



App #: _____
Date Received. _____

CONDITIONAL USE PERMIT: APPLICATION INSTRUCTIONS

These instructions are intended as an aid in meeting the requirements for filing an application for a Conditional Use Permit. Please review other applicable laws, regulations, ordinances and rules. If you have questions, please contact the Sutton Land Use Coordinator at 927-2402 or at landuse@sutton-nh.org.

If the Applicant is not the owner and/or if other Agents (Surveyor, Attorney, Engineer, etc.) will represent the owner, an owner signed letter of authorization must be submitted as part of the application. The Applicant or Authorized Representative must attend all Planning Board meetings where the application is considered, otherwise the application will be denied without prejudice. Reapplication will require refiling.

Applications must be received by the Land Use Coordinator by the 15th of the month prior to the next month's regular Planning Board meeting (e.g., by January 15 for the regular February Planning Board meeting). Please submit **seven (7) copies** of the application and all supporting documents, **one (2) full-scale** plan set, and **seven (7) smaller** plan sets (no smaller than 11" x 17") along with your fee payment and PDF's of all plans & docs.

When an application and the accompanying required fee is received in the Sutton Land Use Office, the application will be preliminarily reviewed by the Land Use Coordinator. If applicable, the Applicant will be provided with a list of potential deficiencies that may need to be addressed in order to meet the minimum requirements for submission completeness. Once the application has been so reviewed and deemed "Probably Complete" by the Land Use Coordinator, it will then be forwarded to the Planning Board and scheduled for the next available regular Planning Board meeting for official completeness review.

Before the application can be considered, all required notifications must have occurred as required (see *Article V: Procedure, Section B: Application of the Sutton Subdivision Regulations and Site Plan Review Regulations*, which is available at the Sutton Town Hall and is posted, and available for review and download, on the Town's "Regulations and Permits" web page (<https://www.sutton-nh.org/forms/>)).

Two (2) weeks before the application is to be considered by the Planning Board, the area where a driveway is to be constructed needs to be staked out and/or wetlands need to be delineated such that members of the Planning Board, or a Planning Board designated agent, may view the proposed site and/or the existing conditions.

Once the Planning Board has officially accepted the application and deemed it complete, a public hearing on the merits of the proposal will either follow or be scheduled for the first available regular Planning Board meeting. Decisions may be rendered by the Planning Board at the close of the public hearing or at a later date.

The specific measures that must be met for a driveway, steep slope non-conformance, or a wetlands crossing conditional use permit are found in the following articles and sections of the Sutton Zoning Ordinance:

- Article III - General Provisions - Section L
- Article X – Wetlands Overlay District – Section G
- Article XI – Steep Slope Overlay District – Section C

The Sutton Zoning Ordinance is available at the Sutton Town Hall and is posted, and available for review and download, on the Town's "Regulations and Permits" web page (<https://www.sutton-nh.org/forms/>).

The Planning Board may also require further information and may require independent review of the application submitted, both of which will be at the cost of the Applicant.

The subject property must be made available to members of the Planning Board, or a Planning Board designated agent, for inspection during the review and construction phases, and no site work shall commence until all approvals are obtained and all preconstruction conditions are fully complied with.



Town of Sutton, New Hampshire
 Pillsbury Memorial Hall
 93 Main Street, Sutton Mills, NH 03221

