

Certificate of Zoning Compliance (CZC) Permit Application

TOWN OF SUNAPEE

23 Edgemont Rd., Sunapee, New Hampshire 03782
(603) 763-2212 ext. 1023

Email zoning@town.sunapee.nh.us

Website www.town.sunapee.nh.us

FOR TOWN USE ONLY	
DATE APPLICATION REC'D:	_____
FEE PAID: \$	_____ METHOD: _____
ZONE:	_____
PARCEL ID:	_____
PERMIT APPROVAL #	_____
<i>Revised 7/21/2023</i>	

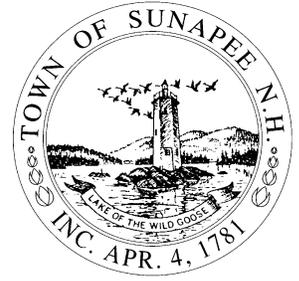
Thank you for applying for a permit! A Certificate of Zoning Compliance (CZC) is required for most construction in Sunapee (see 1-8 below). Your project will be reviewed to make sure it meets the town's zoning regulations. All references (in parentheses and underlined) refer to a specific regulation in the Zoning Ordinance. The complete ordinance is available on our website and at the town office.

NEXT STEP: After staff review, the application will be moved to the next Board of Selectmen's meeting for final approval.

PICK UP: Your permit will be ready to pick up starting the afternoon after the Board of Selectmen meeting. If you want it mailed to you, please let us know.

EXPIRATION: Permits will expire in 12 months if no earnest or substantial effort has been made to carry out the construction or alteration (8.23 & 8.25).

QUESTIONS? Please contact the Planning & Zoning Department anytime with questions.



WHEN IS A CZC PERMIT REQUIRED? A CZC is required prior to beginning any of the following activities (8.21):

1. Will a new structure be constructed or installed? YES NO
2. Will an existing structure be expanded? YES NO
3. Will a dwelling unit be added to an existing structure? YES NO
A "dwelling unit" is like an apartment or additional house. It includes independent cooking, sleeping, and sanitary facilities. (X)
4. Does the project involve a structure owned by the Town of Sunapee (municipal building)? YES NO
5. Will a bedroom or kitchen be added to an existing structure? YES NO
6. Will an existing structure be demolished? YES NO
7. Did the Planning Board approve a Site Plan for this proposal? YES NO
____ IF YES, attach a copy of the board's Notice of Decision.
8. Does the project involve interior renovations in excess of \$25,000? YES NO

DESCRIPTION

PROPERTY STREET ADDRESS: _____ Lot Size: _____ acres

OWNER(s) Name(s): _____

Mailing Address: _____

Email: _____ Phone #: _____

Preferred method of contact: Phone Mail E-mail

NAME OF BUSINESS at this location (if applicable): _____

TYPE OF PROPERTY:

- Single-Family
- Two-Family
- Multi-family (3+ units)
- Commercial
- Municipal
- Other _____

NAME OF RIVER / LAKE / POND abutting property (if any): _____

Was any decision made by the Planning or Zoning Board regarding this project? __YES __NO
___IF YES, attach a copy of the board's Notice of Decision.

WRITTEN DESCRIPTION of proposed project: _____

Estimated value of construction \$ _____ Estimated start date: _____

WATER & SEWER

9. ___FOR PRIVATE SEPTIC: Will this project result in increased septic flow or water utilization? __YES __NO
___IF YES, attach a copy of your State septic system approval. Contact State of NH Department of Environmental Services with questions at (603) 271-2147.

10. ___FOR PUBLIC SEWER OR PUBLIC WATER:
a. Will this project involve any new residential structure, or any change in living space to a residential building? (do not include a typical shed or garage, unless there is living space within it)__YES __NO
b. Will this project involve any hook-up, disconnect, or demolition for a structure on the town water or sewer system?
.....__YES __NO

___IF YES, attach a copy of your Permit Connection Approval from the Sunapee Water & Sewer Department. Forms are available at the town office. Contact the Sunapee Water and Sewer Department with questions at (603) 763-2115, sunws@town.sunapee.nh.us.

DIMENSIONS & MEASUREMENTS – This section is ONLY for new structures or expanding structures, including any change in the building envelope, height or footprint. **CHECK HERE IF NOT APPLICABLE**___

11. ___DRAWINGS: Attach a copy of any drawings, floor plans, or elevations showing dimensions and measurements.

