

CERTIFICATE OF ZONING COMPLIANCE

APPLICATION INSTRUCTIONS

Town of Sanbornton, New Hampshire
(Revision 03/08/2011)

APPLICATION PROCEDURE

1. The application must be signed by the owner of record or the applicant may attach a letter from the owner stating that the applicant may act as the owner's agent.
2. The applicant must submit a plot plan or the application will be delayed.
3. The applicant must indicate the corners of the proposed construction by ground-driven stakes for inspection by the Zoning Enforcement Officer.
4. The applicant must submit a check for application fees along with the application. Check should be made payable to the Town of Sanbornton.
5. Pursuant to State law, the Town of Sanbornton has thirty (30) days from the date of submission of a completed application to act to approve or deny the application. Every effort will be made to reach a decision on any application in a timely manner.
6. Any Certificate of Zoning Compliance issued by the Town of Sanbornton is subject to a thirty (30) day challenge period with the Zoning Board of Adjustment. Any work done during this challenge period is done at the applicant's risk. The Town of Sanbornton assumes no responsibility if the project authorization is revoked upon review.
7. No project will be permitted to commence without an approved Certificate of Zoning Compliance issued by the Board of Selectmen or Zoning Enforcement Officer.
8. Certificates of Zoning Compliance shall be posted in a visible location during construction.
9. Certificates of Zoning Compliance expire two years from date of issue.
10. Certificates of Zoning Compliance may be renewed as stipulated below.

OTHER PERMITS OR APPROVALS WHICH MAY BE REQUIRED

A. Construction on Class VI Roads / Town

If you propose to construct a new building on a Class VI (non-maintained) Town road, the applicant must first submit a request to the Planning Board for review. Following Planning Board review, the request for issuance of a permit must be approved by the Board of Selectmen, after which the owner must sign a "Class VI Road Release" with the Town agreeing to maintain access and absolving the Town from any loss or damage. This Release will be recorded at the Belknap County Registry of Deeds and will be on file at the Selectmen's Office.

B. Shorefront Zoning District / Town

Sanbornton's Zoning Ordinance prohibits land disturbances within 300' of a lake or pond without approval of the Planning Board. If you propose to construct within that distance, it may be necessary to have a soil erosion control plan approved.

C. Historic District / Town

If you are proposing to build within the Historic District, approval of the Historic District Commission (HDC) must be secured before an application will be considered for approval. Attach HDC approval to your application or have the HDC sign application.

D. Driveway Permits / Town or State

If you plan to construct a new residence or commercial building on a Town road, please contact the Sanbornton Department of Public Works for approval of the driveway entrance. The DPW Director will provide the driveway permit to the applicant. (See contact information below)

If you plan to construct a new residence or commercial building on a State Highway or a State-maintained highway, please contact the New Hampshire Department of Transportation for approval of the driveway entrance. (See contact information below)

E. Sewage Disposal (Septic) Permits / State

If you plan to construct a residential or commercial building or to increase sewage loading on an existing septic system, you must obtain approval from the NH Department of Environmental Services (NH DES) Sub-Surface Systems Bureau. (See contact information below)

If the proposed structure is within 250 ft. of the regional sewer system, it is mandatory that approval to connect to the sewer line be secured and a connection made. Applications for connection to the sewer line are available at the Selectmen's Office.

F. Energy Code Approval / State

Compliance with the NH Energy Code is required for all new homes and "living space" additions. The NH Public Utilities Commission (NH PUC) review takes not more than two weeks. Certain modular/manufactured housing is pre-certified, in which case no PUC approval is needed.

G. Shoreland Water Quality Protection Act / State

As of April 1, 2008 all building permit applications within two hundred fifty (250') feet of any "Great Pond" (body of standing water 10 acres or greater) require a permit from the NH Department of Environmental Services (RSA 483-B). Contact NH DES for more information.

H. Fire Warning and Oil Burner Inspection / State

According to State law (NFPA 101 Life Safety Code), the Sanbornton Fire Department must be notified to perform an inspection of your oil burner installation, and your fire warning system. Contact the Fire Department to make arrangements.

APPLICATION FEES

New Residential Building	\$215.00
Commercial Building (New & Additions)	\$215.00 + .03/sq.ft.
<i>(plus septic & fire safety inspection fees)</i>	
Residential Additions (<i>decks, sheds, garages, etc.</i>)	\$.30/sq. ft. (cap of \$215)
Class VI Road Release Recording Fee	\$16.00
Renewals & Demolitions	\$50.00

FINES

Fines for building without an permit are double the application fee. (Example: new residential building fee \$215.00 x 2 = \$430.00).

CONTACTS

TOWN OF SANBORNTON

Board of Selectmen's Office	286-8303
Zoning Enforcement Office	729-8003
Fire Chief (non-emergency)	286-4819
DPW Director	286-8252
Health Officer	934-5946
Historic District Commission	286-8303

STATE OF NEW HAMPSHIRE

DES Septic System Permit	271-3501
DES Shorelands Permit	271-0862
DES Wetlands Permit	271-2929
DOT/Dist.2 Driveway Permit	448-2654
DOT/Dist.3 Driveway Permit	524-6667
PUC / Energy Code	271-2431