

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

