

## HAMPTON PLANNING BOARD USE CHANGE REVIEW

See Section III.B of the Site Plan Review Regulations for Use Change Review requirement. It is the Applicant's responsibility to submit an appropriate plan in accordance with the Regulations. Submission requirements are found in Appendix A of the Site Plan Review Regulations. Applications must meet the requirements of Article III (Use Regulation) and Article VI (Parking) of the Hampton Zoning Ordinance.

In order to be placed on the Planning Board agenda, a complete application must be submitted to the Planning Office no later than 12:00 PM 5 BUSINESS DAYS (excluding Holidays) prior to the meeting. For additional information, please contact the Planning Office at (603)-929-5913 or visit the Town website at hamptonnh.gov

### SUBMITTAL REQUIREMENTS

- 1) Application fee payable to the Town of Hampton
- 2) 8 copies of the application and sketch and/or plan of the property containing the required information.
  - a) Present and proposed parking facilities (to conform to the requirements of Article VI).
  - b) A sketch of the property showing street frontage, building location, parking, driveways, traffic flow, loading spaces and walkways.
  - c) Location, description, and size of existing and/or proposed signs.
  - d) Physical changes to the exterior of the structure including color changes and lighting.
- 3) Letter of Authorization, if applicant is not property owner and/or an agent represents owner.

Applicant Name	Tel	
Email Address		
Mailing Address:		
Property Address:		
Owner of Record:		
Map #	Lot #	Zone:

Current or most recent use of property:
Proposed use of property:

**HAMPTON PLANNING BOARD  
USE CHANGE REVIEW**

Is the proposed use change to be the primary use of the Property?

YES  NO

Is the use change request subordinate to the main use?

YES  NO

Is the use change an additional use for the property?

YES  NO

Is the structure currently ADA compliant for accessibility?  YES  NO

Describe proposed physical changes to the structure and/or lot:


List any variances granted by the Zoning Board of Adjustment?


Is the property in the Aquifer Protection District?  YES  NO

If YES, are you also applying for a Conditional Use Permit as required per Section 2.5.4.F of the Hampton Zoning Ordinance?  YES  NO

If YES, please provide a written finding of fact for the requirements listed in Section 2.5.4.F on a separate page.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

**APPENDIX A Use Change Application Review** (Amended May 18, 2016)

1. Each Use Change request must be accompanied by the current application fee.
2. Uses allowed are only those uses permitted in the appropriate zones and as classified under Article III, Use Regulations of the Hampton Zoning Ordinance, or where otherwise provided in said Zoning Ordinance. In situations where the use classification under Article III (or where otherwise provided) is unclear as to a specific use, the final determination of its classification shall be made by the Building Inspector. Any use not specifically enumerated or defined in the Zoning Ordinance is prohibited.
3. Use Changes requiring Planning Board review are determined to be:
  - a. Any use of a residential or non-residential nature which is proposed to be changed to another use which is dissimilar but is in conformance with the Use Regulations provided in the Hampton Zoning Ordinance.
  - b. Any change of use of a non-residential or multifamily dwelling site resulting in a change in the number of parking spaces required by Article VI of the Hampton Zoning Ordinance.
  - c. Any change of use which results in the need for a new Certificate of Occupancy.
  - d. In the Town Center Zoning District, all changes of building occupancy involving any use of a non-residential nature regardless of similarity or not to the former use (this excludes ownership changes where the existing use is maintained without expansion).
  - e. Any use which, in the opinion of the Building Inspector or the Town Planner, requires Planning Board approval in order to safeguard the health, welfare, convenience and safety of Hampton's citizens and recreational guests.
4. Proposals for Use Change Review must include the following information:
  - a. Present use and proposed use of the property.
  - b. Present and proposed parking facilities (to conform to the requirements of Article VI).
  - c. A sketch of the property showing street frontage, building location, parking, driveways, traffic flow, loading spaces and walkways.
  - d. Location, description, and size of existing and/or proposed signs.
  - e. Physical changes to the exterior of the structure including lighting.
  - f. General conformance with ADA requirements for accessibility. Unless technically infeasible, existing buildings that undergo a complete or partial Change of Use or Occupancy must comply with the ADA requirements and provisions of the Town of Hampton Building Codes, as adopted. Following Use Change approval by the Planning Board, and prior to occupancy, the Building Department shall verify compliance has been achieved in accordance with the Town's adopted building codes.
  - g. A sketch with rough dimensions of the interior layout of the proposed use.

Where an area of primary function is altered, renovated and/or remodeled concurrently with a Change of Use or Occupancy, other standards and requirements may apply.

The requirement to provide all of the information specified in 4a through 4g may be waived, at the discretion of the Town Planner, if it is determined that the information is irrelevant or unnecessary to conduct a proper review of the use change request.

5. The Planning Board may request any further information it deems necessary for proper review of the use change request. The Planning Board shall not take action upon said application until all information is provided to the Board's satisfaction.