

**GORHAM, NH PLANNING BOARD  
APPLICATION FOR SITE PLAN REVIEW**

**INSTRUCTIONS:**

1. Carefully read Zoning Ordinance and Site Plan Review Regulations.
2. Complete this application.
3. Determine whether or not your project meets the criteria for Minor Site Plan Review.

FOR MINOR SITE PLAN REVIEW, you may submit this application with a self-prepared plan, clearly drawn at a scale no smaller than 1" to 20' on an 8 1/2" x 11" or larger sheet of paper, illustrating the proposed alterations, along with a written description of the proposal. Drawings must contain an approximate scale, and arrow indicating the general direction of north. The site plan must be drawn reasonably to scale, and the drawing and written description must contain enough detail to enable the Board to determine compliance with these regulations. Setbacks must be indicated, along with features surrounding the proposed alteration sufficient to provide the Board with an understanding of the context of the proposed alteration. The Planning Board may require such additional other information as it deems necessary in order to apply the regulations contained herein.

FOR ALL OTHER PROJECTS, please complete the Checklist for Site Plan Applications and provide the required information as applicable. (For Final Application, Checklist must be complete.)

4. Compile abutters list containing the names and addresses of all abutters as indicated in Town records not more than five (5) days before the day you will file this application; names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions; and names and business addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any exhibit.
5. Submit all required information, and a check payable to the Town to cover filing fees, mailing, advertising, and other costs at least 21 days before the regular monthly meeting.

FOR MORE INFORMATION PLEASE CALL 603-466-3322.

PROPERTY INFORMATION

Map # 45 Lot # 22 Property Address 115 Main Street  
Lot Size .33 Acres \_\_\_\_\_ Sq. Ft. Zoning District Commercial A

APPLICATION TYPE

Minor? Yes  No \_\_\_\_\_  
Preliminary Plan (Design Review)  Final Approval

CONTACT INFORMATION

Owner's Name: Steve & Liz Jackson  
Mailing Address: 13 McFarland St.  
Gorham, NH 03591  
E-mail: \_\_\_\_\_ Phone 603-723-6111

AGENT, if applicable (Landowners may designate an agent (relative, surveyor, or real estate broker, etc.) to represent them during the application process)

Name: Alyssa Doucette  
Mailing address: 50 Chase Rd.  
Bethel, ME 04217  
E-mail: am-bretan@yahoo.com Phone 603-828-4251

PROJECT DESCRIPTION

Please describe existing use of the property, square feet of building, # of dwelling units:

The west side of the building is occupied by a restaurant (The Bear)  
The east side was previously occupied by a restaurant (Libby's Bistro)

Please describe proposed use of the property, square feet of building, # of dwelling units:

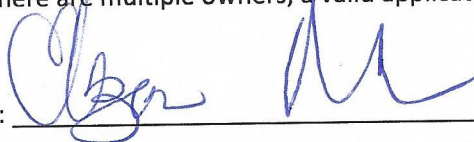
The Bear restaurant will continue to occupy the west side. I'm  
proposing to occupy the east side with a retail flower shop.


SIGNATURES

I hereby declare that:

1. I have examined this application, including the accompanying exhibits and to the best of my knowledge and belief, it is true and complete.
2. The Agent listed (if any) is authorized to represent me in the application process.
3. Members of the Gorham Planning Board and its agents, including consultants and Town employees, are hereby authorized to enter the property for the purpose of evaluating this application, including for the purposes of a publicly noticed site visit, and if approved, for performing any inspection deemed necessary by the Board or its agents to ensure conformance with conditions of approval and conformance of the on-site improvements with the approved plan and all other applicable ordinances and regulations.

NOTE: If there are multiple owners, a valid application requires the signature of each owner.

Signature:  Date: Nov 29, 23

Signature:  Date: 11/29/23



11/29/2023

Site Plan Review

115 Main Street

Gorham, NH 03581

Parcel ID: GORM M:U5 L:22 Zone:CA

Lot Area: .33 acres

Submitted by Alyssa Doucette on behalf of Steve & Liz Jackson

I am proposing to open a retail flower and plant shop in the east side of 115 Main Street, previously occupied by Libby's Bistro restaurant. The building will not incur any structural or electrical changes with this change of use. All building elements will remain as they are.

The front portion of the east side of the building will serve as a store front, the middle portion will serve as a work/storage room, and the eastern most side/porch room will serve as a space for occasional workshops. The total square footage that I am proposing to use/change the use of is 1,434 sq ft.

Parking will remain in the existing Main Street parking spots. Foot traffic will be less than what Libby's Bistro brought in because the space will not be filled with guests as a restaurant would be. I will be using the existing sign and refacing it with the new name of the shop.

