



TOWN OF  
NEW LONDON, NEW HAMPSHIRE

375 MAIN STREET • NEW LONDON, NH 03257 • 603-526-4821 • WWW.NL-NH.COM

**REQUEST FOR CERTIFICATE OF SITE PLAN COMPLIANCE**

**\$50.00 Application Fee**

**WHEN TO USE THIS FORM:** You received Site Plan Approval from the Planning Board, and are almost ready to open for business. This application should be submitted at least 2 weeks prior to opening. For larger Site Plans, more advanced notice is recommended.

**ABOUT THIS APPLICATION:** The purpose of this application is to review the site in accordance with the plan approved by the Planning Board and the Post-Approval Requirements found in Article VII of the New London Site Plan Regulations. Per Art. VII, Section E: *No site may be occupied or used until a Conditional or Permanent Certificate of (Site Plan Compliance) has been issued.*”

**CONTACT INFO:** Adam Ricker, Town Planner at 603-526-1247, [planning@nl-nh.com](mailto:planning@nl-nh.com)  
Nicole Gage, Zoning Administrator at 603-526-1246, [zoning@nl-nh.com](mailto:zoning@nl-nh.com)

**THIS SECTION TO BE FILLED OUT BY APPLICANT**

Parcel ID: \_\_\_\_\_ Site Street Address: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Occupant/Tenant/Business Name: \_\_\_\_\_

Applicant / Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Expected Occupancy / Opening Date: \_\_\_\_\_

\*\*Date the Site Plan was approved and/or modified by New London Planning Board: \_\_\_\_\_

\*\*Attach a copy of all Notices of Decision Planning Board Case #: \_\_\_\_\_

General description of the activity approved by the Planning Board (*for example, 120-seat capacity restaurant with outdoor seating and 600 square-feet retail space on 0.75 acre*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**THIS SECTION FOR TOWN USE ONLY:**

Date Application Received: \_\_\_\_\_

The following applicable Department Heads confirm that had the opportunity to inspect the subject site for compliance with the Site Plan noted above.

**Fire Department** - (603) 526-6073, Jay Lyon, Fire Chief, [nlfd@tds.net](mailto:nlfd@tds.net)

Conditions/Notes: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ N/A - \_\_\_\_\_

**Public Works Department** - (603) 526-6337, Bob Harrington, Public Works Director, [nlhd@tds.net](mailto:nlhd@tds.net)

Conditions/Notes: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ N/A - \_\_\_\_\_

**Police Department** (603) 526-2626, Emily Cobb, Police Chief, [chief@newlondonpd.us](mailto:chief@newlondonpd.us)

Conditions/Notes: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ N/A - \_\_\_\_\_

**Health Officer** (603) 526-1242, Nicholas Baer, PhD, Health Officer [health@nl-nh.com](mailto:health@nl-nh.com)

Conditions/Notes: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ N/A - \_\_\_\_\_

**Water Precinct** (603) 526-4441, Rob Thorp, Superintendent, [nlswp@tds.net](mailto:nlswp@tds.net)

Conditions/Notes: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ N/A - \_\_\_\_\_

**Fees due, payable to the Town of New London \$ \_\_\_\_\_ Date received: \_\_\_\_\_**

Security Required (Temporary Certificate of Occupancy only): \$ \_\_\_\_\_ LOC, Cash/Check, Bond, Other

Date Security was received: \_\_\_\_\_ Date Security expires: \_\_\_\_\_

Final (as built) site plan required:  Yes  No Received Date: \_\_\_\_\_

This project/property has complied with the Site Plan Review Regulations and the Zoning Ordinance and has successfully completed the **Request for Site Plan Compliance**. By signing, the Town Administrator, Planner and the Zoning Administrator, as authorized by the Board of Selectmen, hereby releases a:

**Temporary Certificate of Compliance**  **Permanent Certificate of Compliance**

Planner: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

COPY TO:  Parcel File  Applicant / ORIGINAL TO: Site Plan Case File