



BELMONT PLANNING BOARD
APPLICATION FOR CONDITIONAL USE PERMIT

Submit 10 paper copies and 1 electronic copy of all application materials to LUOffice@belmontnh.gov

APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN

This application has first been presented to the Application Review Committee

Land Owner: Contact Person:

Tele: Cell Phone: Fax: e-mail:

Mailing Address:

Applicant (if different): Contact Person:

Tele: Cell Phone: Fax: e-mail:

Mailing Address:

Agent (If any): Contact Person:

Tele: Cell Phone: Fax: e-mail:

Mailing Address:

Address of Property: Zoning District(s):

Tax Map & Lot #(s): Total area: (acres) Acres in Current Use: (Indicate area on plan)

Describe in detail all existing uses & structures on the subject property:

Describe in detail all proposed uses, structures, construction or modifications requiring a Conditional Use Permit:

List the Use(s) being proposed as identified in Article V of the Zoning Ordinance:

Does the proposed use also require:

Site Plan Subdivision Earth Excavation ZBA Action

STATEMENT OF ASSURANCE

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto my property and take both land and aerial photos for the purposes of this review.

Date Signature of Owner or Authorized Individual (w/Auth. letter)

STATEMENT OF LIENS - Check one of the following and sign:

There are no liens on this property OR There are lien(s) on this property - lienholders have been added to the notification list

Date Signature of Owner or Authorized Individual (w/Auth. letter)



BELMONT PLANNING BOARD APPLICATION INSTRUCTIONS – CONDITIONAL USE PERMIT

These instructions are intended as a brief synopsis of the filing requirements for application. The Applicant is responsible to become familiar with all relevant State and local Ordinances and Regulations and to submit correct, complete information. Copies of all Ordinances and Regulations are available on-line or for review or purchase in the Land Use Office. Applications shall comply with all applicable Ordinances and Regulations. In the case of conflicting requirements, the more stringent shall apply.

The applicant is **required** to schedule at least one meeting with the Application Review Committee prior to formal application submission. Applicants may also schedule a Preliminary Conceptual Consultation or a Design Phase Review with the Planning Board.

After meeting with the Application Review Committee, the applicant may make final changes to their plans and may make formal submission of the application, with all supporting data, plans, fees and any written request(s) for waiver to the Land Use Office. Our office will determine if the application complies with the minimum application submission requirements of the regulations.

THE FOLLOWING IS INITIALLY REQUIRED AS PART OF APPLICATION

Provide ten (10) copies:

- Completed Conditional Use Permit application form
- Completed Notification List
- Statement of Liens on application must be checked appropriately and signed. Lienholders must be included on the notification list
- Completed Envelopes (#10 size) for all Notifications (3 envelopes required for Owner, Applicant, and Agents). **Do not** attach postage or include certified or return receipt slips.
- Authorization letter by owner for any applicant or agent(s) to present application
- For Applications under Zoning Article 7.I.1:
 - Inventory of all regulated substances;
 - SPCC Plan with Fire Department review comments;
 - Stormwater Management and pollution prevention plan;
 - Applicable site plans.
- For Applications under Zoning Article 7.I.2:
 - Inventory of all regulated substances;
 - Evidence that the use is not a prohibited use;
 - Evidence that the use will conform to all applicable Local, State & Federal Standards;
 - Stormwater Management and pollution prevention plan;
 - Applicable site plans.
- Fees
- All data sufficient to meet the requirements of the applicable Ordinances/Regulations.

*For Conditional Use Permit Applications submitted **as part** of a Site Plan, Subdivision, or Earth Excavation application the following information need not be duplicated as part of this application, simply include the completed Conditional Use Permit application form with your Site Plan, Subdivision or Earth Excavation application.

Submit 10 paper copies and 1 electronic copy of all application materials (to LUOffice@belmontnh.gov).

Applications are to be submitted to, and are considered received at the time they are physically received in the Land Use Office during regular business hours and received electronically by the closing date. However, until accepted by the Board as complete, proposals are subject to changes in the Town's Ordinances and Regulations. If Applicant is not the owner and/or if other agents (surveyor, attorney, engineer, etc.) will represent the proposal, a letter of authorization must be submitted at part of the application. If the ownership is other than individual (a corporation or trust, etc.) application shall indicate ownership interest and authorization letter.

At the meeting, applications are first reviewed by the Board for completeness under the terms of the Regulations. The Applicant or authorized representative must attend. If not present, the application will be denied without prejudice and must be refiled. Once the Board acts to find an application complete for the purposes of beginning their review, the 65-day review period (subject to waiver and/or extension) shall commence. If the Board finds the application is not complete, resubmission requires review and confirmation of the land use staff as outlined above and renotification by the applicant as well as repayment of fees, unless waived by the Board.

Once the Board has accepted the application, the public hearing will be held. This will normally occur immediately after the acceptance. However, it may be continued due to time constraints. At the public hearing, the Applicant shall present the application, the Board shall comment/question, and the hearing shall be opened to abutters and other interested parties. All comments are to be directed to the Chair. All speakers shall identify themselves by name and address.

The Plan Submission Meeting and the Public Hearing will be continued by the Board as necessary. The Board may continue to time certain by stating the date/time/place of the continued meeting, for which no additional noticing shall be required. They may also require that additional noticing occur at the expense of the applicant. Multiple continuances will usually require renoticing for the consideration of abutters. Renoticing is also required when substantive changes are made to the original proposal. Decisions may be rendered by the Board at the close of the public hearing or at a later date. The Board will require further information as necessary and may also require independent review of submitted information at the cost of the Applicant. Property under consideration must be made available for inspection during the review and construction phases. No site work may commence until all approvals are obtained and all conditions precedent are complied with.

ENVELOPES:

The applicant must provide:

- one (1) envelope for each abutter
- three (3) envelopes for the owner (3 for each owner if there is more than one, for example: boundary line adjustment)
- three (3) envelopes for the applicant (if different from the owner)
- three (3) envelopes for the agent, and
- three (3) envelopes for any lien holders.

Belmont Planning Board P.O. Box 310 Belmont, NH 03220	Do Not Attach Postage
Abutter's Name Full Mailing Address	