Thank you for your consideration,

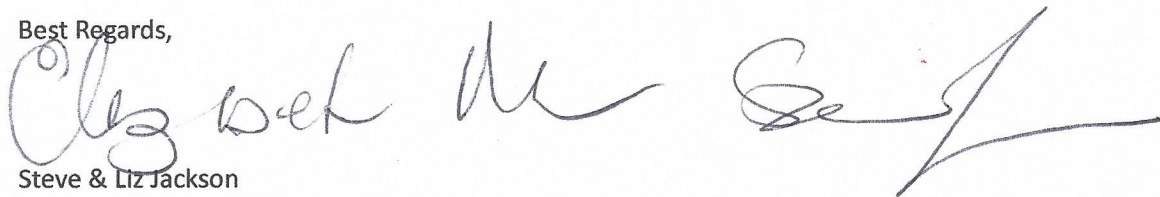
Alyssa Doucette

Steve & Liz Jackson  
115 Main Street  
Gorham, NH 03581  
RE: Site Plan Review  
12/7/2023

Dear Town of Gorham,

We give permission for Alyssa Doucette to submit the site plan review for us for our 115 Main Street location in Gorham as we have leased the space to her to open a retail flower shop.

Best Regards,

A handwritten signature in cursive script, appearing to read "Steve & Liz Jackson", written in black ink.

Steve & Liz Jackson

**TOWN OF GORHAM, NH**  
**CHECKLIST FOR SITE PLAN APPLICATIONS**

Applicant Name: Steve & Liz Jackson Map # 45 Lot #: 22  
Angela Doucette

Using the Applicant column, please check off each item below that is contained in your application or write "NA" if you feel the item does not apply to your application.

Please note that the Board may require such additional information as it deems necessary to evaluate your application in relation to the Site Plan Review Regulations.

Applicant	For Planning Board Use	
✓	✓	
✓	✓	
✓	_____	
_____	_____	
✓	_____	
_____	_____	
_____	_____	
✓	_____	
✓	_____	
✓	_____	
N/A	_____	
✓	_____	

**Submission Requirements (Sections V. & VI.)**

1. A completed application form properly filled out and signed by all owners of record. In the case of an agent, the application material shall include certification from all owners that the agent is authorized to act on their behalf.
2. The names and addresses of the applicant and all abutters as indicated in town records not more than five (5) days before the day of filing, along with any easement holders, and any engineer, architect, land surveyor or soil scientist whose professional seal appears on the plat, on two (2) sets of mailing labels. (Can be purchased from office.)
3. A check payable to the Town to cover filing fees, mailing, advertising, and other costs.
4. Two (2) paper print copies and a PDF in accordance with and accompanied by the information listed below.
5. Requests for waivers, if any, pursuant to Section XIII.A.

**The Site Plan shall show the following items: (VI.A)**

- A1 Name of project or identifying title; names and addresses of owners of record; and tax map and lot number.
- A2 North arrow, date of the plat and dates of any revisions, scale appropriate to the scope of the development, name and address of person preparing the plat; signature block for Planning Board approval. The plan shall be prepared, stamped and signed by a NH-licensed professional engineer or land surveyor.
- A3 Vicinity sketch at an appropriate scale showing the location of the site in relation to the existing public streets, together with the zoning district(s) and zoning lines relevant to the proposal. CA
- A4 All abutting landowners, physical features and uses of abutting land within 200 feet of the site. Where deemed appropriate by the Planning Board, this requirement may be enlarged to show additional features significant to the proposal. Physical features depicted shall include all encroachments by or onto the property of the applicant and all rights or easements appurtenant thereto or which will be required by or on account of the proposed development or use.
- A5 Boundary lines, their source, approximate dimensions and bearings, and the lot area in acres and square feet. The plan preparer shall certify that there are no zoning and land use violations or unresolved boundary claims or disputes pertaining to the property.



