



TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

SPECIAL USE PERMIT CHECKLIST

This checklist has been included as part of the Board's operating rules to assist the applicant. The application must contain all of the information described in this section. The checklist must be completed and submitted as part of the application. Issues not included on the checklist may be raised during the review process. Waivers to any of these requirements must be requested in writing with an explanation of why the waiver should be granted.

For Special Use Permit Applications **related to** an active Site Plan Review or Subdivision application, submit the requirements according to the appropriate checklist.

- _____ 1. Checklist requirements for a Site Plan Review or Subdivision application have been submitted.

For Special Use Permit Applications **not related to** an active Site Plan Review or Subdivision application, the following information is to be submitted:

- _____ 2. If the presenter of the application is not the owner of record, provide a notarized letter from the owner(s) of record stating that the presenter has the authority and permission of the owner(s) of record to act on their behalf.
- _____ 3. Submit copies of local, state, or federal permit applications, as appropriate, and copies of approvals received.
- _____ 4. Submit two (2) 22x34" plans and twenty-five (25) 11x17" reduced plans.
- _____ 5. Follow the Minor Site Plan Review Checklist items to add to the plans submitted under 4. above.

For ALL Special Use Permit applications, please **complete Part A, Part B, Part C, Part D, Part E, or Part F** depending on what type of application you are submitting. This is the minimum of what is required and the Planning Board may require more information.

PART A – FARM STAND, Zoning 143-44.B

- _____ A. Submit a detailed narrative description of the business, including the hours, days, and months of operation; numbers of employees; parking; the types of products to be sold; estimated number of cars per day; and percentage of products sold that are grown on site.
- _____ B. Submit a copy of the sign permit application and a drawing of the sign detail with dimensions.

PART B – AQUIFER, Zoning 143-68.E

- _____ A. Submit a detailed narrative description of the activity being undertaken, the use of the site, including how the aquifer may be affected, and potential contamination sources.
- _____ B. Submit a letter from Pembroke Water Works discussing their position on the activity.
- _____ C. Submit a letter from the Pembroke Health Officer discussing their position on the activity.
- _____ D. Submit a narrative and a list of all the chemicals, cleaners, hazardous materials, fuels, etc. that are proposed to be used and stored on site, irrespective of any State of NH submittal requirements.
(Added October 8, 2013.)

PART C – WETLANDS, Zoning 143-72.D(2)

The Conservation Commission have 30 days from the date of submittal to review and provide a report to the Planning Board on your application.

- _____ A. Submit a detailed narrative description of the activity being undertaken, including how the water body and surrounding wetland areas may be affected.

PART D – OPEN SPACE DEVELOPMENT, Zoning 143, Article X

The applicant must appear before the Planning Board for a conceptual consultation about the project prior to visiting the Zoning Board of Adjustment or Conservation Commission.

- _____ A. Submit a detailed narrative description of the open space development, including the number of open space lots versus the number of traditional lots,

Map and Lot number, property characteristics and constraints, and property location.

- _____ B. Submit a letter from Conservation Commission discussing their position on the activity.

PART E – TEMPORARY OFFICE OR STORAGE TRAILER, Zoning 143-39.C

- _____ A. Submit a detailed narrative describing the proposed length of stay, why an alternative location cannot be used, what items will be stored, and what the expected removal date is.