

# Statement of Property Usage

Town of Sunapee

23 Edgemont Rd., Sunapee NH 03782

(603) 763-2212 ext. 1023 | [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us)

1. Owner's Name(s): \_\_\_\_\_

2. Address (Mail): \_\_\_\_\_

3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Property Location: \_\_\_\_\_

5. Parcel ID: \_\_\_\_\_

**6. Current Use of Property:**

a. Describe in detail the current use of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Number of Employees: \_\_\_\_\_

c. Square feet of Commercial Space:      Retail \_\_\_\_\_      Office \_\_\_\_\_      Other \_\_\_\_\_

d. Hours of Operation: \_\_\_\_\_

**7. Proposed Use of Property:**

a. Describe in detail the proposed use of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Number of Employees: \_\_\_\_\_

c. Square feet of Commercial Space:      Retail \_\_\_\_\_      Office \_\_\_\_\_      Other \_\_\_\_\_

d. Hours of Operation: \_\_\_\_\_

8. **Certification / Permission for Inspection:** To the best of my knowledge the above is true and accurate. I hereby grant permission for site inspection to Planning or Zoning Officials.

Signature of Landowners: \_\_\_\_\_

## THIS PAGE FOR TOWN-USE ONLY

### **Zoning Administrator's Comments Relative to Zoning Compliance**

Zoning Administrator's Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Town Planner's Comments**

- |                                      |           |          |
|--------------------------------------|-----------|----------|
| 1. Increase in Employees?            | Yes _____ | No _____ |
| 2. Increase in Business Area?        | Yes _____ | No _____ |
| 3. Increase in Use Intensity?        | Yes _____ | No _____ |
| 4. Increase in Days/Hours Operation? | Yes _____ | No _____ |

Based on the above data, findings, and comments, it is recommended that:

\_\_\_ (1) The applicant should apply for a Site Plan Review Hearing

\_\_\_ (2) The applicant should consult with the Planning Board to determine if a Site Plan Review Hearing is required.

\_\_\_ (3) The applicant may move forward with the conversion without applying to the Planning Board for Site Plan Review as no use increase or other impacts have been identified.

Planner's Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Planning Board Decision** (as per #2 above)

Based on the information provided by the applicant, the recommendations above, and as a result of review and discussion by the Planning Board, it is the opinion of the Board this this project **will** / **will not** require a Site Plan Review Hearing for the proposed conversion.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date