SALISBURY PLANNING BOARD
APPLICATION INSTRUCTIONS – CONDITIONAL USE PERMIT

These instructions are intended as a brief synopsis of the filing requirements. Additional information, requirements and directions are contained within the Federal & NH Law and Administrative Rules and applicable Town regulations and ordinances.

The Applicant is responsible to become familiar with all relevant State Regulations and Town Ordinances, in order to submit correct & complete information. Copies of all the Town's Regulations & Ordinances are available on-line or for review at the Town Offices. Applications shall comply with all applicable Regulations & Ordinances. In case of conflicting requirements, the more stringent shall apply.

The Applicant has the option to schedule at least one meeting with the Salisbury Planning Board (SPB) prior to a formal application being submitted, as a Preliminary Conceptual Consultation with no cost to the applicant and discussions & review <u>are not</u> binding. Or the applicant has the option to conduct a Design Review Phase where abutters will be notified before the Public Hearing on the application takes place. However, Applicants are encouraged to meet with the SPB as often as they would like throughout the formulation of a proposal. Recognizing early in the design process what codes and regulations apply and what options are available to the Applicant to reduce cost & improve the overall project is instrumental in designing the proposal and in submitting a complete & compliant application.

When a formal application is received by the Planning/Zoning Assistant a copy will be forwarded to other Town Departments, Boards or Committees for their comments. The Application will then be scheduled for the next available SPB agenda. The Applicant may request a joint hearing of the Planning & Zoning Boards for applications requiring dual review.

If the Applicant is not the owner but an agent (surveyor, engineer, attorney, etc.) presenting the application, a "Letter of Authorization" must be submitted as part of the application. The Applicant or Authorized Agent must attend the meeting, if neither is present, the application will be denied without prejudice and must be refiled. If the application is deemed to be incomplete, the SPB may vote to hold a continuance of the Public Hearing at a later date.

The SPB will require further information as necessary and may also require independent review of submitted information at the cost of the Applicant. The property under consideration must be made available for inspection during the review and construction phases.

SALISBURY PLANNING BOARD
APPLICATION FOR CONDITIONAL USE PERMIT (CUP)

Land owner: _____ Contact Person:_____

Tele:_____ Cell:_____ Fax:_____ E-mail:_____

Mailing Address: _____

Applicant (if different): _____ Contact Person:_____

Tele:_____ Cell:_____ Fax:_____ E-mail:_____

Mailing Address: _____

Agent (if any): _____ Contact Person:_____

Tele:_____ Cell:_____ Fax:_____ E-mail:_____

Mailing Address: _____

Address of property:_____ Zoning District(s):_____

Tax Map #_____ Lots(s) #_____ Total Area (acres)_____ Acres in Current Use_____
(Indicate on map)

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

_____

_____

Describe in detail all proposed uses, structures, construction or modifications requiring a CUP: _____

_____

_____

List the use(s) being proposed as identified in Article VI of the Zoning Ordinance: _____
_____

Does the proposed use also require any of the following actions:

_____ Site Plan Review _____ Subdivision _____ Earth Excavation _____ ZBA Review

Statement of Assurance
I hereby certify that ot 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 Salisbury. I authorize the Members of the Salisbury Planning Board or their staff to enter onto my property for the purpose of this review.

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