12. Dimensions:

<u>Current Structure</u>	<u>Proposed Structure</u>
Maximum height: _____ft.	Maximum height: _____ft.
Square footage: _____sq. ft.	Square footage: _____sq. ft.

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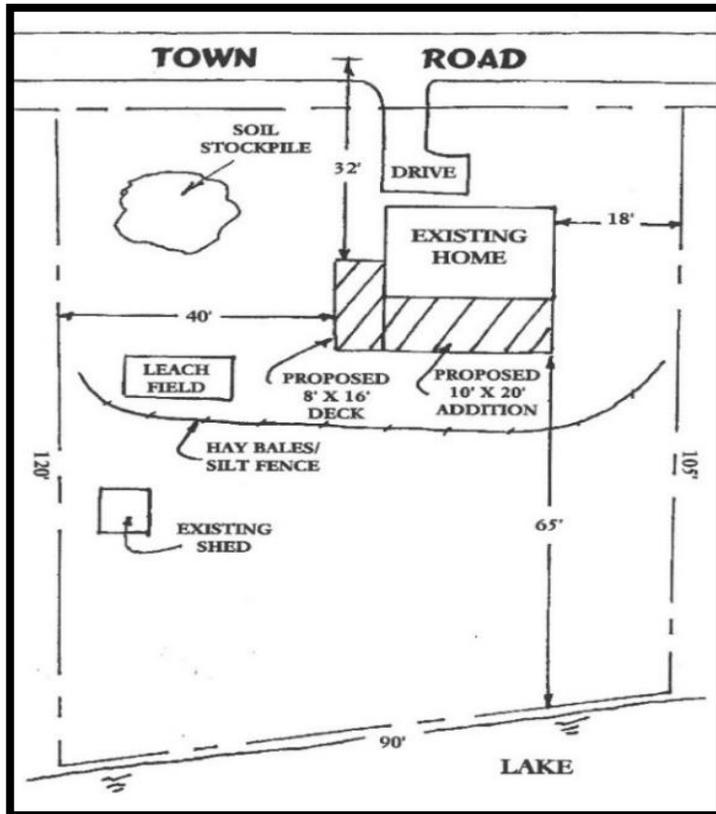
13. What are the setback measurements for the proposed structure?
See Page 6 for Setback Requirements.

How to measure: Measure at right angles, between the property boundary and the furthest point of the structure.

	<u>Current Structure</u>	<u>Proposed Structure</u>
To center of road	_____ ft	_____ ft
Side 1	_____ ft	_____ ft
Side 2	_____ ft	_____ ft
Rear property line	_____ ft	_____ ft
Waterbody	_____ ft	_____ ft

14. ___ **SURVEY:** If you have a Survey of the property, please attach a copy.

15. ___ **ATTACH A SITE SKETCH / PLOT PLAN DRAWING.** See sample below.



ABOUT HEIGHT RESTRICTIONS IN SUNAPEE

- Definition of “Maximum Structure Height”: The vertical distance measured from the lowest ground elevation around the structure to the highest level of the roof (excluding cupolas, weathervanes, etc.). (X1)
- 40-feet is the maximum structure height allowed in all districts. (3.10)
- The maximum height of any windowsill or roof eaves shall be no more than 30 feet above the grade directly below it. Windows or eaves located in roof appendages such as cupolas or skylights shall be excluded from this ordinance. (3.40.i)
- If a structure is allowed a reduced side or rear setback due to inadequate lot size (see chart on p. 6), the portion of the structure in the area of reduced setback shall have a maximum height of 25'. (3.10)

