SWANZEY PLANNING BOARD
P. O. Box 10009
Swanzey, NH 03446
Email: planner@swanzeynh.gov

NEW TENANT APPLICATION FORM

Date Received:_____ By:_____

Businesses moving into a building that has previously received Site Plan approval for the **same type of permitted use** may be allowed without a formal Site Plan Review.

Applications submitted by new tenants do not automatically require a public hearing. However, the Planning Board reserves the right to determine, based on the nature of the application, whether a Site Plan Review will be necessary. This process helps ensure that any proposed use aligns with local planning and zoning regulations.

Application Fee: $25.00

SELECT ONE OPTION BELOW:

☐ **New Tenant in a Multi-Tenant Building**

☐ **New Tenant in a Single-Tenant Building**

1. Name and address of owner(s) of record:

   _____

   _____

   Preferred Telephone:_____ Email:_____

2. Name and address of applicant (if different):

   _____

   _____

   Preferred Telephone:_____ Email:_____

3. Street Address of Proposed Project:_____

4. Zoning District(s):_____ Tax Map#_____ Lot(s)#_____

5. Type of Business (describe briefly):

_____

_____

_____

6. Location of Business on Property (site plan of property location shall be included:

_____

_____

7. Proposed Hours and Days of Operation: _____

8. Estimated Customers Per Day: _____

9. Parking Spaces Planned: _____

10. Number of Full-Time Employees: _____

11. Number of Part-Time Employees: _____

12. Number of Pick-ups & Deliveries each day/week: _____

13. Means of Pick-up & Delivery (large truck, van, personal vehicle, etc.):

_____

14. Outside Lighting (describe briefly):

_____

_____

15. Special Licenses Required: _____

16. Permits Required: _____

17. Signs Required (describe briefly and attach a copy of completed sign permit application):

_____

_____

The Applicant certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Swanzey in the final review process of this application shall be borne by the applicant and/or owner.

_____ _____

Date **Applicant Signature**

The Owner certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Swanzey in the final review process of this application shall be borne by the applicant and/or owner.

_____ _____

Date **Owner Signature**

FOR PLANNING BOARD USE ONLY

Comments:

The above application was:

☐ **APPROVED**

☐ **DENIED**