

Town of Hillsborough, NH Planning Board

Case No. _____

Change of Use/Waiver of Site Plan Review

Date Received _____

Date Advertisement Submitted _____

Public Hearing Date _____

Office Use Only

1. Applicant Information

Name _____

Company Name _____

Mailing Address _____

Preferred Phone No. _____ Email Address _____

2. Property Owner Information [] Same as Applicant [] Multiple Owners (attach list)

Name _____

Company Name _____

Mailing Address _____

Preferred Phone No. _____ Email Address _____

3. Property Information

Address _____

Map(s) _____ Lot(s) _____ Total Acres _____

Zoning District(s) _____ Other Districts(s) _____

Existing Use of Property _____

4. Application Type

[] Change of use/Waiver of Site Plan Review

5. Description of Project/Proposal

[] Check here if description is attached

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6. Fee Calculation

Applications are subject to the fees indicated below. Please use the following table to calculate the amount of fees due to the Town.

Item	Fee	Unit	Quantity	Total
Site Plan Review	\$100.00	Per application		
plus	\$100.00	Per 1,000 sq. ft. of non-residential gross building area		
Scenic Road Review	\$75.00	Per application		
Exemption from Site Plan Review/Change of Use	\$25.00	Per application		
Request for Site Plan Amendment	\$75.00	Per application		
Subtotal				

Applications requiring public hearings are also subject to the following fees:

Item	Abutter Notification Fee		Quantity	Total
Certified Notice of Hearing	\$10.00	Per address		
Certified Notice of Decision to Applicant	\$10.00			\$10.00
Newspaper Legal Notice				\$50.00
Recording Fee *				\$18.00
Subtotal				

*Decisions consisting of more than two pages will require an additional \$4.00/page to be paid prior to the issuance of any other permits.

TOTAL \$ _____

PLEASE NOTE: All fees must be paid by the applicant at the time of filing the application with the designated agent of the Board. Failure to pay all applicable fees as determined by the Town will be valid grounds for refusal to accept the application as complete or for disapproval of the application.

In reviewing applications, the Board may contract with consultants to review all or portions of an application. This review shall be at the applicant's expense and related costs shall be paid in advance. The Board, at its discretion, may request that an applicant prepare special studies, or contract with a consultant to perform these studies, at the applicant's expense.

All fees must be paid by check payable to "The Town of Hillsborough, NH".

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7. Acknowledgement and Signature

The named Applicant must sign this application where indicated below. The Owner(s) of the subject property shall also sign where indicated below or submit a signed original letter authorizing the applicant to submit the application on their behalf. All correspondence and notices from the Town regarding the project and any plans will be transmitted to the Applicant.

By signing this application, the Applicant is indicating that all information contained in this application and all supporting and accompanying plans, documents and attachments are complete, true and accurate to the best of their knowledge. The Applicant further agrees that if any such information is found to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void.

The undersigned acknowledge that the Board may require additional information and a site visit to the subject property in order to adequately determine compliance with ordinances and regulations, and to better assess impacts that may be generated by the project/proposal.

It is further understood that approval of an application by the Board does not constitute approval of a Building Permit. Please contact the Town's Building Inspector.

Applicant Signature_____
Date_____
Applicant Print_____
Date_____
Property Owner Signature_____
Date_____
Property Owner Print_____
Date_____
Property Owner Signature_____
Date_____
Property Owner Print_____
Date

Property Owner Letter of Authorization

Attached [] Yes [] No

8. Project Summary Data

1. Description of the proposed use:

2. Will the project involve new construction on the site? [] YES [] NO

Explain:

3. Will the proposed use require additional off-street parking per the zoning ordinance?

[] YES [] NO

- Number of EXISTING off-street parking spaces: _____
- Number of PROPOSED off-street parking spaces: _____
- Number of REQUIRED off-street parking spaces: _____

4. Will the proposed use increase the septage loading of the site beyond that which the site can absorb? (Properties served by Town sewer require approval of Water & Sewer Commission.)

[] YES [] NO

Explain: _____

5. Will the proposed use cause impacts beyond the site boundaries due to:

- A. Increased traffic? [] YES [] NO
- B. Groundwater and drainage? [] YES [] NO
- C. Sanitary and solid waste disposal? [] YES [] NO
- D. Lighting/glare? [] YES [] NO
- E. Noise? [] YES [] NO
- F. Fumes, odors, or air pollutants? [] YES [] NO

Explain any "Yes" answers: _____

6. Will the proposed use overburden or adversely impact municipal services, facilities, and utilities? [] YES [] NO

Explain: _____

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Site Plans shall contain all information as indicated below, and as more specifically indicated in Section 185-5 of the Hillsborough Site Plan Review Regulations. A waiver of specific submission requirements may be requested and shall be made in writing. Applications shall include an electronic copy, 3 full sets of plans measuring 22" X 34" with original signatures and stamps, and 15 copies of the full set of plans measuring 11" X 17".

9. Project Summary Data

	EXISTING	PROPOSED
a) Total gross floor area of buildings on site (sf)		
b) Area of proposed use (sf)		
c) No. Parking spaces		
d) No. Employees		
e) Daily Traffic (one-way trips, including employees)		
f) Noise levels		
g) Hours of operation		
h) Maximum seating capacity (if applicable)		
i) Lot Coverage		

RETURN APPLICATION TO:

Office of Community Planning
27 School Street, PO Box 7
Hillsborough, NH 03244

Application Questions may be directed to:

Robyn Payson, Planning Director
Phone: 603-464-7971
Email: robyn@hillsboroughnh.net

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10. Certified Notification List*

Please type US Postal Service mailing address for Project/Public Hearing Notification (*Attach additional sheets as necessary*)

Applicant

Property Owner

Surveyor

Engineer

Soil/Wetlands

Scientist

Architect

MAILING LABELS
This form must be accompanied by 4 sets of pre-printed mailing labels for each addressee listed. Individual labels can be no larger than 1" X 2 3/4".

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ABUTTERS: All owners of property located in New Hampshire that adjoin or are directly across the street or stream from the subject property must be notified (see RSA 672:3). The list of abutters shall be those indicated in the Town Assessor's Office not more than 5 days prior to submission of the application (see RSA 676:4.1.(b)). The accuracy and completeness of the abutter notification list is solely the responsibility of the applicant.

1. _____ Map _____

Lot _____

2. _____ Map _____

Lot _____

3. _____ Map _____

Lot _____

4. _____ Map _____

Lot _____

5. _____ Map _____

Lot _____

6. _____ Map _____

Lot _____

7. _____ Map _____

Lot _____

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8. _____ Map _____

_____ Lot _____

9. _____ Map _____

_____ Lot _____

10. _____ Map _____

_____ Lot _____

11. _____ Map _____

_____ Lot _____

12. _____ Map _____

_____ Lot _____

13. _____ Map _____

_____ Lot _____

14. _____ Map _____

_____ Lot _____

15. _____ Map _____

_____ Lot _____