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CONDITIONAL USE PERMIT: APPLICATION CHECKLIST

Verified By Applicant	√ = yes, NA = not applicable, Empty (or X) = probably not complete	Verified By Land Use
	Conditional Use Permit Application Form for Steep Slopes complete.	
	Conditional Use Permit Application Form for Wetlands complete.	
	For Wetlands – Conservation Commission letter received.	
	For Wetlands – DES approval received.	
	If applicable, the area where a driveway is to be constructed has been staked out on the property and/or wetlands have been delineated.	
	Driveway Access permit (local or state) received.	
	Where applicable, Alteration of Terrain permit received.	
	For a parcel less than 5 acres a signed and dated application form to NHSPCC (septic system). Approval required for a conditional use permit.	
	If the Applicant is not the owner and/or if other Agents (Surveyor, Attorney, Engineer, etc.) will represent the owner, an owner signed letter of authorization received.	
	Notification List (including lien holders) complete.	
	Statement by lien holder approving project received.	
	Seven (7) copies of the application and all supporting documents, one (2) full-scale plan set, seven (7) smaller plan sets (no smaller than 11" x 17"), and fee payment received plus PDF's of all plans and documents.	
	Plan set must include the minimum requirements for a subdivision application. See subdivision check list. Additional Plan requirements include:	
	Delineation of all wetlands and wetland buffers.	
	Proposed grading at 2-foot contours for all disturbed areas.	
	Driveway cross sections and profiles.	
	Before and after drainage calculations and proof of zero peak runoff impact.	
	Proposed details and specifications for all interim and permanent storm water controls, driveway and related constructions.	
	Any other local state or other approvals required for this construction.	

Land Use Signature



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PLANNING BOARD
CONDITIONAL USE PERMIT APPLICATION

APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN

Property Address: _____
Tax Map Lot #: _____ Total Area (in acres): _____ (acres)

Owner(s): _____ Phone: _____

Email: _____ Fax: _____

Mailing Address: _____

Applicant (if different): _____ Phone: _____

Email: _____ Fax: _____

Mailing Address: _____

Agent (if any): _____ Phone: _____

Email: _____ Fax: _____

Mailing Address: _____

**Additional names can be provided on the back of the sheet.

Describe in detail all proposed uses, structures, or modifications requiring a Conditional Use Permit:

Does the proposed use also require: [] Site Plan Review [] Subdivision [] ZBA Action

Type of Conditional Use Permit: [] Steep Slope [] Wetlands
(Zoning Ordinance Article XI.C) (Zoning Ordinance Article X.G)

STATEMENT OF ASSURANCE

I hereby certify that, to the best of my knowledge, this information is valid and that there is no violation of the approved Zoning Ordinances of the Town of Sutton. I authorize members of the Planning Board, or a Planning Board designated agent, to enter onto my property for the purposes of this review and for purposes of inspecting approval conditions.

Date Signature of Owner or Authorized Individual (w/ Auth. Letter)



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CONDITIONAL USE PERMIT: STATEMENT OF LIENS

Check one of the following and then sign:

- There are no liens on this property **OR**
- There are lien(s) on this property - lienholders have been added to the Notification List

 Date Signature of Owner or Authorized Individual (w/ Auth. Letter)

CONDITIONAL USE PERMIT: STATEMENT OF CONDITIONS

I understand that the following must be met in order for a Conditional Use Permit to be granted:

- The proposed construction is essential; to the productive use of land, which productive use, is not part of the wetlands areas.
- Design, construction, and maintenance methods will be such as to minimize detrimental impact upon the wetland and will include restoration of the site as nearly as possible to its original grade and condition.
- No alternative route which does not cross a wetland, or which has less detrimental impact on the wetland, is feasible.
- Cost of the proposed construction compared to the alternatives shall not be a consideration in granting, or denying, the Permit.
- The Conservation Commission has had the opportunity to review and comment.

CONDITIONAL USE PERMIT: FEE SCHEDULE

Applicant, please check if included:

- \$100 Application Fee
- Certified mailing with Return Receipt to Notification list at Current Postal Rates
- \$100 Newspaper notice

Total Due: \$ _____

Please make checks payable to the *Town of Sutton* and indicate your *Tax Map Lot #* on the Memo line.

You may be invoiced for additional related expenses.

FOR OFFICIAL USE ONLY:

- \$100 Application Fee
- Notification list mailing
 ___ x Current postal rate = \$ _____

Total Due: \$ _____
 Total Received: \$ _____
 Date Received: _____
 Received By: _____

