

Check List for Change of Use

Per Section VI, Para.A & B of the "Antrim Subdivision & Site Plan Review Regulations"

Applicant _____

Rev. 8/16/07

Item	Para.	Requirement	Satisfied	Waived	Comments
1	A	Change of Use = The change of use of any existing building. This does not include any enlargement of the buildings.			
2	A.1	Completed application			
3	A.1.a	Fully executed and signed copies of the Building Permit Application.			
4	A.1.b.(1)	Location of site, zoning district, tax map number, lot number, names of any adjoining streets, names and addresses of the owners of record, of the applicant and abutting land owners.			
5	A.1.b.(2)	Area to be used for commercial purposes.			
6	A.1.b(3)	Signed release for the Building Inspector to examine the property to see if it is suitable for the proposed use.			
7	A.1.b(4)	A written statement describing the purpose of the proposed project and giving sufficient detail to determine compliance with Town Ordinances and Regulations.			
8	A.2	Plan of Development--A plot plan diagram (engineered plan not necessary)			
9	A.2(a)	Shape and dimension of interior and exterior areas to be used.			
10	A.2(b)	Any additions or changes to be made in plumbing or electrical wiring			
11	A.2(c)	The shape and dimensions of the proposed parking area			
12	A.2.(d)	Driveways and flow of traffic entering and exiting the site			
13	A.2.(e)	Location, size and character of all signs and exterior lighting			
14	B.2(c)	Any changes in the sewage disposal system			
15	B.2(g)	Provisions for storage and removal of rubbish			
16	B.3	Additional information:			
17	B.3(a)	Written recommendation of the Fire Safety Officer if requested.			
18	B.3(b)	Written approval from the Antrim Sewer and Water Department if such approval is required by the Planning Board			
19	B.3(c)	Written approval of the New Hampshire Department of Transportation or the Antrim Road Agent for siting driveways & curb cuts with adequate lines of sight.			

Item	Para.	Requirement	Satisfied	Waived	Comments
20	B.3.(d)	Written approval by the NHDES Subsurface Systems Bureau for any proposed additions or changes in the septic system or to additions of buildings on a septic system.			
21	B.3.(e)	Written approval of the Antrim Planning Board for a Special Use Permit to disturb the 25' wetland buffer.			