



**TOWN OF FARMINGTON
PLANNING BOARD**
356 Main Street, Farmington, NH 03835
603-755-2774

CHANGE OF USE APPLICATION

A Change of Use or Expansion of Use that does not require Site Plan Review by the Planning Board can be reviewed and approved by staff in the Planning and Community Development Department with the following conditions:

- (1) The new or expanded use should remain in compliance with the relevant conditions of approval of original site plan
- (2) A letter shall be sent to all abutters notifying them of the proposed changed and/or expansion, at which the abutters have seven (7) business days to provide comments or request a public hearing. Based on input received, staff will determine if a public hearing is needed.
- (3) Any waiver request cannot be issued by staff and shall be approved by the Planning Board.
- (4) Any variance request cannot be issued by staff and shall be approved by the Zoning Board of Adjustments.
- (5) The applicant may request a formal process through the Planning Board if they choose.

Property Information:

Property Address _____

Property Owner _____

Mailing Address _____

Home Phone _____ Cell Phone _____ Email _____

Business Owner Information:

Business Owner/Applicant _____

Name of Business _____

Mailing Address _____

Home Phone _____ Cell Phone _____ Email _____

Existing Business Information:

Existing/Previous Use _____

Existing Number of Units in Building _____ Square Feet of Existing Use _____

Proposed Business Information:

Proposed Use _____

Proposed Number of Units for Use _____ Square Feet of Proposed Use _____

The number of years and other location(s) where the business is located (if applicable) _____

Detailed description of the business activities. If a retail business is proposed, an overview of the types of goods to be sold shall be included: _____

Hours of operation _____ Number of employees _____

Plan for exterior lighting, if any _____

Proposed signage _____

Any other information the Planning Department needs to determine necessary to assist with the application decision _____

If necessary, please attach additional information.

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 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 Signature _____ **Date** _____

Owner Signature _____ **Date** _____

*******FOR OFFICE USE ONLY*******

Staff Comments: _____

Sign Application Submitted: Yes ☐ No ☐ Approved ☐ Denied ☐

Permits Required: Building Permit ☐ Electrical Permit ☐ Plumbing Permit ☐

Application	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	_____	_____
			Planning Department	Date