



## Southern New Hampshire Planning Commission

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www.snhpc.org

### SNHPC Pop-Up Planning Community Application Form

Pop-up planning events involve planning for a temporary demonstration within a specific street segment using materials such as tape and bollards to delineate parklets (small gathering spots for pedestrians), bike lanes, wider sidewalks, or other elements to help the pedestrian, bicyclist, and motorist experience the public space in a new way.

SNHPC received funding from NHDOT to work with up to three communities on a pilot project that embraces a “Complete Streets” vision. Put simply, complete streets are streets designed for all users of all ages and all abilities. If you wish to utilize the pop-up planning materials SNHPC has available, please fill out the following form and email it to SNHPC Project Manager James Vayo at [jvayo@snhpc.org](mailto:jvayo@snhpc.org)

Name of Municipality: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Contact Phone and Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Project Description:**  Short Written Narrative,  Design/Schematic,  Project Map

Provide attachment including narrative, a design and/or schematic of desired pop up materials and their layout, and map of location. These elements are requirement for utilization of the planning materials. If you are unsure of how your organization would use these materials, SNHPC will be happy to aid in developing a proposed project configuration for review by your municipality’s DPW Department or Road Agent. Note, project materials best applied to a single intersection, two on-street parking spaces, or a linear application of not more than 200 feet.

The narrative should include short project description, scope of the project, purpose of the project, individuals and/or groups responsible for the project, proposed event date, set up time, removal time, supervision during the event, and any other details critical to the implementation of the proposed project.

The design/schematic should clearly outline the project boundaries, how the equipment is to be used, and demonstrate the intended benefit to the street users.

The map should identify the area boundaries and any impact to users.

**Project Authorization:** Each pop-up planning event *must have authorization* from the Community’s governing body (Board of Selectmen, Aldermen, Town Council) *and support* from the appropriate municipal departments and administrative staff in order to move forward. SNHPC will seek assist your organization in gathering information and meeting with municipal staff in preparation for any public meeting or formal request made in association with this application.

**Proposed Project Date:** Each project should be supervised and take place during daylight hours. Typical projects should be set up and removed in a manner that avoid conflicts with traffic to the highest extent possible. Any prolonged pop-up event will require applicant organization to take responsibility for the removal of movable equipment when an organization member is not able to be in attendance and/or monitor the pop-up installation while in use.

**Materials and Other Resources Needed:** Thanks to the generous donation from our state’s AARP organization, SNHPC has the following equipment and materials available to our member communities to create a pop-up planning event. SNHPC looks forward to working with your organization to plan for and execute your 2019 pop-up event.

<b>Pop-up Planning Equipment and Materials List</b>		
<b>Name</b>	<b>Description</b>	<b>Units</b>
<a href="#"><u>Portable Bollards</u></a>	Black Dome Top Delineator Valet Cone Kit, plastic w/weighted base	18
<a href="#"><u>Pavement Marking Tape</u></a>	VISA-LINE Foil Temporary Pavement Marking Tape, White, 4" wide X 100 yards	2
<a href="#"><u>Grass Rugs (Astroturf)</u></a>	Artificial Grass Lawn 4'x6' Synthetic Turf Grass Rug Green Fake Grass (6-pack)	2
<a href="#"><u>Galvanized Planters</u></a>	Behrens 2-OV 10-1/2-Gallon Oval Steel Tub, Dimensions: 28" x 14.8" x 9.4"	8
<a href="#"><u>White Spray Paint</u></a>	Krylon K05151207 Flat White Interior and Exterior Decorator Paint - 12 oz. Aerosol	2
<a href="#"><u>White Marking Chalk</u></a>	Krylon spray can Inverted Marking Chalk, White, 15 oz. per unit	11
<a href="#"><u>White Nylon Rope</u></a>	3/8" Thick White Nylon Braided Rope, 100 feet Solid Braided Multi-Purpose Rope	2
<a href="#"><u>Sidewalk A-frame Sign</u></a>	Plasticade, Curb Sign with Quick-Change - Portable Folding Double-Sided Display	2
<a href="#"><u>Coroplast Sign Inserts</u></a>	Upload custom logo for printing & delivery	4
<a href="#"><u>Sidewalk Logo Stencil</u></a>	Ploy Sheet .63 mil, 14" x 20" size, custom logo	2