

Conditional Use Checklist

**To be filled out by the applicant/agent and returned with the application*

Address or location of property: 9 Madbury Road _____

Applicant/agent: 9 Madbury Road LLC (Mathew Crape) _____

Owner, if different from applicant: _____

Map: 106 Lot: 39 Date: 3-17-25 _____

Proposed project/request: Change of use from commercial to residential on 4th floor _____

The following items must be included in a conditional use application. Please mark the items below and return this form to the Planning Department.

General items and documentation:

Conditional use application

This conditional use checklist

A letter of intent/narrative describing the project

A narrative addressing the 8 general conditional use criteria

A site plan drawing if applicable (See the Site Plan Regulations)

An electronic/pdf version of the five items above along with one hard copy of each

Application and notice fees. Please coordinate with Tracey Cutler, Admin. Assistant.

A butters list including properties within 300 feet of the subject lot. Please coordinate with Tracey Cutler.

Letter or email from property owner authorizing agent to submit the application or represent them, if applicable

Photograph(s) of the site showing where the proposed activity will occur

Agreement that the applicant will install a sign on the property about the public hearing once the hearing date with the Planning Board is set ten days before the hearing

Confirmation that the applicant has discussed their project with the Town Planner