Applicant	For Planning Board Use	
<u>n/a</u>	<input checked="" type="checkbox"/>	A6 The shape, size, height, location and use of existing and proposed structures located on the site and those existing within 200 feet of the site.
<u>n/a</u>	<input type="checkbox"/>	A7 Location, name and widths of any existing and proposed roads and rights-of-way on the property and those existing within 200 feet of the site. New roads shall be constructed in accordance with the specifications contained in the Town of Gorham Subdivision Regulations and of the Gorham Highway Department. To the extent that the Planning Board shall deem it necessary, such requirement shall include roads, rights-of-way and intersections directly and significantly affected by the proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A8 Location of existing and proposed sidewalks and driveways with indication of direction of travel for any that are one-way. Both vehicular and pedestrian circulation shall be shown.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A9 Identification of access to the site, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets; and copy of any driveway permit(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A10 Location and total number of parking spaces, loading spaces and other similar facilities associated with the use.
<u>n/a</u>	<input type="checkbox"/>	A11 A landscape plan, describing the number, location, types, and size of all existing and proposed landscaping and screening. The Planning Board shall, when appropriate, specify the type, nature and amount of screening in buffer areas so as to accomplish their stated purpose.
<u>n/a</u>	<input type="checkbox"/>	A12 The location, type, and nature of all existing and proposed exterior lighting.
<u>n/a</u>	<input type="checkbox"/>	A13 The location, size and height of all existing and proposed signs.
<u>n/a</u>	<input type="checkbox"/>	A14 Natural features such as flood hazard areas, streams, shorelands, ponds and wetlands, as defined by the Town of Gorham Zoning Ordinance or applicable laws or regulations of the State of New Hampshire or the United States which may apply.
<u>n/a</u>	<input type="checkbox"/>	A15 The existing and proposed grades and topographic contours based on LIDAR, with spot elevations and base flood elevations where appropriate.
<u>n/a</u>	<input type="checkbox"/>	A16 The size and location of all existing and proposed water mains, sewers, drainage culverts or other stormwater management facilities, and including the location and distance to any fire hydrants and/or fire ponds and existing or proposed cisterns.
<u>n/a</u>	<input type="checkbox"/>	A17 If applicable, copy of certification by a New Hampshire permitted septic designer that an existing system is adequate to meet the needs of the proposed use.
<u>n/a</u>	<input type="checkbox"/>	A18 Location and type of proposed waste disposal system, with an outline of the areas reserved for leach fields for any new or replacement system, location of test pits and record of percolation tests.
<u>n/a</u>	<input type="checkbox"/>	A19 Location of existing and proposed on-site well and required protective radius.
<u>n/a</u>	<input type="checkbox"/>	A20 Soil survey data from the Coos County Soil Survey.
<u>n/a</u>	<input type="checkbox"/>	A21 Location and description of any existing or proposed easements, deed restrictions or covenants.

**Other Information Required (VI.B)**

Note that It is also the responsibility of the applicant to seek and obtain all required federal, state and local permits and approvals including but not limited to Gorham Water & Sewer Commission, Gorham Zoning Board of Adjustment, NH DOT and NH DES. (VI.B.1)

Applicant	For Planning Board Use	
<u>MA</u> ✓	<u>          </u> ✓	B2 Erosion Control Plan, developed by an NH- licensed engineer, consistent with the design standards and specifications set forth in the <i>New Hampshire Stormwater Manual, Volume 3, Erosion and Sedimentation Controls During Construction</i> , NHDES, latest version, shall be submitted where one or more of the following conditions are present: <ul style="list-style-type: none"> <li>a) A cumulative disturbed area exceeding 20,000 square feet;</li> <li>b) construction of a road or street; or</li> <li>c) construction of three or more dwelling units.</li> </ul>
<u>N/A</u>	<u>          </u>	B3 Stormwater Management Plan, developed by an engineer licensed in New Hampshire, consistent with the design standards and specifications set forth in the <i>New Hampshire Stormwater Manual, Volume 2, Post-Construction Best Management Practices Selection and Design</i> , NHDES, latest edition, including before and after drainage calculations.
<u>MA</u>	<u>          </u>	B4 An adequate plan for snow removal and storage. This plan should be developed with and approved by the Gorham Public Works Director.
<u>N/A</u>	<u>          </u>	B5 Copies of recordable instruments conveying any proposed or existing easements, covenants, deed restrictions, etc.
<u>N/A</u>	<u>          </u>	B6 Community facilities and/or environmental impact analysis if required.



ABUTTER'S MAILING LIST

"Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Board. Please also include easement holders and any professional whose seal appears on any exhibit.

Tax map/lot #	<u>M:45 L:21</u>	Tax map/lot #	_____
Name	<u>Stavet Liz Jackson</u>	Name	_____
Address	<u>103 Main St.</u>	Address	_____
	<u>Gurham, NH 03581</u>		_____

Tax map/lot #	<u>M:45 L:23</u>	Tax map/lot #	_____
Name	<u>Carol Potter</u>	Name	_____
Address	<u>117 Main St.</u>	Address	_____
	<u>Gurham, NH 03581</u>		_____

Tax map/lot #	<u>M:45 L:13</u>	Tax map/lot #	_____
Name	<u>Steve Arone</u>	Name	_____
Address	<u>133 Main St.</u>	Address	_____
	<u>Gurham, NH 03581</u>		_____

Tax map/lot #	<u>M:45 L:69</u>	Tax map/lot #	_____
Name	<u>Bob Byrnes</u>	Name	_____
Address	<u>114 Main St.</u>	Address	_____
	<u>Gurham, NH 03581</u>		_____

Tax map/lot #	<u>M:45 L:84</u>	Tax map/lot #	_____
Name	<u>Erwin Klunger</u>	Name	_____
Address	<u>108 Main St.</u>	Address	_____
	<u>Gurham, NH 03581</u>		_____

Tax map/lot #	_____	Tax map/lot #	_____
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____





# TOWN OF GORHAM

## Zoning Permit Application

### INSTRUCTIONS

Please complete and mail to the attention of the Zoning Board of Adjustment, Town of Gorham, 20 Park Street, Gorham, NH 03581 or email to [vhill@gorhamnh.org](mailto:vhill@gorhamnh.org).

