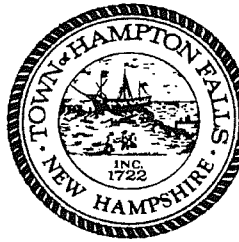


TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

Planning Board Checklist for CONDITIONAL USE Permit Applicants

*Complete application and documentation is due to the Building Inspector
no later than Noon the day of the Deadline
as posted on the Planning Board/ZBA schedule at the Town Hall.*

1. Obtain Application Packet from Building Inspector *and* Contact Glenn Coppelman, Circuit Rider Planner, at the Rockingham Planning Commission 770-5355.

Signature date

Schedule appointment to review application process and plans to determine whether Preliminary Consultation or Final Public Hearing is needed before the Planning Board. If Circuit Rider Planner determines the applicant is ready to submit an application, leave or later provide a copy of the Plan, as submitted to the Town, for the Circuit Rider Planner's use.

2. **Initial Contact -- Town Departments (copies of proposal, to include a plan, are to be provided to the following as recommended by Circuit Rider Planner):**

____ Volunteer Fire Department 926-5752 (Jay Lord, Fire Chief) _____

Signature date

____ Conservation Comm. (Shawn Hanson, Chair)

Signature date

____ Highway Safety Comm. 926-5752 (Jay Lord, Chair)

Signature date

____ Road Agent 926-4618 x3 (Russ Hilliard)

Signature date

3. **Building Inspector to contact and review proposed Application/plans with Circuit Rider Planner.**

Signature date

4. **Submission of Complete Application to Building Inspector in conjunction with Application Deadline dates/time (Noon). Building Inspector to review following items with the applicant to determine whether proper documentation is available and application is complete.**

Map ____, Lot ____, Applicant: _____

Application Fee \$ 50.00
Abutters # _____ x 10.85 = \$ _____
Other _____ \$ _____
TOTAL (Ck # _____) \$ _____

Application to include:

- ____ Completed checklist, application form, 3 sets mailing labels and signed Conditional Use checklist,
____ Appropriate number of full plan sets, plus one 11"x17" copy,
____ Listing of abutters to include applicant(s), owner(s), professionals, other
____ Letter of authorization,
____ Notification if transmission lines (PSNH 634-2477)

Receives:

- ____ Proper fees (using fee schedule(s) and
____ Informs of future billing of legal notice fee.

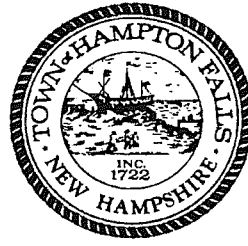
A Legal Notice Fee of Approximately \$150.00 will be due prior to hearing.

Other information as may be required.

5. **Application is processed by Planning Board Secretary for meeting preparation.** Please see Meeting Deadline Schedule for Planning Board Agenda Close date. Any additional documentation to be considered by the Planning Board is to be submitted to the Secretary before this date.

TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

MEMO TO: Applicants to the Hampton Falls Planning Board
FROM: Hampton Falls Planning Board Chairman
DATE: December 16, 2019
SUBJECT: INFORMATION PACKAGE FOR SUBDIVISION, SITE PLAN REVIEW AND
CONDITIONAL USE PERMIT APPLICANTS TO THE PLANNING BOARD

To assist people that will be appearing before the Hampton Falls Planning Board, a package of important and useful material has been assembled to form this application package. Included as part of the application package are the following materials:

1. Application Forms
2. A User's Guide to the Hampton Falls Land Use Regulations
3. Checklists

It is strongly recommended that all applicants review a current copy of Hampton Falls Zoning Ordinance, Building Code, Land Use Regulation and Excavation Regulation books, which can be viewed at hamptonfalls.org; see Regulations drop down menu at the bottom of the home page.

The application package contains information to help you prepare a complete application and to appear before the Planning Board. In addition, the names, phone numbers and addresses of people you may need to contact before or during the land development process are listed below, along with a short explanation of their role.