ZONING QUESTIONS

16. **WETLANDS: Will any wetlands be disturbed or impacted?**__YES __NO
 ___IF YES, attach a copy of your State Wetlands permit. NOTE: only certified specialists can delineate wetlands.
 Contact State of NH Department of Environmental Services with questions at (603) 271-2147.
17. **DRIVEWAY: Will a new driveway be altered or constructed?**__YES __NO
 ___IF YES, attach a copy of your town Driveway Permit approval or application. Applications are available at the
 town office and on the town website.
18. **ROUTE 11, 103, 103B: Is this a new construction project on Routes 11, 103 or 103B?**.....__YES __NO
 Note: see the requirements for maintaining or planting a 25-foot vegetative buffer. (3.40.o)
19. **RETAINING WALL: Will this project involve a retaining wall over 42" high?**.....__YES __NO
 Note: retaining walls over 42" must meet all setback requirements. (3.40.j)
20. **STEEP SLOPE: Will any construction take place on a slope that exceeds 25% and has an elevation change of more than 20-feet?** (3.40.l).....__YES __NO
21. **1,000 SF & 15% SLOPE: Will 1,000 square feet of land be disturbed on a slope greater than 15%?**.....__YES __NO
 ___IF YES, attach an Erosion Control Plans (3.40.n). Contact the Zoning Administrator with questions.
22. **100,000 SF IMPACT: Will 100,000 square feet of land be cleared or disturbed?**__YES __NO
 ___IF YES, attach a copy of your State of NH Alteration of Terrain Permit, and a copy of an engineered Erosion Control Plan. (3.40.n). Contact the Zoning Administrator with questions.

SHORELINES OVERLAY DISTRICT – This section is ONLY for properties located within 250-feet of a public water body. Public Water Bodies include: Sugar River, Lake Sunapee, Ledge Pond, Mountain View Lake, Otter Pond and Perkins Pond.

CHECK HERE IF NOT APPLICABLE_____

23. **FLOODPLAIN: Is any portion of this property located in the 100-year FEMA floodplain?**__YES __NO
 Note: this application will be reviewed per Sunapee Floodplain Development Ordinance. If you have a LOMA (Letter of Map Amendment) showing the project is outside the floodplain, you may attach a copy to this application.
24. **STATE PERMIT: Have you applied or received a permit from the State for this project?**__YES __NO
 ___IF YES, attach a copy. NH DES Permit # _____
 Contact State of NH Dept. of Environmental Services with questions at (603) 271-2147.
25. **LAND DISTURBANCE / SHORELINES: Will any Land Disturbance, Construction, Filling, Grading or Dredging occur within 250-feet of the lake, pond or river?**__YES __NO
 ___IF YES, attach a copy of your Land Disturbance Permit and Erosion Control plans. (4.33.B.8.a.l). Land Disturbance Permit applications are available at the town office and on the town website.
26. **150-FOOT WOODLAND BUFFER: Will any trees or vegetation be removed within 150-ft of the lake, pond or river?**__YES __NO
 ___IF YES, attach a copy of a Tree Cutting & Vegetation Removal permit. Permit applications are available at the town office and on the town website.
27. **50-FOOT WATERFRONT BUFFER: Will this project involve any parking area or any structures within 50-feet of the lake, pond or river?** (3.40.c)__YES __NO
28. **LOT COVERAGE:** What percentage of the lot will be covered? SEE PAGE 6 for restrictions.

	Current	Proposed
Impermeable Surfaces (not allowing water to pass through)	_____ %	_____ %
Permeable Surfaces (having pores or openings that permit water to pass through)	_____ %	_____ %
TOTAL LOT COVERAGE	_____ %	_____ %

IMPORTANT INFORMATION FOR PROPERTY OWNERS

About State Building Codes:

Property owners often ask “do I have to build things ‘to code’ in New Hampshire?” Yes! The State of New Hampshire has adopted state-wide building codes that are in effect in all towns and cities (see NH RSA 155-A, as may be amended). There are codes for electrical, plumbing, construction, mechanical, energy conservation, etc. Although the Town of Sunapee does not offer local inspection services, plan review, or enforcement of State building code compliance, we recommend that you contact your contractor or other professional to assist you with questions related to building codes. You may direct questions to the New Hampshire Department of Safety, Bureau of Building Safety & Construction, (603) 223-4289, fmo@dos.nh.gov.

What is your Parking & Traffic Plan during construction?

Sunapee’s Town Parking Ordinance prohibits parking on the road. Also, parking off the side of a road could cause damage to the Town’s right-of-way, drainage ditches and infrastructure. The person who causes damage may be liable. In addition, no road may be blocked without first getting permission from the Police Department. To make special parking arrangements during construction, please communicate with the police and highway department about your plan. Contact Info: Police Department (603) 763-5555 / e.neill.cobb@sunapeepd.com; Highway Director (603) 763-5060 MichaelM@town.sunapee.nh.us.

