

**Town of Sunapee
Land Use Questionnaire**

Please check (✓) all that apply to your situation.

Part I – Building Construction

MUNICIPAL SEWER OR SEPTIC SYSTEM APPROVALS

All new dwellings, dwelling units, and/or an increase in number of bedrooms require prior approval from the Water and Sewer Department or the State of New Hampshire DES.

NOTE: In accordance with RSA 76:10-a, you must notify the Board of Selectmen's office within 14 days after moving a Mobile Home into the Town of Sunapee.

- _____ A. Does this project involve interior renovations valued at more than \$1,000.00 which will not result in the enlargement of the structure? (If yes, complete *Applicant Information Sheet – no fee.*)
- _____ B. Does this project involve new construction, an addition, or enlargement of the external dimensions of an existing structure? (If yes, complete *Applicant Information Sheet, provide Plot Plan, See attached Zoning Compliance Fee form for fees.*)
- _____ C. Will this project require a Special Exception or Special Condition of the Zoning Ordinance? (If yes, complete *Applicant Information Sheet, Zoning Board of Adjustment Application, provide Plot Plan – see Planning and Zoning Fee Schedule.*)
- _____ D. Will this project require a variance from the Zoning Ordinance? (If yes, complete *Applicant Information Sheet, Zoning Board of Adjustment Application, provide Plot Plan, and proper fees.*)
- _____ E. Does this project include the addition of a new dwelling unit? (If yes, see C or D)

HEATED SPACE ONLY

All heated additions, renovations, or new construction must comply with the State of New Hampshire Energy Code. Forms are available at the Selectmen's Office.

Part II – Shoreline Lots: (Great Ponds – Lake Sunapee, Ledge Pond, Mountain View Lake, Otter Pond, Perkins Pond)

- _____ A. Does this project involve the cutting of any tree 6" in diameter or more within 150' of a Great Pond? (If yes, complete *Applicant Information Sheet, Tree Cutting Request Form, and include basal area calculations – no fee.*)
- _____ B. Does this project involve any excavation or land disturbance within 300' of a Great Pond? (If yes, complete *Applicant Information Sheet, and Land Disturbance Form.*)

Part III – Subdivision of Land, Commercial or Multi-Family Use:

- _____ A. Does this project involve subdivision, annexation, or merger of land? (If yes, complete *Subdivision Application – see Planner for fee schedule.*)
- _____ B. Does this project involve a commercial use, home business use, or a residential use of three units or more? (If yes, complete *Site Plan Review Application – see Planner for fee schedule and applications.*)
- _____ C. Are you contemplating a change of use for your property that may trigger Site Plan Review? (If yes, complete *Statement of Property Usage – no fee.*)

Part IV – Driveways or Signs:

- _____ A. Does this project involve the construction or alteration of a driveway which accesses a street or road? ***If access is to a State road, a State of New Hampshire DOT driveway permit is required.*** (If yes, complete *Driveway Application - \$15.00 fee, Site Plan – see Planning and Zoning fee schedule.*)
- _____ B. Do you wish to place a permanent sign(s) on the premises? (If yes, complete *Sign Application - \$20.00 fee per sign.*)