

# Town of Salem, New Hampshire

Community Development Department

Planning Division

33 Geremonty Drive, Salem, New Hampshire 03079

(603) 890-2080 - Fax (603) 898-1223

## **APPLYING FOR CONDITIONAL USE PERMITS**

In order to apply for a Conditional Use Permit from the Town's Wetlands, Sign, or Parking regulations, applicants should prepare a letter addressing the specific criteria for the Permit listed in the Zoning Ordinance (available at [www.townofsalemnh.org](http://www.townofsalemnh.org)) along with a plan for the proposed project.

The letter and plan must be submitted to the Planning Board Agent at least 21 days prior to the meeting at which they are to be considered. Applicants are encouraged to discuss conditional use permit requests with the Agent in advance of the submission deadline - incomplete plans will not be accepted. Typically, applicants hire professional engineers or surveyors, sign companies, or wetland scientists to prepare plans and represent them in front of the Board. Six copies of the letter and plan must be submitted, along with the names and addresses of abutters, available at the Town Assessor's Office (1 set of mailing labels and 1 paper copy), and the appropriate filing/notice fees. An 11" x 17" copy of the plan and a pdf version are also required.

The Planning Board meets on the second and fourth Tuesday of each month, at 7:00 PM, in the Knightly Meeting Room at the Salem Town Hall. Submission deadlines are posted on the Town's web page.

The Board usually reviews projects at two meetings, although minor plans may be approved in one meeting. If a plan is continued, all revisions and new materials must be submitted to the Planning Board Agent within 15 days of the next hearing.

Applicants or their agents are expected to present their plans at the meeting and answer questions from the Board. Abutters are invited to attend the hearings and comment on their concerns.

A follow-up letter which lists any conditions of approval is sent to each applicant following action by the Board.

For additional information, please contact:

Ross A. Moldoff

Planning Director

(603)890-2083

[rmoldoff@salemnh.gov](mailto:rmoldoff@salemnh.gov)