



**APPLICATION FORM AND CHECKLIST FOR
CHANGE OF USE OR HOME-BASED BUSINESS**

File # _____ Date Received _____ By _____

APPLICATION PROCEDURE

1. This application applies to (1) a change of use in an existing building from residential to non-residential or from one non-residential use to another; and (2) to Home-Based Business, as defined by Article XIV-A of the Antrim Zoning Ordinance.
2. This form and all required information must be filed with the Land Use Office at least 21 days prior to the date at which it will be submitted to the Planning Board.
3. Eight (8) copies of the application must be submitted. Applications longer than 10 pages shall be submitted in binders with dividers. The complete application shall be submitted on physical media (CD or flash drive, or by email) in Portable Document Format (*.pdf).
4. All projects must comply with the Town's Zoning Ordinance and any other applicable regulations before being considered by the Planning Board. Any necessary approvals from the Board of Adjustment must be received prior to application to the Planning Board.
5. Included herein is the checklist of requirements that are a part of a completed application. Please check off the documentation that has been submitted, or items for which you are requesting waivers. All requests for waivers must include the justification for the waiver and must be submitted in writing at the time of application filing.
6. Within 30 days after filing, or the next meeting for which notice can be given, the application will be placed on the Planning Board agenda for the next regularly-scheduled Board meeting. At this meeting the Board will first vote to accept the application as complete. Following a vote of completeness, the Board will move into public hearing on the merits of the proposal and will approve or disapprove of the application within 65 days of the vote to accept as complete.
7. Public notice for all meetings/hearings is prepared and sent by the Land Use Office. The applicant is responsible for all fees associated with the filing and notification.
8. Following an approval, four (4) paper copies of the plat shall be submitted to the Land Use Office, as well as the mylar for recording in the Hillsborough County Register of Deeds.
9. Within five (5) business days of the vote to approve or disapprove, the applicant will receive a written Notice of Decision and the Permit to Operate. In the event of disapproval, the Notice will include the reasons for the decision and state what corrective action needs to be taken by the applicant.

Type of Application:

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Change of Use from Residential to Non-Residential

☐

Home-Based Business

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Change of Use from Non-Residential to another Non-Residential

1. Name & address of owner(s) of record:_____

Home Phone:_____ Work Phone:_____ Cell Phone:_____

Email:_____

2. Name & address of applicant (if other than owner):_____

Home Phone:_____ Work Phone:_____ Cell Phone:_____

Email:_____

3. Location of the site:_____

4. Zoning District(s):_____ Tax Map #:_____ Lot #(s):_____

5. Name & address of surveyor or other professionals whose name and seal appear on the plan, if applicable:_____

Work Phone:_____ Cell Phone:_____ Email:_____

6. Purpose of the application:_____

The following items must be submitted with the application:

7. Attach a separate sheet listing the Town of Antrim tax map, lot number, name & mailing address of all abutters, including those across from a street, brook, or stream. Names should be those of current owners as recorded in the tax records no more than five (5) days prior to the submission of this application.
8. The appropriate checklist for the particular application. All items are to be provided upon filing of the application. A waiver request in writing must be submitted for items not provided.
9. Payment of all applicable fees.

The following affidavits must be signed and dated:

10. The applicant and/or owner or agent certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Antrim in the final review process of this application shall be borne by the applicant and/or owner.

Signed:_____ Date:_____

11. I hereby authorize the Antrim Planning Board and/or its agent to access my land for the purpose of reviewing this application and other inspections deemed necessary by the Board or its agents to insure conformance with all Town of Antrim Ordinances and Regulations.

Signed (Owner):_____ Date:_____

12. I hereby authorize _____ to act as my agent and represent me before the Antrim Planning Board.

Signed (Owner):_____ Date:_____

APPLICATION FEES

1. Application Filing Fee = \$150.00

2. Notification of Abutters, licensed professional(s) whose name and seal appear on the plan, and any holder of conservation easements: \$10.00 per notification x _____ = \$_____

3. Newspaper Notification: \$100.00

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Total Application Filing Fees: \$_____

4. Hillsborough County Register of Deeds:

- a. Plan Recording (based on size of plat) – Payable to the Town of Antrim.

8 ½ x 11 = \$ 9

11 X 17 = \$ 9

17 X 22 = \$ 14

22 X 34 = \$ 24 = \$_____

- b. Notice of Decision - Payable to the Town of Antrim \$20.00

Total Plan Filing Fees: \$_____

APPLICATION CHECKLIST

PER SECTION V, A & B OF THE TOWN OF ANTRIM SUBDIVISION AND SITE PLAN REVIEW REGULATIONS AND ARTICLE XIV-A OF ZONING ORDINANCE

Note that items on this checklist may not include the complete language of the submission requirements contained in the Regulations. The items checked are considered to be the minimums and the Board may request additional information if deemed necessary to make an informed decision.

Item #	Requirement	Satisfied	Waived	Comments
1	Fully executed and signed copy of the Building Permit Application.			
2	Location of the site, zoning district, tax map number, lot number.			
3	Names and addresses of owners and abutting land owners.			
4	Area to be used for commercial purposes.			
5	Signed release for the Building Inspector to examine the property to see if it is suitable for the proposed use.			
6	Written statement describing the purpose of the proposed project and stating compliance with all applicable Town Ordinances and Regulations.			
7	Plan of Development (Plot Plan – engineered plan not necessary).			
8	The shape and dimension of interior and exterior areas to be used.			
9	Any additions or changes to be made in plumbing or electrical wiring or in the sewage disposal system			
10	The shape and dimensions of all parking areas.			
11	Driveways and flow of traffic entering and exiting the site.			
12	Location, size and character of all signs and exterior lighting.			
13	Provisions for storage and removal of rubbish.			
Additional Information (if applicable):				
14	Written recommendation of the Fire Safety Officer.			
15	Written approval from the Antrim Sewer & Water Department.			
16	Written approval from NH DOT or the Antrim Road Agent.			
17	Written approval from NH DES Subsurface Systems Bureau.			
18	Special Use Permit from the Antrim Planning Board to disturb the 25-foot wetland buffer.			
SPECIFIC TO HOME-BASED BUSINESSES: Constraints (as per Article XIV-A)				
Home-Based Businesses may not create objectionable noise, odor, vibration, smoke, dust, heat, glare, or unsightly conditions that are noticeable off the premises; create electronic interference; or create a safety, health, or environmental hazard.				
Home-Based Businesses must provide for adequate off-street parking for employees and visitors.				
Home Based Businesses are not allowed to operate in Multi-Family Dwellings.				
Home Based Businesses must have a Permit from the Planning Board to operate.				