

CITY OF PORTSMOUTH

New Hampshire

CONDITIONAL USE PERMIT APPLICATION

Department Use Only

| | | |
|-----------------------|----------------|------------|
| Assessor Plan # _____ | Lot # _____ | Date _____ |
| Zone _____ | Lot area _____ | Fee _____ |
| | | By _____ |

Applicant _____ Owner of Record _____

Applicant Street Address _____ Owner Street Address _____

Applicant City / State / Zip _____ Owner City / State / Zip _____

Applicant phone (____) _____ Owner phone (____) _____

Applicant e-mail _____

Location (street address) of proposed work: _____

Existing Use: _____

All applications must file an [online building permit application](https://portsmouthnh.viewpointcloud.com/#/1071) (<https://portsmouthnh.viewpointcloud.com/#/1071>) or reference an existing one on file.

Building Permit Application # _____

Requesting a Conditional Use Permit Per Section _____ of the Zoning Ordinance.

Provide a detailed description of the project, including reference to the relevant Zoning Sections and how the criteria of the Zoning Ordinance are met (Attach additional sheets as necessary):

The undersigned certifies that all the required conditions exist for granting of this request according to the terms of the Zoning Ordinance as demonstrated in the attached submittals.

Only complete applications will be accepted by the deadline date. A complete application shall consist of: a completely filled out application form with original signatures, the application fee, twelve (12) packets of required plans and any supporting documents or photos, and an electronic file in PDF format of application and all submissions. Incomplete applications will not be accepted. Applications received after the deadline will be scheduled for the following month. The owner or his/her representative is required to attend the Planning Board Public Hearing for the above Conditional Use Permit.

Signature of Property Owner (If not owner, authorization to file on owner's behalf is required) _____ Date _____

Please PRINT name here _____

**Applicant's Responsibilities
& Submission Requirements**

1. All applications for Conditional Use Permits (CUP) must be submitted to the Planning Department prior to the published deadline.
2. An online Building Permit application must also be filed or referenced for the project in order for the CUP application to be considered complete.
3. An applicant shall only be the owner of the property or the owner's authorized representative.
4. It is the obligation of the applicant to submit adequate plans and exhibits to demonstrate compliance with the criteria outlined in the Zoning Ordinance.
5. The applicant shall submit one (1) original and eleven (11) copies of the application and any plans, exhibits, and supporting documents.
6. If a Site Plan is submitted as supporting documentation to the application, the applicant shall submit four (2) full-size (22"x34") copies and six (10) reduced (11"x17").
6. The applicant shall provide electronic files in Portable Document Format (PDF) of all submittals.
7. The Planning Department reserves the right to refuse applications which do not meet these minimum requirements. The Planning Department may also require additional information and/or exhibits as needed to illustrate the scope of the project.

I have read the above list of responsibilities, have provided all required information, and such information is current, accurate, and complete to the best of my knowledge.

(Applicant's Signature, date)

The Applicant is encouraged to consider the following when completing the application:

- Provide neat and clearly legible plans and copies
- Use of color or highlights is encouraged in order to identify pertinent areas on plans
- Applicants are encouraged to review the application with a member of the Planning Department staff prior to submittal
- All applicants are encouraged to discuss the project with impacted neighbors

This permit application is intended for the conditional use permit requests for the following relevant sections of the Zoning Ordinance:

- Section 10.720 – Flexible Development – Open Space PUD/Residential Density PUD
- Section 10.835 – Accessory Drive-through Uses
- Section 10.5A43.43 – Building Footprint (CD4, CD4-W, CD5)
- Section 10.5A46.22.1(f) – Community Space on a separate lot
- Section 10.5A46.23 – Community Space excess credit
- Section 10.5B25.20 – Excess dwelling units per building (Gateway Neighborhood Mixed-Use Districts)
- Section 10.5B41.10 – Development Site approval (Gateway Neighborhood Mixed-Use Districts)
- Section 10.5B72 – Density Bonus Incentives (Gateway Neighborhood Mixed-Use Districts)
- Section 10.862 – Hours of Operation
- Section 10.1112.52 – Maximum and Minimum Number of Parking Spaces
- Section 10.1112.62 – Shared parking on separate lots