

Conditional Use Checklist

**To be filled out by the applicant/agent and returned with the application*

Address or location of property: _____

Applicant/agent: _____

Owner, if different from applicant: _____

Map: _____ Lot: _____ Date: _____

Proposed project/request: _____

The following items must be included in a conditional use application. Please mark the items below and return this form to the Planning Department.

General items and documentation:

- _____ Conditional use application
- _____ This conditional use checklist
- _____ A letter of intent/narrative describing the project
- _____ A narrative addressing the 8 general conditional use criteria
- _____ A site plan drawing if applicable (See the Site Plan Regulations)
- _____ An electronic/pdf version of the five items above along with one hard copy of each
- _____ Application and notice fees. Please coordinate with Tracey Cutler, Admin. Assistant.
- _____ A butters list including properties within 300 feet of the subject lot. Please coordinate with Tracey Cutler.
- _____ Letter or email from property owner authorizing agent to submit the application or represent them, if applicable
- _____ Photograph(s) of the site showing where the proposed activity will occur
- _____ Agreement that the applicant will install a sign on the property about the public hearing once the hearing date with the Planning Board is set ten days before the hearing
- _____ Confirmation that the applicant has discussed their project with the Town Planner