



Business Permitting Process

Checklist 1 – For properties located in - Historic District

Business: _____ Proprietor: _____

Location: _____ Map/Lot #: _____

1. Verify which Zoning District the proposed commercial project is located in, as the Historic District is composed of other Districts which are defined on the Zoning Map. Once confirmed, is the proposed commercial project a permitted use as defined in the Zoning Ordinance under Article III, Sections 3.2A, 3.2B, and 3.2C? If yes, continue to Step 2 for additional requirements. If no or unsure contact the Zoning Board Office for further assistance and continue to Step 2 for additional requirements.

Completed Date: _____ N/A: _____

2. Is the proposed commercial project renovating the exterior of the building? If yes, contact the Land Use Office to begin the process for a Commercial Permit Application as defined in the Zoning Ordinance under Article VI, Section 6.4 (the project may also require a Certificate of Approval through the Historic District Commission) and continue to Step 3 for additional requirements. If unsure contact the Land Use Office for assistance and continue to Step 3 for additional requirements. If no, continue to Step 3.

Completed Date: _____ N/A: _____

3. Contact the Fire Chief to schedule an appointment to determine the Fire and Life Safety Requirements for the project and continue to Step 4.

Completed Date: _____ N/A: _____

4. Does the proposed commercial project require a Site Plan as defined in the Site Plan Review/Subdivision Regulations under Jurisdiction, Section VIII - 8.3? If yes or unsure, schedule a Preliminary Conceptual Consultation with the Planning Board (see definition Section VIII - 8.6) to determine the type of Site Plan required and continue to Step 5 for additional requirements. If no, continue to Step 5.

Completed Date: _____ N/A: _____

5. Does the proposed commercial project require alteration to an existing driveway access, creation of a new driveway access or onsite drainage improvements?

- a. If yes and the abutting road is a State Road, contact the NH Department of Transportation, District 2 Office for a Driveway Permit Application and/or review and approval of drainage improvements and continue to Step 6.
- b. If yes and the abutting road is a Town Road (excluding Class VI roads), contact the Land Use Office for a Driveway Permit Application. The Driveway Permit will be reviewed and approval issued by the Highway Superintendent (additional review and approval may be required for drainage improvements). Continue to Step 6.
- c. If yes and the abutting road is a Class VI Town Road, contact the Land Use Office for a Driveway Permit Application and a Release of Liability Waiver. The Driveway Permit will be reviewed and approval issued by the Highway Superintendent. The Release of Liability Waiver will be reviewed and approved by the Select Board (additional review and approval may be required for any alterations to the Class VI Road or any drainage improvements). Continue to Step 6.
- d. If yes and the abutting road is a Private Road, contact the Land Use Office for a Release of Liability Waiver. The Release of Liability Waiver will be reviewed and approved by the Select Board. Continue to Step 6.
- e. If unsure, contact the Land use Office for assistance and continue to Step 6.
- f. If no, continue to Step 6.

Completed Date: _____

N/A: _____

6. Is the proposed commercial project installing a sign on the building or in the window(s)? If yes, contact the Land Use Office to begin the process for a Sign Permit Application, which may also require a Certificate of Approval through the Historic District Commission. If no, **submit completed checklist to Land Use Office.**

Completed Date: _____

N/A: _____

Once all approvals are complete, submit the completed checklist to Land Use Office.

Final Completed Signature: _____ (Land Use Office)

Final Completed Date: _____

Thank you for your cooperation with the permitting process.
Welcome to Bristol