

File Number: _____

Town of Washington Planning Board
7 Halfmoon Pond Road, Washington, NH 03280
Application for Site Plan Review for Home Businesses

Application Instructions and Checklist of the Site Plan Review Regulations is an integral part of a final application. All information requested in the application must be provided, or a waiver granted, before the application can be certified as complete. A Business Permit Application must also be submitted as part of this application. A sign application must be filed for any desired signs.

Date: _____ Property Tax Map No. _____ Lot No. _____

Property street address: _____

1. Applicant (Landowner):

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

2. Agent of Applicant: (If the applicant appoints an agent, all communications between the Board and the applicant will be through the Agent.)

Name: _____

Address: _____

Telephone (day): _____ (evening): _____

3. Name of Proposed Business: _____

4. Total acreage of property _____

5. Access: Total length in feet of existing road frontage: _____ Existing Driveway: ____ (Y) ____ (N)

6. Provide a general description of the proposed home business:

7. Formal action will not be taken by the Planning Board until the applicant files a complete, application for site plan review approval. The applicant agrees to have the formal submission of the application scheduled for the first opening on the Planning Board's regular business agenda following a satisfactory review of the completeness of this application. I further agree that the above named agent (if any) has been appointed to act in my behalf.

By signing this application I acknowledge that I have reviewed the Washington Land Use Ordinance, Article II, section 200-206, Article III, section 300, 307-309, and Article IV, section 401-403.

Signature of Landowner

8. Fees: The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursements to consultants to the Board.

This application should be completed and delivered to the designated agent of the Board. A complete review shall precede formal submission of the application. Formal submission shall be at a public meeting, which shall be noticed by the Board. Notice will be posted and mailed to abutters so that all interested parties will have an opportunity to attend and comment.

If the Board finds that the application is complete and all filing fees have been paid as set forth in the Board's current fee schedule, the application will be accepted for review and the Board will give the applicant a receipt certifying such acceptance. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board.

The Board may act on a routine application at the same meeting at which the application is submitted. In any event, the Board will begin formal consideration of the application within thirty days of acceptance for review and will act to approve or disapprove within ninety days. Upon request by the Board, the time for action may be extended by the Selectmen by an additional ninety days.

Plans and Documents to be Submitted

The following plans and documents must be submitted with the application or the requirement of submission must be waived by the Board; otherwise the application will not be complete and will not be accepted by the Board for review. Provide three copies of each item except as otherwise specified:

	Provided	Waived
A. <u>Abstract of Proposal</u>	_____	_____
B. <u>Site Plan Map</u>		
1. Three copies of the site plan provided.	_____	_____
a. Name of the Business.		
b. Tax Map and Lot Numbers		
c. Name, address, and telephone number of owner of record and of business owner.		
d. Name, address, and telephone number of owner of record and of designated agent.		
e. E-911 address if known.		
2. Show the name and address of abutter(s) within 200 feet.	_____	_____
3. Show the north arrow, date of the plat, and of any revisions.	_____	_____
4. Drawn to an appropriate scale.	_____	_____
5. Show site location map.	_____	_____
6. The location and dimensions of existing and proposed structures, parking areas, driveways, and landscaping/open space areas on the property.	_____	_____
7. The location of water and on-site systems serving the property/business.	_____	_____

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	Provided	Waived
8. The location of all existing and proposed on-site parking and any landscape buffering.	_____	_____
9. The location of existing and proposed outside vehicle and material storage.	_____	_____
10. The location and elevation showing dimensions of any proposed signage and lighting.	_____	_____
11. Any and all necessary State permits approved by the appropriate agency for new or proposed access drives, sewage disposal systems, storm drainage systems, etc.	_____	_____

C. Additional Information:

The Board may require such additional information as it deems necessary in order to evaluate the proposal in relation to the purposes and scope of these regulations.

D. Waiver of Requirements

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| 1. Submit any requests for waivers in writing with reference to specific section of these regulations. | _____ | _____ |
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Upon written request of the applicant, and for good cause, the Board may waive any of the requirements contained herein, except that no relaxation may be granted which is in conflict with the Washington Land Use Ordinance (zoning regulations) or other applicable regulations. If variances are needed you will need to make an application to the Zoning Board of Adjustment and All such waivers shall be set forth in the decision of the Board as reflected in its minutes.