

<h1 style="margin: 0;">DEVELOPMENT PERMIT APPLICATION</h1> <p style="margin: 5px 0 0 0;">Whitefield, New Hampshire (603)837-9871 planning@whitefieldnh.gov</p>		Received by _____ Date _____
Adress (911) _____ Tax Map _____ Parcel # _____ Housing Development/ Mail name _____ House model / Store name _____	Lot Acreage _____ Subdivision plan _____	Planning Board # _____
Owner _____ Mailing address _____ _____ Email _____ Daytime phone # _____	Applicant _____ Mailing address _____ _____ Email _____ Daytime phone # _____	
Residential (Single Family or Duplex) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Single Family detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Two Family <input type="checkbox"/> 3+ family dwelling (#of units ____) <input type="checkbox"/> Other _____ <input type="checkbox"/> New dwelling <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Renovation (no structural changes) Conversion of +/- dwelling units <input type="checkbox"/> (# of units ____) <input type="checkbox"/> Demolition <input type="checkbox"/> Subdivision <input type="checkbox"/> Other _____ </div> <div style="width: 50%;"> <input type="checkbox"/> ADU <input type="checkbox"/> Condominium <input type="checkbox"/> Modular home <input type="checkbox"/> Manufactured home inspection <input type="checkbox"/> Agricultural <input type="checkbox"/> Deck <input type="checkbox"/> Shed <input type="checkbox"/> Swim pool <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Foundation <input type="checkbox"/> Slab <input type="checkbox"/> Solar - Appdx VIII </div> </div>	Commercial/ Industrial (Residential over 20 Units) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Office/ bank/ Professional <input type="checkbox"/> Hospital/medical <input type="checkbox"/> Industrial/warehouse <input type="checkbox"/> Restaurant <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> New building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Renovation (no structural changes) <input type="checkbox"/> Conversion from residential to commercial space <input type="checkbox"/> Demolition <input type="checkbox"/> Subdivision <input type="checkbox"/> Other _____ </div> <div style="width: 50%;"> <input type="checkbox"/> Agricultural <input type="checkbox"/> Garage <input type="checkbox"/> School <input type="checkbox"/> Store <input type="checkbox"/> Utility <input type="checkbox"/> Other <input type="checkbox"/> Deck <input type="checkbox"/> Shed <input type="checkbox"/> Swim pool <input type="checkbox"/> Interior demo </div> </div>	
General Description of Work and/or Use Include dimensions of building, room, shed, pool, etc. List number of bedrooms and bathrooms if new home or added. If use of existing building is being changed, enter proposed use.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> </div> </div> <div style="width: 30%; text-align: right; padding-top: 20px;"> 25' Set backs all sides/ 10' In-Town <div style="display: flex; justify-content: space-around;"> Left Right </div> <div style="display: flex; justify-content: space-around;"> Front Back </div> </div>		
CONSTRUCTION ACTIVITIES SHALL NOT COMMENCE UNTIL APPLICATION IS APPROVED / ISSUED		

General Information

Is the property located within any of the following?

- | | |
|--|--|
| <input type="checkbox"/> Special Flood Hazard Zone
<input type="checkbox"/> Airport District
<input type="checkbox"/> Downtown
<input type="checkbox"/> Lakefront
<input type="checkbox"/> Are there any conditions in the deed affecting this project (eg: easement, right of way, no trailers, minimum building size, maintain historic character, ect)?

<input type="checkbox"/> Public water
<input type="checkbox"/> On-site well | <input type="checkbox"/> Historic Area
<input type="checkbox"/> Is any land in this parcel in "current use"?
<input type="checkbox"/> Does the property contain hazardous waste?

<input type="checkbox"/> Does your proposal involve construction, landscaping, or a change of use that is located within 125' of a wetland area?

<input type="checkbox"/> Town sewer
<input type="checkbox"/> On-site septic
<input type="checkbox"/> Septic state permit # _____ |
|--|--|

The establishment of additional dwelling units?

- ☐ Expansion of use?
☐ Change of use?
☐ Indicate past use _____

Square footage (# feet x # feet) Lot dimensions _____ Lot Acreage _____

Setback from lot lines _____ Existing Building Footprint _____
 Renovated/added Footprint _____ Building Height _____ Number of Stories _____
 Living area of new home (exclude unfinished area and garage) _____
 Total area of building _____

Fire Suppression/ Detection Does this building have ?

