)*
- c. **619.5.3.2.1** The applicant must submit a list of requested conditional use permits (CUP) needed, including justification of their necessity and effectiveness in contributing to affordability.
- d. **619.5.3.3** Any variances required must be obtained prior to final application. If variances have been granted, include copies of all Notices of Decision with your application.
- e. **619.5.3.6** The application must include the rationale and approach to meeting the definition of Workforce Housing per the State requirements and this ordinance [**Section 619**].
- f. **619.5.3.8** Assurance of continued affordability shall be provided for at least 30 years from the date of Planning Board final approval, or in accordance with State law, whichever is more restrictive. Assurances may include but are not limited to deed restrictions, restrictive covenants, and association documents. Drafts of all documents will be required for review at the time of final application.

-----**Staff Use Only**-----

Received by: _____ Date _____ Case# _____

Application Fee:* Check# _____ Escrow:* Check# _____

*See adopted fee sheet for required fee amounts

16 Copies of Final Materials Received: Y/N Date of Planning Board Hearing _____

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Submission Requirements for FINAL Application (Continued):

- g. A third party shall monitor the compliance with resale and rental restrictions on the Workforce Housing Units, as referenced in the NH Finance Authority publication (June 2010 or as may be amended) "Meeting the Workforce Housing Challenge: A Guidebook for NH Municipalities," per **Section 619.5.3.9**. Provide assurance that this will be enforced appropriately.
- h. Provide assurance that all provisions of **Section 619.6 Conditions of Approval** will be met.
- i. Provide acknowledgement that all provisions of **Section 619.7 Development Standards** will be met.

Note: In accordance with *NH RSA 674:60 (III)*, the Planning Board, at the time of approval, shall determine the period of time in which an applicant may submit evidence on the cost of complying with conditions and restrictions contained within the Board's approval, provided that it is not less than thirty (30) days.

The following must be submitted in order for your application to be considered complete:

- A letter, and any related materials, describing in detail how the proposal meets the submission requirements as detailed in the previous section of this application.
- Seventeen (17) copies of the complete plans set
- Completed Abutter's List and 2 sets of Mailing Labels.
- All required fees. See adopted Department fees for costs

Owner's Concurrence – The owner concurs in the representation by the agent agrees that the information presented is accurate, agrees to the Windham Planning Board review process, and requests the Planning Board approval of the above identified Workforce Housing Plan.

Owner's Signature

Date

Agent's Request – The Agent seeking a Final Workforce Housing Review requests that the Planning Board review the attached information. This information presented by the Agent is to the best of his/her knowledge in accordance with the Town of Windham Zoning Ordinance and Site Plan Regulations and all revisions thereof.

Agent's Signature

Date

Abutter List

Please print the names and legal mailing addresses of all abutters taken from the Town Assessor's records not more than 2 weeks prior to submitting this information. In accordance with RSA 672:3, an abutter is defined as any person whose property adjoins or is directly across the street or stream from the property subject to this application. Also include the mailing information for the applicant, property owner and any professionals (engineers, lawyers, etc.) involved with the application.

DO NOT WRITE IN SHADED AREAS

Map	Block	Lot	Name	Mailing Address
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	
			Do Not Write in Shaded areas	

Two copies of mailing labels must also be submitted.