About Dig Safe®:

Be sure to contact Dig Safe® before you or your contractor does any digging, even for small projects. There are state laws and common-sense reasons why you must contact Dig Safe before you dig. Dig Safe® has a system to notify utility companies that might have underground services, so those companies can flag the utilities before someone starts digging. For more info, call 811 or visit www.digsafe.com.

About Energy Code:

Did you know that the New Hampshire Public Utilities Commission (PUC) will review your proposal to make sure it meets with the State’s energy code? They will review the insulation factors, types of window ratings, etc. See RSA 155:A10-a (as may be amended). To take advantage, contact the PUC. For more info, contact (603) 271-6306, e-mail puc@puc.nh.gov or website <https://www.puc.nh.gov/EnergyCodes/energyypg.htm>.

About Asbestos:

The State of New Hampshire has established certain requirements for licensing asbestos contractors and addressing asbestos hazards. Many homeowners have asbestos-containing materials in their homes and there are requirements if a contractor or a homeowner disturbs or removes asbestos. The State has rules about where you can dispose of or how to get rid of materials that have asbestos. For more info, call the State of NH’s Asbestos Management Division at (603) 271-1370 or visit www.des.nh.gov or www.epa.gov/asbestos.

SIGNATURE(S) & AUTHORIZATION

ALL OWNERS MUST SIGN THIS APPLICATION

BY SIGNING BELOW, I certify that the representations contained herein are true and accurate to the best of my knowledge and I hereby acknowledge that the town is relying on my representations contained within this application to evaluate whether to issue the permit or certificate. I acknowledge that in evaluating this request, the town is not independently verifying or certifying any representations made by the applicant. I hereby grant permission for site visits and inspections by zoning officials(s).

Owner Signature: _____ Printed Name: _____ Date: _____

Owner Signature: _____ Printed Name: _____ Date: _____

IF USING AN AUTHORIZED AGENT: If the property owner wishes to authorize someone else to apply on their behalf, they must submit a letter attached to this application. The authorization letter must be signed by all property owners and contain the following statement: *“(name/company/contact info) has authority to act on my behalf regarding the property and this application and is authorized to submit, amend, alter or supplement this application.”*

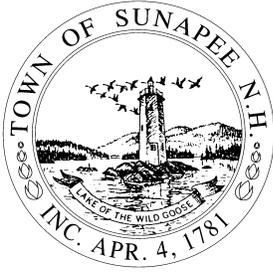
Authorized Agent Signature: _____ Printed Name: _____ Date: _____

THANK YOU FOR COMPLETING THE APPLICATION!

REFERENCE CHART

(3.10 & 3.20)

Requirement	Village Comm.	Village Residential	Mixed Use I	Mixed Use II	Mixed Use III	Residential	Rural Residential	Rural Lands
Minimum Lot Size	0.5 Acres	0.5 Acres	0.5 Acres	1.0 Acres	1.5 Acres	1.0 Acres	1.5 Acres	3.0 Acres
Maximum Residential Density (du=dwelling unit)	1du 10,000 Square Ft.	1du 10,000 Square Ft.	1du 0.5 Acres	1du 0.5 Acres	1 du / 1.5 Acres	1du 1.0 Acres	1du 1.5 Acres	1du 3.0 Acres
Minimum Road Frontage	75'	75'	75'	75'	100'	75'	100'	150'
Minimum Front Setback (Rt. 11,103, 103B)	75'	75'	75'	75'	75'	75'	75'	75'
Minimum Front Setback (All other roads as defined in Article XI)	40'	40'	40'	40'	50'	50'	50'	75'
Side & Rear Setbacks for Lots Meeting or exceeding minimum lot size or Lots which are not Pre-Existing	10'	15'	15'	25'	25'	15'	25'	50'
Side & Rear Setbacks for Pre-existing Lots Below Minimum Size	10'	10'	10'	15'	15'	10'	15'	25'
Maximum Lot Coverage	80%	60%	80%	50%	40%	50%	40%	30%
* Maximum Structure Height *	40'	40'	40'	40'	40'	40'	40'	40'
* If a structure is allowed a reduced side or rear setback due to inadequate lot size, the portion of the structure in the area of reduced setback shall have a maximum height of 25'.								
Requirement	Village Comm.	Village Residential	Mixed Use I	Mixed Use II	Mixed Use III	Residential	Rural Residential	Rural Lands
MINIMUM LOT SIZE (FOR PROPERTIES IN A SPECIAL OVERLAY DISTRICT):								
1) Shoreline	1.0 Acres	1.0 Acres	1.0 acres	N/A		1.0 Acres	1.5 Acres	1.5 Acres
2) Aquifer	2.0 Acres	2.0 Acres	2.0 Acres	2.0 Acres		2.0 Acres	2.0 Acres	2.0 Acres
3) Wetlands	1.5 Acres	1.5 Acres	1.5 Acres	1.5 Acres		1.5 Acres	1.5 Acres	1.5 Acres
MAXIMUM LOT COVERAGE (FOR PROPERTIES IN A SPECIAL OVERLAY DISTRICT):								
1) Shoreline Impermeable	60%	30%	N/A	N/A		30%	25%	20%
Shoreline Permeable & Impermeable combined	80%	60%	N/A	N/A		50%	40%	30%
2) Aquifer	20%	20%	20%	20%		20%	20%	20%
3) Wetlands	0%	0%	0%	0%		0%	0%	0%



