

Town of Francestown  
**APPLICATION FOR CONDITIONAL USE PERMIT**

1. **Property Owner Information** (if other than an individual, indicate name of organization and its principal owner, partners, corporate officers and key contacts):

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_

2. **Applicant Information (if different than owner):**

- Name/Key Contact \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_

3. **General Property Information:**

Location of Property: \_\_\_\_\_

Tax Map Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Lot Size in acres: \_\_\_\_\_ Zoning District: Rural/Village \_\_\_\_\_

Conservation Overlay Districts Involved: \_\_\_\_\_

4. **Description of Project:**

5. **Property Plan:** Please provide 8 copies of a **sketch of suitable size** and complexity to adequately display the following:

- Property bounds including total road frontage of lot
- Location of all structures on property and setbacks from property bounds
- Location of all existing natural features (ponds, rivers or streams, wetlands, slopes)
- Location of all buffers (landscaping, treelines, fences, etc.)
- Location of well and septic system
- Location of all parking and trafficways
- Location of all exterior lighting

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6. Please answer the following questions:

- Does the property conform to all dimensional requirements of the zoning ordinance?  
☐ lot size: minimum 3 acres  
all buildings setback a minimum of  
☐ 100' from center line of the road,  
☐ 50' from side and back property lines,  
☐ 100' from wetlands  
If no, specify the non-conforming situation: \_\_\_\_\_
- How many guests (total maximum) will be permitted per rental period? \_\_\_\_\_
- Are there any firepits or outside fireplaces located on the property? \_\_\_\_\_
- Indicate fire alarm/prevention/Life Safety Code measures existing or proposed: \_\_\_\_\_  
\_\_\_\_\_
- What improvements, if any, are proposed (buildings, driveways, etc.)? Be specific.  
\_\_\_\_\_
- What, if any, legal documents are necessitated by the proposed use (easements, performance bonds, road agreements, etc.)? Please specify. \_\_\_\_\_
- What state or federal permits are required for the use? \_\_\_\_\_

7. Please include one copy of the following:

- State-approved septic plan indicating septic capacity
- Solid Waste disposal plan
- Homeowner's insurance (covering proposed use?)

8. I hereby apply for a Conditional Use Permit from the Town of Franconia. I acknowledge that I am familiar with all pertinent laws, regulations and ordinances of the Town of Franconia and of the State of New Hampshire and that I will comply with such laws and ordinances, as well as with any conditions of the Planning Board. To the best of my knowledge, all the information contained in my application is true and accurate. I understand that if any of the submission requirements are incomplete, my application may not be accepted until all required information has been submitted to the Board.

The owners, by the filing of this application, hereby give permission for any member of the Franconia Planning Board, the Conservation Commission and such agents or employees of the Town or other persons as the Planning Board may authorize, to enter upon the subject property at all reasonable times for the purpose of such examinations, tests and inspections as may be appropriate; and release any claim or right we may now or hereafter possess against any of the above as a result of any examinations, surveys, tests and inspections conducted on the subject property in connection with this application.

I further agree to pay all fees as required by the site development regulations. I understand that payment of such fees is a condition precedent to approval by the Planning Board.

Signature of Owner \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

**9. SUBMISSION REQUIREMENTS:** In order to administer this application, the Planning Board will need multiple copies of required materials. The following checklist is provided to assist the applicant in preparing this application and to help prevent otherwise unnecessary delays in the acceptance and review of the application. Please complete carefully as the Board will use this information to determine whether this application is complete.

**10. CHECKLIST:** In the space marked for applicant use, please indicate one of the following:

X If information has been submitted

N/A If information does not apply

	Applicant	Board Use Only
All fees as specified in Current Use Regulations	_____	_____
2 copies of a completed signed application form	_____	_____
2 copies of abutter list* or 2 copies of address labels	_____	_____
8 copies Property Plan (see #5 above)	_____	_____
2 copies of any required Federal or State permits	_____	_____
2 copies of any required legal documents	_____	_____
1 copy of any local permits and approvals	_____	_____
Statement from Fire Chief regarding Life Safety Code	_____	_____
Opinion of the Road Agent on drive location	_____	_____

\*Plus administrative surcharge per Appendix A

Procedural Checklist

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**For Board Use Only**

Applicant's Name \_\_\_\_\_ Case Number \_\_\_\_\_ Map and Lot # \_\_\_\_\_

	<u>Key Action Points</u>	<u>Date</u>
1)	Application Received	
2)	Completeness Review	
3)	List of deficiencies sent to applicant	
4)	Certified notices mailed	
5)	Town Web Site Notice Posted	
6)	Notices posted on local bulletin boards	
7)	Site inspection	
8)	Opinion of Conservation Commission received	
9)	Application accepted/denied as complete	
10)	Deadline for approval (65 days from (7) above)	
11)	Extension of 65 decision deadline to	
12)	Approval/denial of application	
13)	Notice of decision mailed, posted & filed	
14)	Compliance hearing scheduled for	
15)	Copy of signed plat and location plan to Selectmen	
16)	Final approval	

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11. List of Names to be notified by Certified Mail (per RSA 676:.4):

PURSUANT TO RSA 676:4, THE STATE LAW OF NEW HAMPSHIRE, THE TOWN OF FRANCESTOWN IS REQUIRED TO NOTIFY THE APPLICANT AND ANY ABUTTERS (INCLUDING HOLDERS OF CONSERVATION EASEMENTS) OF THE PUBLIC HEARING BY CERTIFIED MAIL.

The applicant must obtain the abutter information from the records of the tax assessor's office in order to process the conditional use permit application. Abutter is defined as the owner of record of a parcel of land located in New Hampshire and that adjoins or is directly across the street or stream from the land under consideration by the Planning Board. For a condominium or other collective form of ownership, abutter means the officers of the collective or association.

	<u>Name</u>	<u>Address</u>	<u>Map #</u>	<u>Lot#</u>
<b>Owner:</b>				

**Applicant:**

**Lease/Easement Holders:**

<b>Abutters<sup>1</sup>:</b>	<u>Name</u>	<u>Address</u>	<u>Map #</u>	<u>Lot</u>

(use additional sheet if necessary)

<sup>1</sup> To be taken from town tax records no more than 5 days before filing of application.