



HALEY WARD

200 Griffin Road, Unit 14, Portsmouth, NH 03801  
Phone (603) 430-9282 Fax 436-2315

5 May, 2026

Rick Chellman, Planning Board Chair  
City of Portsmouth  
1 Junkins Avenue  
Portsmouth, NH 03801

**RE: Request for Site Plan Approval Extension, 361 Hanover Street, Commercial and Residential Mixed-Use Development**

Dear Mr. Chellman and Planning Board Members:

On behalf of 361 Hanover Steam Factory, LLC, we submit a request for a one-year extension of the above-mentioned project from the August 21, 2025, **Site Plan Approval**, under Section 2.12 of the Site Review Approval Regulations. We request that we be placed on the agenda for your **May 21, 2026**, Planning Board Meeting. The project consists of the **addition and renovation of the existing building and the construction of four new structures** at 361 Hanover Street, with the associated and required site improvements. This request is to extend the approval to August 21, 2027. Since the 361 Hanover Site Plan approval, the applicant has been working on the Conditions of Approval, including the final design and approval of the site electrical services. Additional time is needed to complete this and other design work prior to pulling the building permit.

**Approval Requested**

We hereby request that the Planning Board grant the one-year extension request.

Sincerely,

John Chagnon, PE; Ambit Engineering – Haley Ward