



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: _____

Email 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 available on the Town website.

FOR PLANNING BOARD USE ONLY

Application fee: \$ 50.00
Application Review fee: \$100.00
\$ per legal notice: \$ 10.00

Payment Amount: _____ Received by: _____ Date: _____

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 of Avery 5160 address labels and separate list with names and addresses for all required notifications per NH RSA.
- _____ 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 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 legal notification. Please make check payable to the Town of North Hampton.