

**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"/> |

