

**Town of Sunapee
Land Use Questionnaire**

Please check (✓) all that applies 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 renovations valued at more than \$3,000.00, which will not result in the enlargement of the structure or living area? (See attached Zoning Compliance Fee form for fees.)
- B. Does this project involve new construction, an addition, or enlargement of the external dimensions of an existing structure? (If yes, Provide Plot Plan, See attached Zoning Compliance Fee form for fees.)
- C. Will this project require a Special Exception of the Zoning Ordinance? (If yes, complete a special exception application and see Planning and Zoning Fee Schedule.)
- D. Will this project require a variance from the Zoning Ordinance? (If yes, complete variance application and see Planning and Zoning Fee Schedule)
- E. Does this project include the addition of a new dwelling unit? (If yes, see C or D)
- F. Does this project involve any disturbance or construction on land adjacent to or in a delineated wetlands area. (If yes, NH DES permits and Town approval will be required.)

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

- A. Does this project involve any excavation or land disturbance within 300' of a great pond or Sugar River? (If yes, complete land disturbance form and see fee schedule. In addition, such work may require a permit from the State of NH in accordance with RSA 483-A and 483-B-1-NH DES.)
- B. Does this project involve cutting trees within 250' of a great pond or Sugar River? (If yes, a tree cutting permit from the Town and State of NH may be required.)

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 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 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 for review by the Zoning Administrator.)

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 - \$30.00 fee.)
- B. Do you wish to place a permanent sign(s) on the premises? (If yes, complete Sign Application - \$20.00 fee per sign.) May also require site plan approval.

Fee Paid: _____ Method: _____

Received: _____

**Town of Sunapee
Zoning Compliance
Applicant Information Sheet**

1. Landowner(s) Name(s): _____

Mailing Address: _____

_____ 4. Project Location:

Phone Number: _____ House # _____

2. Contractor Name: _____ Street: _____

Phone Number: _____ 5. Tax Map Location:

3. Proposed Setbacks (if applicable): Side: _____ Parcel ID # _____

See Section 3.10 & 3.20 for required
Minimum setbacks for your Zoning
Districts

Front: _____

Side: _____ 6. Zoning District: _____

Rear: _____ 7. Lot Size: _____

8. Estimated value of construction: _____

9. Complete description of proposed project, including footprint dimension, height use, Number of bedrooms, area of Land Disturbance, and/or Other Applicable information. (Stake out corners of building on lot.)

10. Include other State and Local approvals as necessary such as State Septic Approval, Trench Permit, or Approval to attach to Town Water and/or Sewer (if applicable). Certification/Permission for inspection. This property does not lie in an unapproved subdivision. To the best of my knowledge the above is true and accurate. I hereby grant permission for site inspection to Zoning Official(s).

_____ **Signature(s) of Landowner(s)**

Date

Zoning Compliance Fees

Residential Projects (single family and two family dwellings):

- New Residential structure (including manufactured housing and prefabricated housing, etc.): \$75 + \$.30 S/F
- Residential Additions or Alterations (with or without change in footprint) Accessory Structures over 150 S/F \$50 + \$.20 S/F
- Accessory structures 150 S/F and under \$50
- After-the-fact Zoning Compliance Permit: (Residential or other non-commercial projects):
 - Projects under \$500 in value \$50
 - Projects \$500 and over in value \$275

A regular zoning compliance application must also be submitted with this permit

Commercial, Institutional, and Multi-Family Residential Projects (including convalescent homes, nursing home, assisted living institutions and other multi-person dwellings):

- New Structures, Accessory Structures and Additions or Alterations that involve a change of footprint: \$200 + \$.50 S/F
- Structural alterations that do not involve a change of footprint (SF will only apply to any additional floor area created by or occupied as a result of the alteration): \$100 + \$.50 S/F
- After-the-fact Zoning Compliance Permit
 - Projects under \$500 in value \$ 50
 - Projects \$500 and over in value \$275

Other Fees (for projects not associated with above Zoning Compliance permits):

- Driveway Permit: \$50
- Demolition Permit – unless associated with rebuilding projects \$40
- Permit to Excavate, Highways/Streets \$50
- Land Disturbance Bond Application \$40
- Telecommunications Towers \$1,000
- Accessory Structures for Telecommunications Use: \$200 + \$.50 S/F
- Temporary Structures, such as trailers and container boxes used for storage, construction offices, temporary living for use more than 60 consecutive days \$50 each unit
- Septic Plan Approval (3 copies for State and 1 for Town) \$ 5
- Alternative Energy Systems:
 - Solar collectors, roof mounted energy producing systems, etc. \$75
 - Tower Mounted systems \$100 + \$.25 L/F
 - Meteorological Tower \$150
- Special or additional project inspections \$50

Note: The Base Fee in all categories is not cumulative.

e.g. A Zoning Compliance Permit for a new home, accessory structures, & decks will be based on the base fee for the home and the square footage of the entire project footprint.

Raw (unfinished) basement area is not included in square foot calculations.

