

TOWN OF BARTLETT
OFFICE OF SELECTMEN
56 TOWN HALL ROAD
INTERVALE, NH 03845
(603) 356-2950

CHANGE OF USE PERMIT CHECKLIST

In order to facilitate the completion of your permit, we offer the following information that is required for us to review your application. While all of the items below may not be applicable to your situation, it is always best to provide as much information as possible about your project.

- 1) Be sure to complete the General Information section completely. We mail your approved permit back to you so we need a complete mailing address.
- 2) If any construction is to occur in association with this change of use, you must complete a separate application for that construction.
- 3) If you plan to put up any signs or change any signs, there is a separate application for that.
- 4) It is very important to describe IN DETAIL the new use. You may also have to include information about the previous use in order to be able to compare it to the new use. Important details include, but are not limited to, number of employees (including the owners/operators), number of patrons, number and size of parking spaces, type of activity that will occur, comparison between the previous use and the proposed use regarding septic capacity, and any other indication of the level of activity that will occur and the times they will occur. Other factors that may have to be considered depending on the activity are permitted uses, lighting, green area, minimum land area required and density. It may be best to write on the back of the form or attach a separate sheet outlining your proposal. You may need to have a septic designer verify information regarding the septic capacity, density and minimum land area.
- 5) The owner(s) of the property must sign the application form indicating they are aware of the proposed activity on their property. If the owner(s) cannot sign the form, a letter with original signature from the owner(s) specifically stating the applicant has permission to apply on their behalf must be submitted.
- 6) The burden is on the applicant to supply the necessary information. Failure to do so may cause the review and approval of the permit application to be delayed. Upon reviewing the application, the Selectmen may require further information based on the information provided. Please plan accordingly.

CHANGE OF USE PERMIT NO. _____ EXPIRES _____

TOWN OF BARTLETT, NH
56 TOWN HALL RD.

INTERVALE, NH 03845 (603)356-2950

APPLICATION FEE \$20.00
(Non-refundable)

CHANGE OF USE PERMIT APPLICATION

PLEASE NOTE: SIGNED AND COMPLETED APPLICATIONS MUST BE RECEIVED BY 1PM THE DAY BEFORE THE SELECTMEN MEET IN ORDER TO BE REVIEWED THAT WEEK.

ATTACH ADDITIONAL INFORMATION IF NEEDED. SELECTMEN REVIEW ALL PERMITS AT THEIR WEEKLY MEETING. APPLICANT IS RESPONSIBLE FOR SUPPLYING ALL NECESSARY FORMS, PLANS, ETC. AS REQUIRED HEREIN. APPLICATIONS WILL BE PROCESSED BETWEEN 3-7 DAYS, PLEASE PLAN ACCORDINGLY. VIOLATIONS ARE SUBJECT TO FINES.

I. GENERAL INFORMATION:

LOCATION OF PROPERTY _____ MAP _____ PARCEL _____
OWNER: _____ PHONE _____
MAILING ADDRESS: _____ TOWN _____ STATE _____ ZIP _____
BUILDER: _____ PHONE _____
BUILDER'S MAILING ADDRESS _____

II. CHANGE OF USE:

CURRENT OR PREVIOUS USE: _____ HOW LONG? _____
PROPOSED USE: _____ COST OF CHANGE \$ _____
DESCRIBE IN DETAIL THE NEW USE (attach separate sheet if needed): _____

WILL THIS AFFECT THE SEPTIC REQUIREMENTS? YES [] NO []

If yes, provide approval information _____

This approval does NOT relieve me from compliance with other than Town of Bartlett regulations and/or ordinances. I further understand that this approval does NOT relieve me from complying with the State regulations that may be applicable, the Lower Bartlett Water Precinct Zoning Ordinance, the Kearsarge Lighting Zoning Ordinance, or any other duly constituted and enacted regulations or procedures. The Town of Bartlett has NOT adopted a building code under NHRSA 674:51, therefore, the contractor responsible for the construction must notify the State Fire Marshal before construction begins on any building except one or two family dwellings as per NHRSA 155-A:2,VII. I understand that the contractor is responsible for meeting the minimum requirements of the State building code as applicable (NHRSA 155-A:2,VIII). I hereby certify that the above information is true and that the above change of use will be accomplished in accordance with the data submitted herein and I understand that the compliance with Town of Bartlett regulations will be verified by the Board of Selectmen. (Note: Application must be signed with an **original** signature of the property owner(s) - fax is not acceptable.)

(Rev. 5/09)

Date: _____ Owner _____

Approved by _____ Date _____ Fee paid _____

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**HOME INDUSTRY**

The following definition of Home Industry is outlined in the Town of Bartlett Zoning Ordinance under Article XIX Definitions and are the guidelines under which it must operated:

**Home Industry - Any use conducted by a member of the family within a dwelling or an accessory building, with a maximum of three employees in addition to the family domiciled in the dwelling, which is incidental to the use of the dwelling as a residence. Only one such business shall be conducted on a single lot. No home occupation shall be permitted that changes the outside appearance of the dwelling or is visible from the street; generates traffic, parking, sewerage or water use in excess of what is normal in the residential neighborhood; creates a hazard to person or property, results in electrical interference, or becomes a nuisance; results in outside storage or display of anything; or that adversely affects or undermines the residential character of the neighborhood.**

I/We hereby understand that we have been granted a permit to operate a Home Industry at our property and agree to operate under the definition as shown above.

Date \_\_\_\_\_

\_\_\_\_\_  
Property Owner signature

\_\_\_\_\_  
Property Owner signature

Building Permit No. \_\_\_\_\_