

**COÖS COUNTY, NEW HAMPSHIRE
UNINCORPORATED PLACES**

APPLICATION FOR ZONING PERMIT

INSTRUCTIONS:

- Step 1: Review the Zoning Ordinance and the Land Use Guidance Map to determine which zoning district applies to your proposed use.
- Step 2: Review the Zoning Ordinance to see if your proposed use is included in the list of *Uses allowed without a permit* for the applicable zoning district. If it is listed, no application is necessary. If it is NOT listed, please proceed to answer all of the questions in the application (1- 8) and prepare all required exhibits (A, B & C).
- Step 3: If a Special Exception or Conditional Use Permit will be required, compile abutters list containing the names and addresses of all abutters as indicated in County records not more than five (5) days before the day you will file this application; names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions; and names and business addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any exhibit.
- Step 4: Application Fee: Include check or money order for application fee and cost of notices payable to the *Treasurer, Coös County*.
- Step 5: Mail your completed application and fees, list of all easement holders with mailing addresses, and abutters list if required, to:
Coös County Planning Board PO Box 310, W. Stewartstown, NH 03597
Or hand deliver to:
County Administrator, 34 County Farm Rd., West Stewartstown

If you have any questions, please call 603-237-1920 or 237-1905.

The County may require, in certain cases, additional information not included in this application.

OWNERSHIP INFORMATION:

1. Applicant's Name: _____
Mailing Address: _____

E-mail: _____
Telephone # _____

**Exhibit A. Title, Right or Interest**

Submit as Exhibit A proof that you have title, right or interest to the land where you are seeking a permit. For this exhibit you must submit one of the following:

- A complete copy of your deed or the volume/page of the recorded deed;
- A complete copy of your lease; or
- A copy of the binding option to purchase all the necessary interest in the property or a similar contractual document.

2. Agent's Name (if applicable) _____

Mailing address: _____

E-mail: _____

Telephone # _____

LOCATION INFORMATION:

3. Where is the land on which you are seeking a permit?

Name of the Unincorporated Place: _____

Property address: _____

Street that will provide access: _____

Length of property line on street (road frontage) _____ ft.

Length of property line on shoreline (shoreline frontage) _____ ft.

Tax map and lot # _____

Lot size _____ acres or _____ sq. ft.

**Exhibit B. Location Map:**

Attach to this application as Exhibit B a copy of a USGS topographical or similar base map on which is marked the location of your property. Please mark the location of your property clearly with an "x" and then draw a larger circle around the "x".

4. What is the present zoning classification for the property for which you are requesting a permit?

___ Management District (MD) Protected Overlay District(s):

___ General Development (DD-G) _____

___ Resort District (DD-Resort) _____

___ Residential (DD-R) _____

PROPOSED USE:

5. Project Description:

Existing use of the property/# of dwelling units _____

Proposed use of the property/# of dwelling units _____

Proposed improvements _____

Description and dimensions of any structures/additions proposed:

- ☐ **Exhibit C. Sketch Plan:** Use the next page to provide a sketch plan showing existing and proposed structures and setbacks (or provide survey if you have one).

6. If the proposed structure, use or service is not specifically listed in the Zoning Ordinance as allowed upon issuance of a permit from the Board and you are applying for a Conditional Use Permit, please explain how the proposed use will be consistent with the purposes of the District or Subdistrict and with the Master Plan. Attach additional information as necessary.

7. If the proposed structure, use or service is not specifically listed in the Zoning Ordinance as allowed upon issuance of a permit from the Board and you are applying for a Conditional Use Permit, please explain how the proposed structure, use or service will not be detrimental to the resources or uses protected by the District or Subdistrict and Master Plan. Attach additional information as necessary.

8. For all uses proposed in Protected Overlay Districts(PD), please describe any mitigation planned to ensure that the proposed land use activities do not degrade environmental quality, including best management practices to be followed. Attach additional information as necessary.

Sketch Plan

Please include the following details of the proposed improvements/change as applicable:

1. Approximate scale, north arrow
2. Lot lines and dimensions of lot
3. Existing and proposed buildings, additions, drives and parking with dimensions (width, length, height). Include all proposed decks, exterior stairs, porches and overhangs.
4. Distance between building and street right-of-way, side and rear property lines. A survey will be required if needed to confirm compliance with setbacks.
5. Wetlands, riverbanks, streams, drainage ditches, culverts, seasonal runoff areas showing distance from building
6. Septic system, both proposed and/or existing, with distance to nearest water
7. Well location and protective well radius
8. On-site or adjacent burial grounds



I hereby declare that I have examined this application, including the accompanying exhibits and to the best of my knowledge and belief, it is true and complete. By signing this application I am providing permission for the Planning Board to enter the property for the purpose of conducting a publicly-noticed site visit.

NOTE: If there are multiple owners, a valid application requires the signature of each owner.

If this is a leased lot, the application requires the signature of both the owner(s) and the leaseholder(s).

Signature(s): _____

Date: _____

FOR COUNTY USE:

_____ Date application received

_____ Date of Zoning Board of Adjustment approval if required

_____ Date of Site Plan Approval if required

For Conditional Uses:

_____ Date of public notice for submission of application to Planning Board

_____ Date of submission of application to Planning Board

_____ Date of acceptance of submission as complete

_____ Date of public notice for public hearing

_____ Date of public hearing

_____ Date approved by Planning Board

_____ Approved _____ Denied _____ Approved with Conditions

Planning Board Clerk

Date