Approved by the Sunapee Board of Selectmen, January 27, 2014

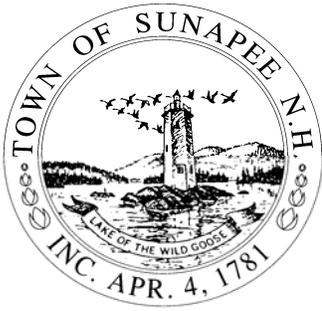
Fred Gallup, Chairman

Emma Smith

Suzanne Gottling

Shane Hastings

Joshua Trow



TOWN OF SUNAPEE
Water and Sewer Commission
P.O. Box 347, Sunapee, NH 03782-0347
(603) 763-2115

Permit Application

Connection to Sunapee Municipal Water/Sewer System

Name: _____ Parcel ID: _____

Mailing Address: _____ Street Location of New Service: _____

Telephone: _____

Number of Units Proposed (0-5 Bedrooms = 1 unit): _____

Sewer Attachment Fee: _____ Sewer Bond Fee: _____

Water Attachment Fee: _____

Total Fee Due Prior to Connection to Municipal System: _____

Total Fee Received By: _____ Date: _____

Approximate Date of Installation: _____

Building Permit Number: _____

Name of Contractor: _____

Address of Contractor: _____

Phone # of Contractor: _____

Signature of Applicant

Date

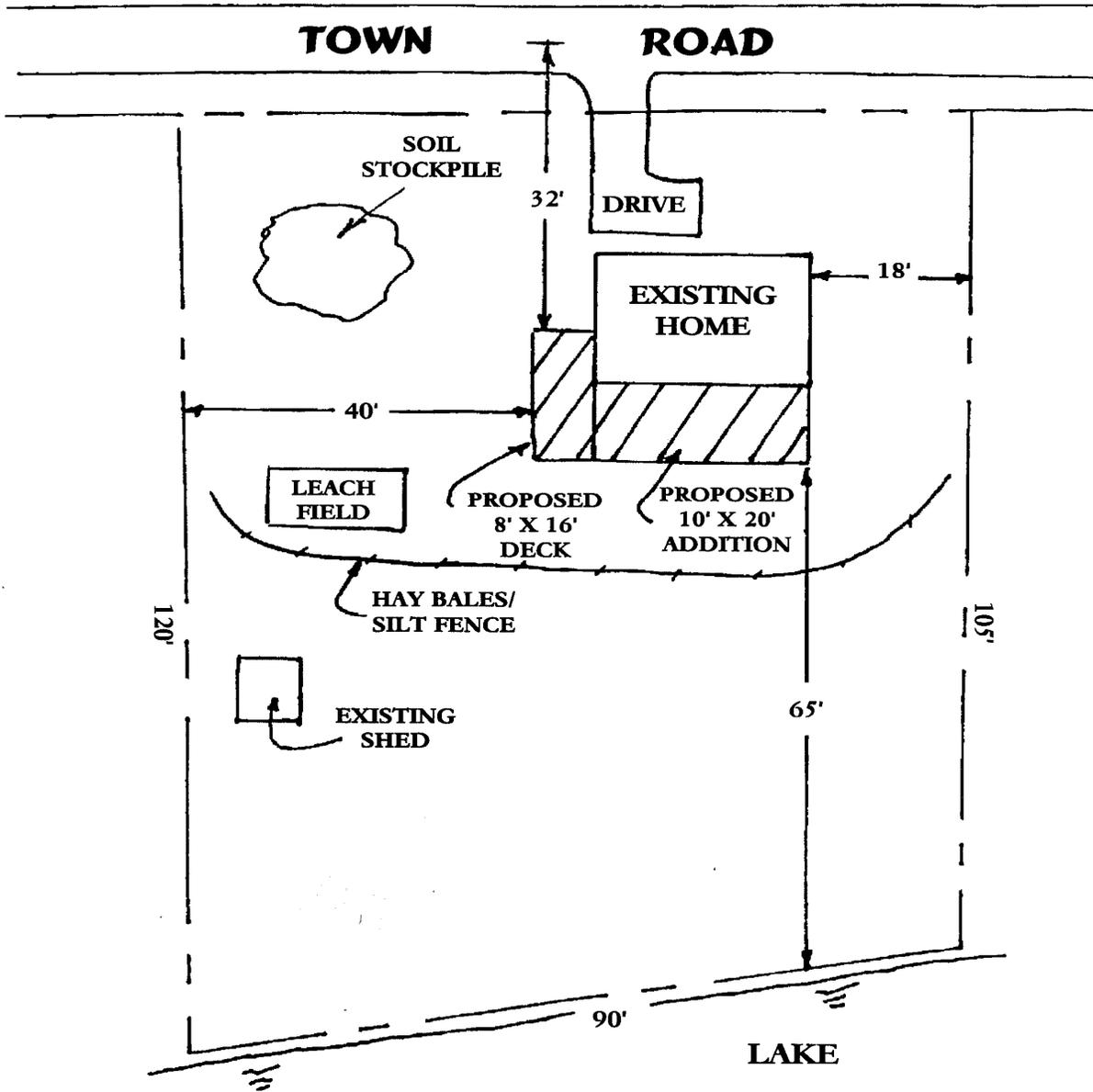
The Sunapee Water & Sewer Department prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status. The Sunapee Water & Sewer Department is an equal opportunity employer.

PLOT PLAN FOR: J. Q. PUBLIC

DATE: 01/02/03

SCALE 1" = 20'

SAMPLE



Plot Plan should have the following information:

- ___ a.) Boundaries of Subject Lot
- ___ b.) Location of roads, driveways, and structures
- ___ c.) Location of easements across lots (if any)
- ___ d.) Location of streams, ponds, natural features
- ___ e.) Location of Well and Septic Systems (if applicable)
- ___ f.) Location of proposed structure or improvement
- ___ g.) Setback distances from property line to proposed structure or improvement