

**LONDONDERRY PLANNING BOARD  
ADMINISTRATIVE REVIEW  
APPLICATION/CHECKLIST**

*Planning Department Date Stamp*

**I. General Information:**

A. Project Name: \_\_\_\_\_

B. Project Location: \_\_\_\_\_ (Map) \_\_\_\_\_ (Lot)  
Zone: \_\_\_\_\_

C. Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant     Owner     Engineer/Surveyor    E-Mail: \_\_\_\_\_

D. Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

E. Owner's Name: \_\_\_\_\_  Applicant is Property Owner

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

G. Lot Area (SF) \_\_\_\_\_  Change of Use (List All Uses Proposed) \_\_\_\_\_

Existing Building Footprint (SF): \_\_\_\_\_  Proposed Addition (SF) \_\_\_\_\_ % Increase \_\_\_\_\_

Additional Pavement (SF): \_\_\_\_\_  Other Modification: \_\_\_\_\_

**II. General Requirements**

- |    |   |                          |                          |
|----|---|--------------------------|--------------------------|
| 1. | Executed Administrative Review Application Form   | <input type="checkbox"/> |                          |
| 2. | Application Fee   | <input type="checkbox"/> |                          |
| 3. | Two (2) Copies & PDF of Approved Site Plan (On File with Town) or As-Built plan showing proposed amendments | <input type="checkbox"/> |                          |
| 4. | Two (2) Copies of Amended Site Plan (If requested by Staff)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Two (2) Copies of justification letter signed by Owner  | <input type="checkbox"/> |                          |
| 6. | Other Applicable information (List):  | <input type="checkbox"/> | <input type="checkbox"/> |

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