



**PLANNING DEPARTMENT**

**Town of Durham**

8 Newmarket Road

Durham, NH 03824-2898

Phone (603) 868-8064

[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

**CONDITIONAL USE APPLICATION**

Date: \_\_\_\_\_

**Property information**

Property address/location: \_\_\_\_\_

Tax map #: \_\_\_\_\_; lot #(s): \_\_\_\_\_; Zoning District: \_\_\_\_\_

**Property owner**

Name (include name of individual): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer, Surveyor, or Other Professional**

Name (include name of individual): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**Proposed project**

Activity within the WCOD \_\_\_\_; Activity within the SPOD \_\_\_\_; Other proposal or activity \_\_\_\_

What is the proposed project? \_\_\_\_\_

\_\_\_\_\_

Which provision in the zoning ordinance calls for this conditional use? \_\_\_\_\_

\_\_\_\_\_

Justification for granting the conditional use: \_\_\_\_\_

\_\_\_\_\_

Have you completed the conditional use checklist? \_\_\_\_\_

(over)

## Other Information

Please note the following:

- Coordinate with Michael Behrendt, the Durham Town Planner, at 868-8064 or [mbehrendt@ci.durham.nh.us](mailto:mbehrendt@ci.durham.nh.us) about the process and other information that may be needed.
- Coordinate with Tracey Cutler, Planning Department Administrative Assistant, at 868-8064 or [tcutler@ci.durham.nh](mailto:tcutler@ci.durham.nh) about fees and preparing the abutters list. All property owners within 300 feet of the site will be notified about the application and public hearing.
- Please be sure to attend all meetings of the Planning Board and the Conservation Commission, if the latter will be making a recommendation.
- The Planning Board may schedule a site walk after the first meeting.
- A public hearing will be held on the application. A sign must be placed on the property by the applicant at least 10 days prior to the hearing.
- The applicant will need to address the eight general conditional use criteria. For conditional uses within the Wetland or Shoreland Overlay Districts four additional specific criteria must be addressed by the applicant.
- For conditional uses within the Wetland or Shoreland Overlay Districts, the application will be presented to the Conservation Commission for a recommendation.
- See Article VII in the Zoning Ordinance for additional information about conditional uses.
- We encourage you to check with the New Hampshire Division of Environmental Services to see if any state permits are needed prior to spending money on any Town applications.

## Abutter Notices

**\*\*\*Please note. It is the sole responsibility of the applicant to prepare the abutters list with labels/envelopes accurately.** Coordinate with Tracey Cutler on the process. It is critical that applicants include correct updated information. Courts are strict about notifications and may overturn approvals for failure to provide correct information on abutter names and addresses.

## Submission of application

This application must be signed by the property owner(s) *and/or* the agent.

*I(we) attest to the best of my(our) knowledge that all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As agent, I attest that I am duly authorized to act in this capacity.*

Signature of property owner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of agent: \_\_\_\_\_

Date: \_\_\_\_\_