



CLAREMONT PLANNING BOARD
CONDITIONAL USE PERMIT APPLICATION

PROPERTY INFORMATION

Project Location (Address): Map Lot

PROPERTY OWNER

Owner:

Mailing Address:

Contact Person (if different):

Phone Number: E-mail:

APPLICANT/AGENT

Applicant/Agent:

Mailing Address:

Contact Person (if different): Letter of Authorization

Phone Number: E-mail:

AFFIDAVIT

I hereby certify that I am (check one of the following) the owner in fee / the authorized agent of the owner in fee of the property upon which this permit is sought and that all information provided by me is true under penalty of law. I also authorize the Zoning Administrator or his/her designee and members of the Board to enter onto the subject property for purposes of inspection as part of this appeal.

Date:

(Signature of Owner or Authorized Agent)

(Print Name)

FOR OFFICE USE ONLY

Overlay Zoning District: Zoning District:
H AA SB F1 F2

Received By: Date Filed:

Fee Total: Hearing Date:

Fee Paid: CC / Cash / Check No. Case No.:

CLAREMONT PLANNING BOARD

CONDITIONAL USE PERMIT APPLICATION

Property Address: _____

This Conditional Use Permit Application is submitted in accordance with Sections 22-100 and 22-101 and as required in Section _____ of the Claremont City Code.

TYPE OF CONDITIONAL USE PERMIT SOUGHT

Residential Development:	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Accessory Dwelling Unit (ADU)
	<input type="checkbox"/> Duplex Building	<input type="checkbox"/> Multifamily Building ¹
	<input type="checkbox"/> Residential Use at Street Level ¹	
Residential Conversion:	<input type="checkbox"/> Conversion to Duplex	<input type="checkbox"/> Conversion to Multifamily ¹
Commercial Development:	<input type="checkbox"/> Bed and Breakfast ¹	<input type="checkbox"/> Restaurant/Tavern ¹
	<input type="checkbox"/> Light Manufacturing/Assembly ¹	<input type="checkbox"/> Warehousing, Distributing, Repair Shop ¹

¹ May Require Site Plan Approval – Consult with Planning and Development Department Staff

Summary of Proposed Use: _____

PLANNING BOARD REVIEW CRITERIA:

All Conditional Use Permit Applications

In accordance with Sec. 22-100 and 22-101, the Planning Board shall consider the following criteria in its review of any Conditional Use (CU) Permit Application:

- Compatibility with, and impact upon, neighboring properties;
- Appropriateness of the scale of development or building renovation;
- Availability and adequacy of off-street parking;
- Impact upon vehicular and pedestrian safety;
- Provision of services and facilities including, but not limited to, adequate water and sewer, services supporting the proposed use, and site and building accessibility;
- Consistency with the intent and spirit of the Claremont Master Plan.

ADU Conditional Use Applications

The Planning Board reviews CU Permit Applications for any ADU prior to issuance of Certificate of Occupancy. The proposed ADU shall comply with the requirements of Sec. 22-513, and the applicant has the burden of proof. Supporting information shall be submitted with this application, which includes a site sketch of the property, floor plans, and other documentation, to demonstrate compliance with the Claremont City Code.

Supplemental Application Information

The following checklist summarizes supplemental submission materials. The Planning Board has the right to require a site sketch and other information as appropriate to aid in review of all CU Permit Applications. Applicants are encouraged to supply the following supplemental materials at the time of application.

- Project Narrative.....
- Site Sketch Showing:
 - Existing & Proposed Building Footprint
 - Proposed Building Footprint.....
 - Setbacks to new construction.....
 - Dimensioned Parking Layout
 - Dumpster Location
 - Snow Storage Area
 - Driveway Location
- Summary of Services Supporting Use.....
- Elevations – Drawings or Photos.....
- Existing & Proposed Floor Plans.....

OTHER LAND USE PERMITS:

The Claremont City Code may require land use permits other than this CU Permit. Applicants shall consult with Planning and Development Department staff to verify all required permits.

Conditional Use Application No. _____