OCCUPANCY/BUSINESS REVIEW APPLICATION

The purpose of this form is to assist the Community Development Department in making the determination to allow this use through an administrative decision or to require a site plan review by the Planning Board.

Any change in use of a commercial / industrial property that requires an addition to an existing building, or use of a commercial/industrial site that does not have a site plan will require full site plan review by the Hooksett Planning Board. A change to an existing approved site may require a full site plan review by the Hooksett Planning Board. The Town Planner and Code Enforcement Officer will make that determination, based on the information provided. All site plans and building plans submitted to Community Development Department must be signed by the design professional that has done the design.

APPLICANT: _______________________________ Date: ________________

LOCATION: ________________________________

MAP ______________ LOT (S) ______________

Submission Requirements: Complete and return to Community Development Department with a copy of the plot plan, parking/traffic flow plan, and a short business plan, which describes the occupancy or expansion, hours of operation, number of employees, etc.

Any questions may be directed to the Community Development Department at (603) 485-4117. Applicants are required to attend the meeting. Applicants will be notified of our determination to administratively allow the change or require a site plan review by the Planning Board.

PROPOSAL

Existing use

Proposed Use / Business Name

Expansion of Use (if applicable)

Size of Existing Building ________________ SF (Attach Existing Building Plan)

Conversion from residential to non-residential use? Yes _____ No _____

Attach Approved Site Plan ________________

Attach Business Plan Describing New Business.
Property Owner ____________________________________________________________

Address ___________________________________________________________________

City, State, Zip __________________________________________________________________

Telephone and Email Address ___________________________________________________________________

Notarized Owner’s Signature ___________________________________________________________________

State of New Hampshire  
County of ____________________________

Acknowledged before me on ______________________ by ________________________________.

Notary Public’s Name: ____________________________  
Commission Expires: ____________________________  Notary Public’s Signature _____________

Developer/Applicant ___________________________________________________________ 

Address ___________________________________________________________________

City, State, Zip ___________________________________________________________________

Telephone and Email Address ___________________________________________________________________

All Construction shall be in accordance with the Town of Hooksett Ordinances, Regulations and Specifications. No construction shall commence until a building permit has been issued by the Community Development Department. It is the responsibility of the owner/applicant to be aware of all requirements.

PARKING

1. Number of spaces, Existing ______ Proposed _______ Total ______

BUILDING

1. Lighting Existing ______ Proposed _______
2. Signage Existing ______ Proposed _______
3. Building Elevation (provide sketch, photograph) Show existing and proposed.
4. Plot plan (provide 8 ½ x 11 sketch showing any changes)

UTILITIES

Town Water Precinct _____________ Private well _____________ Community well ____________

Town Sewer ______
Private Septic System State Approval Number__________________________ Supply Plan
Community Septic System State Approval Number__________________________ Supply Plan
Fire Protection Hydrant ___ Cistern ___ Size ___ Distance from structure to Hydrant.
Fire Suppression System _____________ Date of Last Inspection.
Fire Alarm System___________ Date of Last inspection
DRAINAGE

1. Increased impervious surface? Yes ____ No ____
2. Lot Grading _____________________________
3. Describe drainage flow ___________________________

LANDSCAPING

1. Plantings Existing ___________ Proposed ____________
2. Loam and Seeding Yes ____ No ____

PREPARED BY ___________________________ DATE ____________

The above application has been **DENIED** and must be presented to the Planning Board for site plan review before it is commenced.

_________________________________ Date ____________
Matthew Lavoie
Town Planner Code Enforcement Officer

The above application has been **APPROVED** as an administrative decision and may be implemented as presented.

_________________________________ Date ____________
Matthew Lavoie
Town Planner Code Enforcement Officer

The Granting of this permit/occupancy conveys no rights not specifically granted in the Town of Hooksett adopted building codes and ordinances. Access to public streets, water, and sewer must be granted by appropriate departments. Neither the issuance of this permit/occupancy conveys nor the review of any plan(s) by officials of the Town of Hooksett, nor any subsequent inspections of the premises, should be relied upon as an assurance of conformity to legal requirements. The owner and applicant shall remain fully responsible for complying with all applicable federal, state and local laws, ordinances, codes and regulations.