



TOWN OF WAKEFIELD PLANNING BOARD

2 High Street, Sanbornville, NH 03872

Phone: (603)522-6205 Ext.309

Fax: (603)522-2295

(For Office Use Only)

Date Rec'd: _____ By: _____
Tax Map: _____ Lot: _____

FEES:

Application Fee: \$50

Public Notice: \$121 per submission

Abutters: _____ @ \$6.80 each _____

Recording fee: _____ **Other:** _____

Total received: _____ cash check# _____

SITE PLAN REVIEW APPLICATION HOME ENTERPRISES

Levels Two and Three – Home Occupation and Home Industry

PROFESSIONAL USES AND CUSTOMARY HOME OCCUPATIONS: A business, profession or trade that is conducted by a resident of the premises, entirely within the residence or an accessory building, and involves an increase in traffic for clients, patients, associates, or employees. Examples include but are not limited to: doctors, dentists, lawyers, home daycare facilities, accountants, and beauticians.

HOME INDUSTRY: A business or trade that is conducted by a resident of the premises, but not necessarily entirely enclosed within structures. A Home Industry involves an increase in traffic for employees and delivery vehicles, and a minimal increase in traffic for clients. A Home Industry may also involve the use or exposure to toxic or waste products that may be harmful to people or the environment. Examples include but are not limited to: craftsmen, wholesale bakery or other wholesale food production, small engine and boat repair.

Tax Map: _____ Lot(s): _____ Zoning District: _____ Overlay _____

Property Address: _____

Name of Applicant/Agent: _____

Address: _____

Telephone: _____ E-mail: _____ Fax: _____

Name of Property Owner: _____

Address: _____

Telephone: _____ E-mail: _____ Fax: _____

BUSINESS INFORMATION:

Name of Business: _____

Type of Business: _____

Hours of Operation: _____ Number of Employees: _____

Off street parking available: Yes / No Parking Capacity: _____ Size of Parking Area: _____ sq. feet

Sign: Yes / No If yes, explain size and type: _____

Deliveries: Yes / No If yes, explain type and frequency: _____

Solid Waste Disposal: Yes / No If yes, explain: _____

Noise Generated: Yes / No If yes, explain: _____

Other information: _____

The proposed business will be operated within the above parameters.

Certification and Agreement: To the best of my knowledge, all information submitted on this Application is true and correct. All proposed development will be in conformance with the information contained on the Application, and in the approved plan as well as the provisions of Town Ordinances and Regulations.

The owner/agent by filing an application hereby gives permission for the Code Enforcement Officer or other Planning Board designee to enter the property which is the subject of the application with twenty-four (24) hours' notice for the purpose of inspection as may be appropriate.

Applicant/Agent Signature: _____ **Date:** _____

Applicant/Agent Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

SIGNATURE PAGE MUST BE ORIGINALLY SIGNED, OR APPLICATION WILL NOT BE PROCESSED.

CERTIFIED LIST OF ABUTTERS

According to RSA 672:3 “Abutter” is defined as “Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local Land Use Board. For purposes of receiving testimony only, and not for purposes of notification, the term abutter shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local Land Use Board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

The following information must be completed by the applicant in order to begin the subdivision/site plan review/lot line adjustment application process. Below, list the verified names and mailing addresses of the applicant, authorized agent(s), engineer, architect, land surveyor, soil scientist, consultant, abutter, holders of conservation easements or restrictions on adjacent lands, municipal/regional planning commissions, (if a regional notice is required), associations, and etc., not more than five (5) days prior to submission, per RSA 676:4,I(b). Abutters’ names and mailing addresses must be verified against the records kept in the Wakefield Assessor’s Office. Attach additional copies of this form if necessary. Include four (4) sets of mailing labels for each person listed below.

Map/Lot	Name of Property Owner	Mailing Address of Property Owner

Name of Person Preparing List _____ Date Prepared _____

Preparer’s Signature _____ Date _____