

BELMONT PLANNING BOARD
CHANGE OF
COMMERCIAL OR INDUSTRIAL USE or TENANT
Or
RESIDENTIAL USE (Other than single or two-family)

APPLICATION INSTRUCTIONS

These instructions and the attached application form are to be used for the following instances:

- **Commercial:**
 - **Change of Tenant:** A new tenant proposes to occupy an existing permitted commercial or industrial location with the same use*.
 - **Change of Permitted Use:** A change of use* is proposed in an existing commercial or industrial location, *and* the proposed use is currently approved for that location.
- **Residential:**
 - **Change number of units:** Multi-family structures
 - **Initiate or adjust:**

* *For the purposes of these instructions, “uses” are listed in Article 5, Table 1 of the Zoning Ordinance. In all cases tenants and owners are responsible to comply with all Ordinances, Regulations, and previous Conditions of Site Approval.*

Review Process

This process is to determine the Zoning Use Category, whether the use is permitted and whether other approvals are required. A Certificate of Use or Occupancy is required. The review process includes:

- Submit completed application to Land Use Office – answering all questions and providing all required information will speed the review process.
- The application will be reviewed for compliance with existing site approvals, Zoning and other applicable Ordinances and Regulations.
- Contact the Building Official (603-267-8300x11) for an inspection of the premises by the Building Official and Fire Department.
- All other applicable permits must be obtained.
- A Certificate of Use or Occupancy will be issued for approved occupancies.

Questions on the review process should be directed to the Land Use Office.

BELMONT PLANNING BOARD

APPLICATION FOR:

- Change of Commercial Use**
- Change of Commercial Tenant**
- Change of Residential Use**

APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN

Land Owner: _____ Tele: _____ e-mail: _____

Mailing Address: _____ Fax: _____

Business Owner: _____ Tele: _____ e-mail: _____

Mailing Address: _____ Fax: _____

Business Name: _____

Applicant: _____ Tele: _____ e-mail: _____

Mailing Address: _____ Fax: _____

Address of Property: _____ Tax Map & Lot #(s): _____
(Street name/#, Unit #, Etc.)

Describe existing tenant/use proposed to be changed: _____

Will existing tenant/use be eliminated or otherwise changed? _____

Fully describe proposed use to be added – include all activities to occur on site: _____

New Business Name: _____

Days/Hours of Week Operating: _____

Number of persons on site engaged in business: _____

Size/Describe area to be used within structure: _____

Activities that will occur within structure: _____

Describe interior repairs/modifications/expansions: _____

Size/Describe area to be used outside of structure: _____

Activities that will occur outside of structure: _____

Describe exterior repairs/modifications/expansions: _____

Describe proposed signage (permit required): _____

Include sketch of property showing areas to be used.

STATEMENT OF ASSURANCE

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto my property for the purposes of this review.

Date

Signature of Business Owner

Date

Signature of Land Owner (if different)