Todd Santora Planning Board Chair
Role: Head of the Planning Board

Andrew Brubaker Planning Board Vice Chair

Karen Anderson Planning Board/Zoning Board of Adjustment Secretary,
Hampton Falls, NH, (603) 926-4618 ext 2
Role: Works with the Planning Board and ZBA, prepares legal notices, applicant and abutter notices, agenda, minutes, and letters, attends Planning Board/ZBA meetings

- Mark Sikorski** Building Inspector/CEO/Health Officer, Town Hall, 1 Drinkwater Road, Hampton Falls, NH, (603) 926-5269 (W); Office hours in the Town Hall Monday, Tuesday and Thursday 8:00 a.m. – Noon.
Role: Issues building permits; inspects building construction; inspects electrical and plumbing work; often the first person to speak with when considering development; reviews and processes Planning Board/ZBA application documents with applicants as well as submissions for completeness.
- Rockingham County Conservation (RCCD)** Test Pit Inspector, 118 North Road, Brentwood, NH 03833-6614, (603) 679-2790
Role: Consultant to the Town hired to inspect septic systems and witness test pits. The RCCD reviews and approves submitted plans (4) on behalf of the Town of Hampton Falls and forwards to NH Department of Environmental Services – Subsurface Bureau for State approval. The Building Inspector performs basil area (bed bottom) inspections; the State inspects construction before back filling along with Town Building Inspector final inspection to assure stabilization. Witness of Test Pit Applications are available from the Building Inspector.
- Shawn Hanson** Conservation Commission Chair, Drinkwater Road, Hampton Falls, NH, (603)926-4618
Role: Conservation Commission reviews wetland permits and inventories natural resources
- John DeLeire** Board of Adjustment Chair, 34 Nason Road, Hampton Falls, NH, (603) 926-4618 ZBA Secretary (Town Hall)
Role: Board of Adjustment rules on applications for special exceptions and variances to the Zoning Ordinance and relief to the Building Code
- Lori Ruest** Town Administrator, 1 Drinkwater Road, Hampton Falls, NH, (603) 926-7101 (W), Fax: (603) 926-1848
Role: Works for the Board of Selectmen and is often the person available to speak with at the Town Hall
- Glenn Coppelman** Rockingham Planning Commission, 156 Water Street, Exeter, NH, (603) 770-5355, Fax (603) 778-9183
Role: Planner who is available to meet with applicants prior to appearing before the Planning Board, to review the application and plan for completeness; attends Planning Board meeting to provide assistance.

TOWN OF HAMPTON FALLS

TOWN OFFICES, 1 DRINKWATER ROAD 603-926-4618



NEW HAMPSHIRE 03844

**APPLICANT IS RESPONSIBLE TO FILE A COMPLETE APPLICATION
BY NOON ON THE DEADLINE DATE.**

2020 PLANNING BOARD APPLICATION DEADLINES

<u>MEETING DATE</u>	<u>APPLICATION / LEGAL NOTICE DEADLINE*</u>	<u>AGENDA DEADLINE**</u>
January 28	January 6	January 20
February 25	February 3	February 17
March 24	March 2	March 16
April 21	March 31	April 10
May 26	May 4	May 18
June 23	June 1	June 15
July 28	June 29	July 20
August 25	August 3	August 17
September 22	August 31	September 14
October 27	October 5	October 19
November 17(3 rd Tues.)	October 26	November 9
December 15(3 rd Tues.)	November 30	December 7

2020 BOARD OF ADJUSTMENT APPLICATION DEADLINES

<u>MEETING DATE</u>	<u>APPLICATION / LEGAL NOTICE DEADLINE</u>	<u>AGENDA DEADLINE</u>
January 23	January 6	January 13
February 27	February 3	February 17
March 26	March 2	March 16
April 23	April 6	April 13
May 28	May 1	May 14
June 25	June 1	June 15
July 23	June 29	July 13
August 27	August 3	August 17
September 24	August 31	September 14
October 22	October 5	October 12
November 19(3 rd Thurs.)	October 26	November 9
December 17(3 rd Thurs.)	November 30	December 7

*Closing date for any business REQUIRING legal notice in newspaper & certified mailings to abutters.

**Closing date for any business NOT requiring legal or abutter notices.

Applications not called & in progress by 10 p.m. will be continued to next meeting.

HAMPTON FALLS PLANNING BOARD

APPLICATION FOR

CONDITIONAL USE PERMIT - ACCESSORY DWELLING UNIT / DETACHED

Per Hampton Falls Zoning Ordinance Article III, Section 7.2.1

TO BE FILED WITH THE BUILDING INSPECTOR, Hampton Falls, New Hampshire
(Please type or print legibly)

Application is hereby made for approval of a Conditional Use Permit, hereinafter described.