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: _____

Map/Lot: _____

Mailing Address: _____

Street Location of New Service:

Telephone: _____

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

Approximate Date of Installation _____

Name of Contractor _____

Address of Contractor _____

Phone # of Contractor _____

Signature of Applicant

Date

Sewer Attachment Fee _____ Sewer Bond Fee _____

Water Attachment Fee _____

Total Fee Due Prior to Connection to Municipal System _____

Total Fee Received By _____

Date _____



TOWN OF SUNAPEE FEE SCHEDULE

RESIDENTIAL BUILDING PROJECTS

Application Type	Fee
New Home - up to 2000 sq. ft	\$200 + \$0.30/sq. ft
New Home - 2001 - 5000 sq. ft	\$400 + \$0.30/sq. ft
New Home - 5001+ sq. ft	\$600 + \$0.30/ sq. ft
Residential Additions or Alterations up to 500 sq. ft	\$50 + \$0.30/sq. ft
Residential Additions or Alterations 501+ sq. ft	\$125 + \$0.30/sq. ft
Sheds / Decks / Porches / Permanent Pools / Generators / Fences over 5 ft	\$50 + \$0.15/sq.ft
Garages	\$200 + \$0.20/sq. ft
After-the-Fact Zoning Compliance Permit (Residential or other non-commercial projects)	*Double the relevant application fees (minimum \$300)
Interior renovation (<i>Not including the addition of bedrooms, kitchens, or dwelling units</i>)*	NO FEE

*See VIII.8.21 of the Sunapee Zoning Ordinance

COMMERCIAL BUILDING PROJECTS

Application Type	Fee
New Structures, Accessory Structures and Additions or Alterations that involve a change of footprint	\$300 + \$0.60 S/F
Alterations that do not involve a change of footprint (sq. ft will only apply to any additional floor area created by or occupied as a result of the alteration)	\$150 + \$0.60 S/F
After-the-Fact Zoning Compliance Permit (Commercial Projects)	*Double the relevant application fees

OTHER FEES

Application Type	Fee
Alternative Energy Systems (e.g. solar collectors, roof mounted energy producing systems, etc.)	\$120
Alternative Energy Systems (e.g. Tower Mounted Systems)	\$200 + \$0.25 sq/ft
Demolition Permit	\$100
Driveway Permit	\$75
Land Disturbance Permit	\$100 (plus Letter of Credit or Bond)
Meteorological Tower	\$225
Excavation Permit	\$100
Sign Permit	\$30
Accessory Structures for Telecommunications Use	\$500 / antenna + \$20 / ft to highest antenna
Telecommunications Towers	\$500 / antenna + \$20 / ft to highest antenna
Temporary Structures (e.g. trailers, container boxes used for storage or construction offices for use more than 90 days)	\$150
Tree Cutting Permit	\$100
6-year Septic Pumping Compliance Waiver	\$10

*Adopted by the Sunapee Selectboard on August 21, 2023

*** All fees are subject to a 10% yearly increase at the discretion of the Sunapee Selectboard**