

303.3 Minor Site Plan/Change of Use Applications must describe how they meet the following criteria, as applicable:

- 303.3.1 The purpose of the plan is for a minor change of use or expansion of use.
- 303.3.2 The site plan will have minimal traffic impact on the surrounding road network.
- 303.3.3 There is no increase of access ways to public streets.
- 303.3.4 Any proposed lot grading does not exceed 15% of the parcel's total square footage, with a maximum allowed increase of 1,500 sqft.
- 303.3.5 Existing drainage systems can accommodate the proposed additional drainage needs.
- 303.3.6 Increase in gross floor area does not exceed 25% of the existing gross floor area with a maximum allowed increase of 500 sq. ft.
- 303.3.7 Expansion of impervious surface does not exceed 25% of the existing impervious area, and does not to exceed 1,200 sq. ft.
- 303.3.8 There are no unusual or special conditions which require supplemental information for Planning Board and outside third party review, such as engineering, traffic, legal, etc.
- 303.3.9 Indicate whether the application is:
 - 303.3.9.1 An open space subdivision with no more than two (2) residential lots.
 - 303.3.9.2 A-new or expanded structure or use required for public safety purposes.
 - 303.3.9.3 A multi-family housing project with three (3) dwelling units.
 - 303.3.9.4 Other application qualifying as "Minor"

602.1.2 The application material submitted shall include the following:

- 602.1.2.1 A letter of intent detailing the proposal.
- 602.1.2.2 Completed Minor Site Plan application form and checklist with a written explanation of all items marked "not applicable/NA".
- 602.1.2.3 Applicable fees, in accordance with the adopted fee schedule.
- 602.1.2.4 Required number of copies of the Site Plan as stated in the Application form, showing existing and proposed changes that are drawn to scale.
- 602.1.2.5 Requests to waive any of the Site Plan Regulations
- 602.1.2.6 Memo detailing how Section 303.3 is satisfied
- 602.1.2.7 One list of abutters, as defined in RSA 672:3, including the abutters' addresses, as shown not more than five days before the day of filing and 2 sets of mailing labels for the certified mailings to notify abutters.
- 602.1.2.8 Copies of Notices of Decision for any variances received from the ZBA

(NOTE: Check with Department Staff as to the number of copies to be submitted)

Abutter List

Please print the names and legal mailing addresses of all abutters taken from the Town Assessor's records not more than 2 weeks prior to submitting this information. In accordance with RSA 672:3, an abutter is defined as any person whose property adjoins or is directly across the street or stream from the property subject to this application. Also include the mailing information for the applicant, property owner and any professionals (engineers, lawyers, etc.) involved with the application.

DO NOT WRITE IN SHADED AREAS

Map	Block	Lot	Name	Mailing Address
			Do Not Write in Shaded areas	
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Two copies of mailing labels must also be submitted.