

Town of Sunapee
Statement of Property Usage

1. Owner's Name _____

Address (Mail) _____

2. Phone _____

3. Property Location _____ By:

Parcel ID _____

4. Current Use of Property:

a. Describe in detail the current use of Property _____

b. # of Employees _____

c. Square Feet of Commercial Space: Retail _____

Office _____ Other _____

d. Hours of Operation _____

5. Proposed Use of Property:

a. Described in detail the proposed use of Property _____

b. # of Employees _____

c. Square Feet of Commercial Space: Retail _____

Office _____ Other _____

d. Hours of Operation _____

6. Certification/Permission for Inspection: To the best of my knowledge the above is true and accurate. I hereby grant permission for site inspection to Planning or Zoning Officials.

Signature of Landowners

Property Changes Noted

- 1. Increase in Employees? Yes _____ No _____
- 2. Increase in Business Area? Yes _____ No _____
- 3. Increase in Use Intensity? Yes _____ No _____
- 4. Increase in Days/Hours Operation Yes _____ No _____

Town Planner's Comments

Signature

Date

Zoning Administrator's Determinations

Based on the above data, findings, and comments, it is recommended that

- _____ (1) the applicant should apply for a Site Plan Review Hearing
- _____ (2) the applicant should consults with the Planning Board to determine if a Site Plan Review Hearing is required.
- _____ (3) the applicant may move forward with the conversion without applying to the Planning Board for Site Plan Review as no use increase or other impacts have been identified.

Signature

Date

Planning Board Decision (As Per #2 Above)

Based on the information provided by the applicant, the recommendations above, and as a result of review and discussion by the Planning Board, it is the opinion of the Board that this project **will/will not** require a Site Plan Review Hearing for the proposed conversion.

Signature

Date