

For internal use only

Case Number _____

Fee _____

CITY OF PORTSMOUTH, NH

ADMINISTRATIVE APPROVAL OF MINOR AMENDMENTS

- Minor Site Plan Amendment
- Minor Subdivision Amendment

Property Address _____ Map _____ Lot _____

Has work begun on any proposed changes from the approved plan? Yes No

Date of Prior Approvals (Indicate if Pending)		
Site Plan Review _____	Subdivision _____	
Zoning Board of Adjustment _____	Historic District Commission _____	
Conditional Use Permits: Wetland _____	GPD _____	PUD _____

Property Owner's Name _____			
Mailing Address _____	City/Town _____	State _____	Zip _____
Phone # _____	Email _____		

Check One: <input type="checkbox"/> Attorney <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Other (state relationship) _____			
Representative's Name _____			
Mailing Address _____	City/Town _____	State _____	Zip _____
Phone # _____	Email _____		

In addition to this form, the following items must be submitted:

- Cover letter addressed to the Planning Director detailing the requested changes
- 3 full sized sets of plans (22x34) and a digital copy
- Application fee (\$200 or \$500 after work has been done)

Following administrative approval, mylars of the amended plans shall be submitted to the Planning Department for recording at the Registry of Deeds.

I hereby apply for Administrative Approval of the Minor Site Plan/Subdivision Amendment submitted herewith and acknowledge that I will comply with all land use regulations and any stipulations in the development and construction of this project.

Owner's signature Print owner's name Date

Representative's signature Print representative's name Date