



## North Hampton Planning Board CHANGE OF USE APPLICATION

Form: PB14

Prior to changing or opening a business in an existing facility, the applicant must meet with the Fire Department and Building Department for a Technical Review meeting to determine what building modifications may be required in order to meet the current regulations. Call the Building Department to schedule a meeting.

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Existing/Last Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Agent accompanied by  
a signed and notarized authorization letter from  
property owner

\_\_\_\_\_  
Date

A completed form must be submitted by the deadline date according to the current Planning Board schedule. Please call 964-8650 for deadline dates.

### FOR PLANNING BOARD USE ONLY

Application fee: \$ 50.00

Application Review fee: \$100.00

\$ Notice per Abutter: \$ 10.00

Payment Amount: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Planning Board Review: \_\_\_\_\_

Date of Technical Review Meeting: \_\_\_\_\_

(Summary of meeting to be attached to application)

Planning Board Action (check one):

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Approved with Conditions

\_\_\_\_\_ Requires Full Site Plan



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### Change of Use Application Checklist

- \_\_\_\_\_ 1 original and 13 copies of completed Application and plans.
- \_\_\_\_\_ 3 sets on Avery 5160 address labels of abutters names and mailing address.  
Please include the owner and applicant (if different from the owner).
- \_\_\_\_\_ A floor plan of the proposed use.
- \_\_\_\_\_ A site plan of the property showing street frontage, building location, driveways, traffic flows, loading spaces, walkways, parking requirements, septic capacity and any other pertinent information.
- \_\_\_\_\_ If signage is different from existing sign, then a separate Conditional Use Permit Sign Application must be filled out.
- \_\_\_\_\_ Application must be signed by the owner and applicant, accompanied by a notarized letter of authorization from the owner allowing the applicant to present to the Board on his/her behalf.
- \_\_\_\_\_ Fee: Application \$50.00; Review fee \$100.00 plus \$10.00 per abutter. Please make check payable to the Town of North Hampton.