

**FORM B – Home Business &
Exemption from Site Plan Review**

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

- [] Site Plan Review
- [] Amendment of previously-approved Site Plan
- [] Home Business/Change of use/Waiver of Site Plan Review

5. Description of Project/Proposal [] Check here if description is attached

Town of Hillsborough, NH Planning Board

Case No. _____

Date Received _____

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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/Home Business	\$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**

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Proposal is for a: Home Business/Exemption from Site Plan Review/Change of Use

The applicability, process and requirements for Home Businesses are contained in [Chapter 229](#), Article XIII of the Code of the Town of Hillsborough, specifically Zoning Ordinance Sections [229-83 to 229-87](#).

The applicability, process and requirements for Exemption from Site Plan Review are contained in [Chapter 185](#) of the Code of the Town of Hillsborough, specifically Site Plan Review Regulation [Section 185-5.1](#).

8. Project Summary Data

	EXISTING	PROPOSED
A. Total gross floor area of buildings on site		
B. Area of proposed use		
C. No. Parking spaces		
D. No. Employees (non-resident)		
E. Daily Traffic (one-way trips, including employees)		
F. Noise levels		
G. Hours of operation		
H. Maximum seating capacity (if applicable)		

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

Explain: _____

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

YES NO

- A. Number of EXISTING off-street parking spaces: _____
- B. Number of PROPOSED off-street parking spaces: _____
- C. Number of REQUIRED off-street parking spaces: _____

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

YES NO

Explain: _____

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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 impact municipal services, facilities, and utilities?

- YES NO

Explain: _____

7. Sketch Plan submission

If new construction or site changes are being proposed, a Sketch Plan must be submitted that should include information as indicated below. A waiver of specific submission requirements may be requested where indicated below. Applications with Sketch Plans with dimensions measuring greater than 8.5" X 11" must include 15 copies of the Plan.

Data and Information	INFO SUBMITTED?	WAIVER REQUEST?
A. North arrow and scale (one inch equals 40 feet is suggested)		
B. Site address and tax lot number		
C. Names and addresses of owners of record		
D. Date of preparation of the map		
E. Area map insert showing the general location of the site referenced to major Streets		
F. Boundary lines of the site, dimensions and lot area.		
G. Names of all streets, alleys and easements		
H. Shape, size, height and location of <u>existing</u> structures and paved areas located on the site and their uses, i.e., residential, retail, etc.		
I. Shape, size, height and location of all <u>proposed</u> structures, including paved areas, and indicated by cross-hatching		
J. Structures proposed for demolition should be indicated as such		
K. Distance of all structures from front, rear and side lot lines. (This distance is measured as a line from the point where the structure is closest to the lot line.		

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Data and Information	INFO SUBMITTED?	WAIVER REQUEST?
L. Natural features, such as streams, springs, marshes, lakes or ponds.		
M. Access plan showing means of access to the site and proposed changes to existing public streets and sidewalks		
N. Circulation plan of the interior of the lot showing provisions for both vehicular and pedestrian circulation		
O. Locations, types and sizes of all proposed landscaping and screening		
P. One-hundred-year-flood elevation line shall be included where applicable.		
Q. Exterior lighting plan		
R. Plan for snow removal and storage		

The Board may require additional information.

8. Attachment Checklist

Data and information	INFO SUBMITTED?	WAIVER REQUEST?	COMMENTS
A. Floor Plan – For Home Businesses, a Plan showing net floor area of residence and/or accessory building(s) to be used for business is required.			
B. Water/Sewer Approval – Required for new business hooking up to Town water or sewer.			
C. Septic Report – Report prepared by licensed septic designer verifying adequate design and capacity is required for all new businesses generating significant wastewater volumes.			
D. Fire Inspector Approval – Required of all new Home Businesses.			
E. Site photographs should be submitted.			

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9. 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.I.(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 _____