



OLD VALUES - NEW HORIZONS
 COMMUNITY DEVELOPMENT
 PO Box 120, Windham, New Hampshire 03087
 (603) 432-3806 / Fax (603) 432-7362
 www.WindhamNewHampshire.com

Planning Board
Application for Minor Site Plan Review/Change of Use

Tax Map Number (Map – Block – Lot) _____

Property Owner _____ **Property Owner Phone** _____

Property Owner Fax _____ **Property Owner Email** _____

Property Owner Mailing Address _____

Agent (If different from Property Owner) _____

Agent Fax _____ **Agent Email** _____

Agent Mailing Address _____ **Agent Phone** _____

Zoning District(s) _____

Application Requirements:

1. All application costs are payable at the time of filing this application.
2. Owner's Concurrence – The owner concurs in the representation by the agent and agrees that the information presented is accurate, agrees to the Windham Planning Board review process, and requests the Planning Board approval of the above identified Minor Site Plan.

Owner's Signature ***Date***

3. Agent's Request – The Agent seeking a Minor Site Plan Approval requests that the Planning Board review the attached information. This information presented by the Agent is to the best of his/her knowledge in accordance with the Town of Windham Zoning Ordinance and Site Plan Regulations and all revisions thereof.

Agent's Signature ***Date***

Staff Use Only

Received by: _____ Date _____ PB Case No. _____

Total Cost _____

Check No. _____

Must include the following for application to be considered complete:

- Completed Minor Site Plan Review/Change of Use Application signed by both the Property Owner(s) and Agent
- Letter of intent detailing the proposal
- Letter to the Planning Board requesting that the application be heard as a Minor Site Plan and detailing how the proposal meets the Minor Site Plan Classification Criteria as detailed in *Section 306 of the Site Plan Regulations* (Attached).
- Two (2) large copies of the Site Plan and fourteen (14) smaller copies, sized 11" x 17" of the Site Plan
- Names and addresses of all abutters, as indicated on town records, as shown not more than five (5) days before the day of filing, and two (2) sets of mailing labels for certified mailings to notify the abutters. This information can be found on the Town Assessor's webpage:
<http://www.windhamnewhampshire>
- Fees: Planning Board Application Fee \$200; \$25 Legal Ad; \$6 per abutter

****If any requirements of Sections 500-800 of the Site Plan Regulations are not proposed to be met, the Agent must submit a written waiver request detailing why the waiver is being requested, per Section 1108 of the Site Plan Regulations.***

Section 305. All site plan applications shall follow the major site plan track unless it is requested by the applicant and determined by the Board that a submittal qualifies as a minor site plan. Only the Planning Board can determine whether or not a plan qualifies as a minor site plan. To request a minor site plan classification the applicant shall submit a letter describing the proposed development or change-of-use. The letter will be considered correspondence to the Board. The Board will discuss the reasons for classifying the proposal as a minor site plan and vote to review the proposal based on the criteria of a minor site plan (See Section 306 below).

Section 306. MINOR SITE PLAN CLASSIFICATION CRITERIA: Minor Site Plan is a site plan or change of use that meets the following criteria as applicable:

- 306.1.** The purpose of the plan is for a minor change of use or expansion of use.
- 306.2.** The site plan will have minimal traffic impact on the surrounding road network.
- 306.3.** There is no increase of access ways to public streets.
- 306.4.** Minimum lot grading is proposed.
- 306.5.** Existing drainage systems can accommodate additional drainage needs.
- 306.6.** Increase in gross floor area does not exceed 25% of the existing gross floor area up with a maximum allowed increase of 500 sq. ft.
- 306.7.** Expansion of pavement does not exceed 25% of the existing paved area up to a maximum allowed change and not to exceed 1200 sq. ft.
- 306.8.** There are no unusual or special conditions which require supplemental information for Planning Board Review.
- 306.9.** An open space subdivision with no more than two (2) residential lots.
- 306.10.** A multi-family housing project with three (3) units or less.
- 306.11.** Any public safety or non-conforming uses within current regulations may be considered a special condition.
- 306.12.** Does not have negative adverse impacts to Section 703 of this ordinance.