### TYPE OF PROJECT

The Town of Gorham Zoning Ordinance requires a Zoning Permit prior to commencing any of the following activities. Please check all that apply:

- Change the use of a building or lot
- Construct a new building or structure
- Make exterior dimensional additions to a building or structure
- Increase the number of dwelling units
- Convert rooms or dwelling units from residential use to transient use (offered for rent in increments of less than 30 days)
- Begin a Home Occupation
- Add or replace outdoor lighting for multi-family or nonresidential use (unless exempt by Section 5.07 D)

### APPLICANT INFORMATION

Owner Name Liz & Steve Jackson Phone 603-723-6111

Mailing address 13 McFarland St. Email \_\_\_\_\_

Gorham NH 03581

Owner Signature [Signature]

Agent Contact if not owner:

Name Alyssa Durette

Phone 603-828-4251

Email a-m-breton@yahoo.com

### PROPERTY INFORMATION

Street address 115 Main St. Tax map/lot number M:45 L:22

Zoning District C5 Lot size: .33 acres \_\_\_\_\_ sq. ft.

Lot Frontage (length of front lot line) 114'

Type of Property

- Single or two-family home
- Multi-family
- Commercial

- Other \_\_\_\_\_
- Mixed \_\_\_\_\_

PROJECT DESCRIPTION

Will the proposed use involve any use of the property by the public, for example, employees, customers, clients, tenants or paying guests?

- No
- Yes, please describe Retail flower shop with paying customers

Existing use of the building and number of dwelling units:

West side of the building is occupied by a restaurant, east side was previously occupied by a restaurant.

Proposed use of the building and number of dwelling units:

West side will continue to be occupied by a restaurant. I'm proposing to occupy the east side with a retail flower shop.

Describe proposed improvements/change:

The front portion of the building will serve as a store front, the middle section a work/storage room, the side/purch room will be for occasional work shops.

SKETCH

Please attach sketch (or survey if you have one) to provide the details of the proposed improvements/change. Include:

- Existing and proposed buildings or other structures, signs, drives and parking with dimensions (width, length, height).
- For home businesses, be sure to include sq. ft. of home and any accessory structures and sq. ft. to be utilized for the home business.
- Include all setbacks (the distance between buildings or other structures, signs, drives or parking, and property lines). A survey may be required if needed to confirm compliance with setbacks.
- Show any wet areas, brooks, or riverbanks.
- For nonresidential properties include lighting and outdoor use areas, such as outdoor seating, recreation, storage, display.
- Home businesses include outdoor storage areas, including trash, with proposed screening.



**THIS PAGE FOR OFFICIAL USE ONLY**

**Needed prior to approval of Zoning Permit**

- Site Plan approval from Planning Board Received 11/1
- Special Exception from Zoning Board of Adjustment Received \_\_\_\_\_
- Conditional Use Permit from Planning Board Received \_\_\_\_\_
- Excavation Permit from Planning Board Received \_\_\_\_\_

**Needed prior to commencement of construction or activity**

- Building Permit
- Driveway Permit \_\_\_\_\_ NHDOT \_\_\_\_\_ Town
- Septic Permit from NHDES or Approval for connection to Town sewer
- Approval for connection to Town water
- Flood elevation
- Dig Safe

Please Contact NHDES for information on additional permits that may be required from the state such as for activity affecting wetlands, shorelands, or alteration of terrain.

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Approved

Notes \_\_\_\_\_

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Denied

Reasons \_\_\_\_\_

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CODE ENFORCEMENT OFFICER:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

*Appeal of a denial must be made to Zoning Board of Adjustment within 30 days of this decision.*

# SITE PLAN

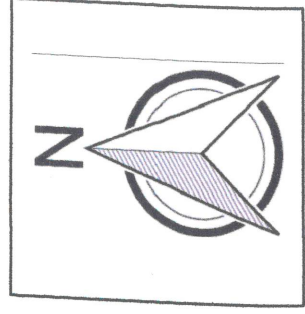
115 Main St

Gorham, NH 03581

Parcel ID: GORH M:U5 L:22

Lot area: 0.33 Acres *Zone: C5*

Paper Size: 11"x17"



scale 1"=20'