Type of Hearing: Preliminary Consultation _____
(choose one) Design Review Public Hearing _____
Final Public Hearing _____

1. Name of Applicant: _____ Telephone: _____
(If not owner, written authorization from owner required)

Mailing Address: _____

2. Owner's Name: _____ Telephone: _____
(If different than applicant)

Mailing Address: _____

3. Name, address, and profession of person designing plan:

Name: _____ Telephone: _____

Address: _____ Profession: _____

4. Indicate which person listed above should receive all communications: _____

5. Interest (legal right) of applicant, if other than owner: _____

6. Street Address of Property Proposed for Development: _____

7. Tax Map #: _____ Lot #: _____

8. Zoning District(s): _____

9. Give brief description of proposal: _____

10. Area (sq. ft.) of entire lot: _____ Portion proposed for development: _____

11. List any Special Exceptions or Variances that have been previously granted or are being requested from the Board of Adjustment for this property: _____

NOTICE: I certify that this application and the accompanying plans and supporting information have been prepared in conformance with the Hampton Falls Zoning Ordinance, and all other applicable regulations.

Applicant's Signature: _____ Date: _____

This form must be accompanied by a separate list of names and addresses of abutters (including owner and other professionals), mailing labels in triplicate, four copies of required plans, and a check payable to the Town of Hampton Falls for the appropriate fee (see regulations for details). Planning Board application submission deadlines are posted on the Town Hall bulletin board.

PLANNING BOARD USE ONLY

Date Received: _____ Time Received: _____ am/pm

Received by: _____ Check Number: _____

Application Number: _____ Application Fee Submitted: _____

Public Hearing/Consultation Scheduled For: _____

HAMPTON FALLS

CONDITIONAL USE PERMIT CHECKLIST: DETACHED ACCESSORY DWELLING UNIT

_____ Four copies of plan or sketch w/building dimensions, accessory dwelling unit dimensions and building setbacks shown

_____ NH Department of Transportation driveway access permit (if needed)

_____ Abutter List

In addition, all of the following Zoning Ordinance standards must be met:

_____ 7.2.1.1 The owner of the property shall occupy one of the dwelling units as his/her primary dwelling unit and be owner and landlord of the second dwelling unit.

_____ 7.2.1.2 The living area of the accessory dwelling unit shall not exceed 750 square feet. There must be an interior door between an attached accessory dwelling unit and the primary dwelling. **(Amended March 2017)**

_____ 7.2.1.3 Any entrance, newly constructed, to the accessory dwelling unit shall be located on the side or rear of the dwelling unit.

_____ 7.2.1.4 On site parking shall be provided on the lot for both dwelling units.

_____ 7.2.1.5 The accessory dwelling unit shall conform to all applicable structural, water and sanitary standards for residential buildings. Dormitory-type facilities are expressly prohibited whether seasonal or otherwise.

_____ 7.2.1.6 Prior to any renovations or construction the owner shall provide evidence to the Town's authorized agent that septic facilities are adequate according to State and Town standards. If deemed necessary by the Town's authorized agent, such evidence shall be in the form of certification by State of New Hampshire licensed septic system designer. Also, the owner shall provide evidence that there is

adequate potable water according to the standards of the State of New Hampshire. The Town's authorized agent then shall indicate approval in writing to the Building Inspector or Planning Board in order to allow any use or building permit.

_____ 7.2.1.7 Once any renovation or construction is complete or the owner is ready to have a unit occupied, a request must be made to the Building Inspector to obtain a certificate of occupancy permit. There shall be no occupancy of the accessory dwelling unit (or either unit if the entire dwelling has been newly constructed) until the Building Inspector has issued a certificate of occupancy permit.

_____ 7.2.1.8 Only one accessory dwelling unit is allowed per lot. The property and proposed use must conform to any and all zoning ordinances and regulations of the Town of Hampton Falls.

_____ 7.2.1.9 No accessory dwelling unit shall be condominiumized or in any way be in a different ownership than the principal dwelling.

_____ 7.2.1.10 Detached accessory dwelling units that utilize an accessory use building (e.g., garage or barn) shall match the character of the primary residential use located on the lot.

Signature of Applicant: _____

Date: _____