



Town of Newton, New Hampshire

APPLICATION FOR MINOR SITE PLAN CHANGE OF USE

I herein make application to the Planning Board of the Town of Newton for a Minor Site Plan -
CHANGE OF USE at the location listed below, as provided for in the Policies and Procedure Manual.

DATE:	PROPERTY LOCATION & ACREAGE:	MBL#:
APPLICANT'S NAME:	MAILING ADDRESS:	PHONE:
EMAIL ADDRESS:		
OWNER OF PROPERTY:	OWNER'S ADDRESS: (if different from applicant's)	PHONE:
BUSINESS NAME:	BUSINESS MAILING ADDRESS:	BUS. PHONE:
NATURE OF BUSINESS:	HOURS OF OPERATION:	# EMPLOYEES:

Fees for Change of Use

Application Fee - \$ 250.00
NPREA Fee - \$ 650.00

Attachments:

Floor Plan _____ Plot Plan _____
Agent Letter _____ Abutter Labels _____

ONLY FULLY COMPLETED APPLICATIONS WITH ALL REQUIRED ATTACHMENTS WILL BE FORWARDED TO THE PLANNING BOARD.

PLEASE REFER TO PROCEDURES SECTION OF THE NEWTON ORDINANCE MANUAL ONLINE FOR SUBMISSION REQUIREMENTS.

I declare that I am the applicant/owner of the property for which this application is made. I have read the provisions of the Newton Zoning Ordinances and the Newton Policies and Procedures Manual Section 10. I agree to comply with them, and to be subject to all their provisions.

I certify the above statements are true and accurate:

Signature of Applicant

Date

Signature of Owner (if different)

Date

MINOR SITE PLAN APPLICATION FOR CHANGE OF USE CHECKLIST

<input type="checkbox"/>	1. A drawing of the property showing all buildings and structures with their existing and proposed uses has been provided .
<input type="checkbox"/>	2. Toxic, explosive, flammable, combustible, corrosive, etiologic, radiologic, or other restricted materials shall not be stored onsite.
<input type="checkbox"/>	3. Vehicles shall not idle overnight on the premises.
<input type="checkbox"/>	4. Adequate off-street parking shall be provided.
<input type="checkbox"/>	5. No other Minor Site Plan has been submitted in the past 3 years.
<input type="checkbox"/>	6. Outside operations, storage or display of materials or goods shall not take place.
<input type="checkbox"/>	7. Processes shall not be utilized which are hazardous to public health, welfare, or safety.
<input type="checkbox"/>	8. Business shall not emit smoke, dust, odor, noise, gas, fumes, or lights. Any refuse matter produced by the business must not be disposed of in the town transfer station. Independent disposal shall be arranged for by the resident.
<input type="checkbox"/>	9. The building housing the business shall meet all applicable building and Fire Codes.
<input type="checkbox"/>	10. A copy of the property assessment card has been provided .
<input type="checkbox"/>	11. A description of the business, including hours of operation has been provided .
<input type="checkbox"/>	12. Abutters labels have been provided .

By signing this application to the Planning Board, you give permission for the Newton Planning Board to conduct a site visit should one so be ascertained to be necessary. An appointment for any such site plan will be arranged with the property owner and/or tenant beforehand.

I certify the above statements are true and accurate:

Signature of Applicant

Date

FOR OFFICE USE ONLY

PLANNING BOARD DECISION:	PLANNING BOARD SIGNATURE:	DATE:
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ACTION

<input type="checkbox"/> APPROVED	Attach Notice of Decision	Board Vote
Date Recorded		
<input type="checkbox"/> DENIED	Reason(s) For Rejection	Board Vote

MINOR SITE PLAN APPLICATION FOR CHANGE OF USE INSTRUCTIONS

Policies and Procedure Manual: Section 10

The following documents must accompany all applications:

1. Names and mailing addresses of all abutters (see directions below).
2. Drawn plans showing setbacks from dimensions of the lot, lot boundaries and locations of existing structures and uses, septic location, well location, and a north arrow. This does not need to be a professionally drawn plan, but legible.
3. Show where the business will take place and any changes to the building or property, including parking and building entrance(s). This does not need to be a professionally drawn plan but should be legible enough to identify where the listed items are.
4. A description of the business and the hours of operation must accompany the application.
5. A copy of the current waste disposal plan.

ABUTTER LABELS HOW TO PRODUCE THEM

ABUTTER shall mean any person whose property adjoins or is directly across the street or stream from the land under consideration by the Planning Board. Include Owner, Applicant (if different) and any professionals who created/stamped your plans (per RSA 672:3). Please submit 3 self-adhesive labels per.

To find your abutters:

1. Go to: <https://www.newton-nh.gov/>
2. In the right-hand menu box (kind of olive green), click on the GIS Mapping link.
3. On the new screen in the upper left click on search, then either type in your address or name. Your lot should be in the middle of the screen. If not click on your property in the menu that will be on the left side of your screen.
4. Again, in the upper left, beside your name is a small icon that says ABUTTERS, click it.
5. Set the "Select parcels within" to 50 feet (your abutter's lots will turn salmon coloured.)
6. Click on "+add or remove" and click on your own lot, it will change colour.
7. Under "Reports" you will see a choice of "Abutters Reports" and "Mailing Labels". Click on "Mailing Labels" the PDF version. A pop-up will appear in the middle of your screen.
8. Click on "Mailing Labels PDF" in the pop-up and a new window will open with the Mailing labels in format for printing on any self-adhesive label sheet that is 3 rows across and 10 per column.
9. Load 3 sheets of labels into your printer and choose the tiny printer icon in the upper right corner (depending on your program it may be on the left). Have it print 3 sets.

If you have a professional who prepared your plans, ask them to supply you with 3 mailing labels for each abutter, and professional who stamped or signed your plans.