- ☐ Sprinkler system
☐ Fire Alarm
☐ Other suppression _____

A PLOT PLAN and/or FLOOR PLAN DRAWN TO A SCALE NOT LESS THAN 1 INCH=20 FEET IS REQUIRED FOR ALL APPLICATIONS EXCEPT INTERIOR RENOVATIONS (attach separate sheet)

The plot plan shall denote property boundaries, location of existing and planned buildings and structures, driveway location, septic system or sewer line locations, water well or water line location, distances of all setbacks from streets and lot lines, locations of all buildings less than 100 feet from the project on adjacent properties, paved areas, wetlands.

The floor plan shall show exit doors, means of escape from bedrooms, location of any Liquid Propane (LP) cylinders, location of furnace, oil tank, chimney, wood stoves.

Permit or Approval Department Reviews	Check all that apply	Date Obtained	By (Name) Provide copies of Permits	COMMERCIAL/ INDUSTRIAL:
Notice of Intent (required for all)				Use group _____ Construction type _____ Live loading _____ Occupancy load _____
Planning/ Subdivision				
Sewer (if town sewer)				
Septic (NH Construction Approval)				
Water (if Town Water)				
Driveway Permit:				
A. NH DOT - State/ Federal Highway				
B. Town Road Agent - Town Road				
NH Energy Code Certification of Compliance				
Groundwater Discharge Permit				

THIS DEVELOPMENT PERMIT IS:

☐

ISSUED subject to the following condition(s):

☐

DENIED for the following reason(s):

Planning Board Chairperson/ Code Administrator

Date

I hereby certify the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent OR I am the owner of record and I certify the proposed work. I agree to conform to the terms of the permit and to all applicable laws of Whitefield and /or the State of N.H. I certify that the information given is true and correct to the best of my knowledge.

No change from the above information will be made without approval of the Planning Board.

Construction activities shall not commence until the Development Permit is issued. The proposed development must commence within one year from the date of approval of the Development Permit and must be completed within 3 years. An extension may be granted by the Planning Board.

This permit is non-transferrable.

I/We hereby agree that Town and State officials and Property Assessing Personnel have the authority to enter and inspect the premises.

Signature of Applicant

Date

TOWN USE ONLY:

WATER DEPARTMENT:

PUBLIC WORKS:

FIRE/RESCUE:

SEWER DEPARTMENT:

TOWN OF WHITEFIELD

NOTICE OF LAND USE BOARD FEES UNDER RSA 673:16, III

Effective October 24, 2022

Residential (Single Family or Duplex)

New Construction	\$250.00
Accessory Structure (detached garage, porch, deck, shed, patio, in-ground pool)	\$50.00
Accessory Structure under 200 sq. ft.	\$25.00
Remodel/Alteration	\$50.00
Renewal (30 days from expiration date)	\$50.00

Commercial, Residential over 2 Units, Speculative Homes

New Construction	\$300.00
Any new construction/remodeling/alterations over 1,000 sq. ft will be charged an additional .15 on total square footage.	
Misc. (Electric, Plumbing, Mechanical) (Only if applied for as a separate project)	\$100.00
Remodel /Alteration	\$200.00
Renewal (30 days from expiration date)	\$150.00

Other Permit Fees

Recreational Vehicle	\$30.00
Private Road Agreement (1st page)	\$12.00
each additional page	\$4.00
plus	\$50.00
Septic Permit (Initial Application)	\$100.00
Demolition Permit	\$30.00
Driveway Permit	\$50.00
Lot Line Adjustment (plus applicable fees)	\$100.00
Subdivision (per lot, plus applicable fees)	\$200.00
Change of Use (plus applicable fees)	\$100.00
Voluntary Merger (plus applicable fees)	\$100.00
ZBA - Variance, Special Exception, Administrative Decision (plus applicable fees)	\$50.00

After-the-fact Permit Penalty

(permits requested after construction has started)	\$275.00
(see back)	

Pursuant to Article XI - Enforcement Authority in the Whitefield Development Code: It shall be the duty of the Board of Selectmen to enforce and administer the provisions of this Development Code. If any violation of this Code occurs, the Selectmen may institute any appropriate action, including but not limited to fines and penalties as authorized by RSA 676:17.

