

Request for Certificate of Site Plan Compliance

\$0 No Fee

TOWN OF SUNAPEE

23 Edgemont Rd., Sunapee, New Hampshire 03782

Phone: (603) 763-2212 ext. 1023

Email: zoning@town.sunapee.nh.us

Website: www.town.sunapee.nh.us

FOR TOWN USE ONLY	
DATE APPLICATION REC'D:	_____
PARCEL ID:	_____
<i>Revised 7/24/2023</i>	

ABOUT THIS APPLICATION: The purpose of this application is to review the site in accordance with the plan approved by the Planning Board. Per Sunapee Site Plan Regulations, Article XII:

At least two (2) weeks prior to the completion of site plan improvements, the property owner shall apply for a Certificate of Site Plan Compliance. The purpose of the application is to allow site visits, project review and signoffs by the Planning/Zoning Department and any applicable Department Heads (as noted in Article V A -3) as to adherence and completion of the approved Site Plan.

REMINDER: When considering any changes or deviations to the site plan in the future, be sure to check with the town’s planning office to see if a new site plan approval is required.



Today’s Date: _____ Expected opening date: _____

Name of businesses at this location: _____

Property Street Address: _____

Date the Site Plan was approved or last modified by the Planning Board: _____

ATTACH a copy of all Planning Board’s Decisions

Check which type of certificate is being requested: Temporary Site Plan Compliance Certificate
 Final Site Plan Compliance Certificate

If temporary, describe work still be done with estimated start and completion dates: _____

Contact Info: Name: _____
 Email: _____ Mailing Address: _____
 Phone #: _____

THIS SECTION FOR TOWN USE ONLY

Request received by: _____

The following applicable Department Heads confirm that had the opportunity to inspect the subject site regarding the Site Plan approval.

Code Compliance Officer N/A: ____
Date: _____ Conditions/Notes: _____
Title: _____ Signature: _____

Highway Department N/A: ____
Date: _____ Conditions/Notes: _____
Title: _____ Signature: _____

Police Department N/A: ____
Date: _____ Conditions/Notes: _____
Title: _____ Signature: _____

Fire Department N/A: ____
Date: _____ Conditions/Notes: _____
Title: _____ Signature: _____

Water & Sewer Department N/A: ____
Date: _____ Conditions/Notes: _____
Title: _____ Signature: _____

Conservation Commission N/A: ____
Date: _____ Conditions/Notes: _____
Title: _____ Signature: _____

Fees due or security bond held by the town, notes: _____

Final (as built) site plan required? Yes No If yes, date received: _____

This project/property has complied with the Site Plan Review approval and has successfully completed the **Request for Site Plan Compliance**. By signing below, the Planner and/or Zoning Administrator hereby releases a:

 ___ **Temporary Certificate of Compliance** ___ **Permanent Certificate of Compliance**

Town Planner N/A: ____
Date: _____ Conditions/Notes: _____
Printed Name: _____ Signature: _____

Zoning Administrator N/A: ____
Date: _____ Conditions/Notes: _____
Printed Name: _____ Signature: _____