

Town of Hampstead



Office of the Zoning Administrator
Application for a Zoning Certificate

Permitted or Conditional Use	Permit Number
Sign	
Change in Nonconforming Use	Application Date
Replacement of a Nonconforming Sign	

Instructions

Please complete this form to request a zoning certificate for a new use, change in use, new or replacement sign, change in a nonconforming use or change in a nonconforming sign. This application must be accompanied by plans drawn to scale showing the dimensions of the lot, the size and location of existing buildings, if any, and the location and dimensions of any proposed buildings or alterations. For signs, the drawings must include the location, height and dimensions of the sign and a color rendering of the sign. For nonconforming uses or signs, the application must contain the dimensions of the existing use or sign.

Property Address or general location _____

Property tax parcel number _____

Lot _____ Block _____ Subdivision _____

Lot dimensions _____ Lot Area _____

Present Zoning _____

Property owner(s) name(s) _____

Mailing Address _____

Home Phone _____ Work _____ Fax _____

Applicant (if other than owner) _____

Mailing Address _____

Home Phone _____ Work _____ Fax _____

Contractor _____

Mailing Address _____

Home Phone _____ Work _____ Fax _____

Building Permit Number _____

Please describe in detail the use, change in use, new sign, replacement sign or change in nonconforming use or sign:

Four horizontal lines for describing the use or sign.

Use additional pages if necessary

- Five numbered questions with YES/NO checkboxes regarding zoning regulations, Board of Zoning Appeals approval, sign size, site plan, and Main Street Revitalization Area approval.

Please remember to attach all scale drawing, renderings, additional pages and information as requested by the zoning administrator to this application. If the application for the zoning certificate is approved, the applicant will receive a signed zoning certificate. If the application is denied, the applicant will be informed in writing of the reasons for the denial and advised of the right to appeal. If you have any questions about this application, please contact the zoning administrator at 410-239-7408.

Applicant signature _____ Date _____

PLEASE REMEMBER TO ATTACH DRAWINGS!