All Development Permits are effective for three years from the date of issuance. Renewals will be for one year.

Amended: 10/24/22; 12/16/2019

IMPORTANT PERMIT PHONE NUMBERS

1. DEVELOPMENT PERMIT-
 - A. CONTACT PLANNING BOARD/TOWN OFFICE 603-837-9871
 - B. REVIEW TOWN REQUIREMENTS- WHITEFIELD DEVELOPMENT CODE
 - C. 25' SETBACKS ALL SIDES VILLAGE DISTRICT - 10' SETBACKS ALL SIDES
 - D. 911 ADDRESS

2. DRIVEWAY PERMIT-
 - A. TOWN ROAD - CONTACT ROAD AGENT 603-837-2202
 - STATE ROAD- CONTACT NHDOT REGION 1 603-788-4641

3. SEWER PERMIT-
 - A. TOWN SEWER - CONTACT SEWER DEPT - HOOK UP FEE 603-837-9571
 - B. STATE PERMIT- SEPTIC SYSTEM DESIGN - NH DES 603-271-3503

4. WATER PERMIT
 - A. TOWN WATER - CONTACT WATER DEPT- HOOK UP FEE 603-837-9237

5. *****ANY DIGGING NEEDS A PERMIT THRU DIG SAFE*****
 - A. DIG SAFE 888-344-7233
 - B. STATE ROW 603-788-4641

6. TRANSFER STATION
 - A. TOWN DECAL NEEDED 603-837-9871

7. WETLANDS PERMIT-
 - A. WHITEFIELD CONSERVATION COMMISSION 603-837-9871
 - B. NH DES WETLANDS 603-271-2147

8. MANUFACTURED HOMES - NEW OR USED
 - A. STATE CERTIFICATE OF COMPLIANCE/WARRANTY SEAL 603-271-2219
 - 603-629-9369

9. ASBESTOS/LEAD PAINT
 - A. NH DES 603-271-1370

ALL PERMIT FORMS CAN BE OBTAINED THRU THE TOWN OFFICE

OTHER PHONE NUMBERS:

POLICE --EMERGENCY

911

NON-EMERGENCY

603-837-9086

FIRE/RESCUE-- EMERGENCY

911

NON-EMERGENCY

603-837-2655

SELECTMENS OFFICE

603-837-2551

*****Please Read*****

Section 1 - Development Permit Required:

A Development Permit is required for the following:

1.1 Required: Any owner or authorized agent who intends to construct, enlarge, alter, move, demolish or change the occupancy of a building or structure, or to change to a substantially different use, or to cause any such work to be done, shall first make application to the Planning Board or Code Administrator or obtain the applicable permit.

1.2 Work Exempt from Permit: Permits shall not be required for the following: Exemption for permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Building:

- a. Fences not over 6' high.
- b. Retaining walls that are not over 4' in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- c. Private walkways.
- d. Painting, papering, tiling, carpeting, cabinets, counter tops, windows and similar finish work not to exceed more than \$5,000.00 per project.
- e. Emergency Repairs.
- f. Repair/Replace -In Kind: To fix, mend, or replace a thing suffering from damage or deterioration with like material.
- g. Temporary swimming pools.
- h. Swings and other playground equipment.
- i. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.

Article X- Enforcement and Penalties:

The occurrence of any of the following events may subject the applicant to the enforcement remedies contained in NH RSA Chapter 676:

A. Failure to comply with the conditions of this Development Code for any land or building used, altered, enlarged, or constructed subsequent to the adoption of this Development Code or for any change or use of any land or building subsequent to the adoption of this Development Code. This shall include obtaining permit approval as required by the Planning Board and as outlined in this Development Code.

B. Failure to comply with any terms, conditions, or limitations contained on the site plan, landscape plan, building elevations or other approved documents pertaining to the development as approved in the final plan;

C. Failure to comply with any conditions or record imposed by the Planning Board upon its review of the preliminary final plan or design review or final plans for the development.

Article XI- Enforcement Authority:

It shall be the duty of the Board of Selectmen to enforce and administer the provisions of the Development Code. If any violation of this Code occurs, the Selectmen may institute any appropriate action, including but not limited to fines and penalties as authorized by RSA 676:17.