

# TOWN OF EFFINGHAM

## MAJOR/MINOR SITE PLAN REVIEW APPLICATION

Please read all instructions carefully. It is important that you submit all information and fees as required, NO LESS than twenty one (21) days prior to a regularly scheduled meeting of the Planning Board. An application will be considered complete for the purpose of submission if it meets ALL of the requirements. Incomplete applications will be returned to the applicant for correction, which could cause delays in your project. **Electronic copy is required.**

Planning Board recommends a pre-application consultation for conceptual design.

**Requirements can be found in the Subdivision and Zoning Ordinances at [www.effinghamnh.net](http://www.effinghamnh.net) and/or the attached Effingham Site Plan Regulations unless otherwise noted.**

**Submit the completed forms and required attachments to the Town of Effingham Planning Board**

68 School Street, Effingham NH 03882 in hard copy and **also email** to [planningboard@effingham.nh.gov](mailto:planningboard@effingham.nh.gov)

Date \_\_\_/\_\_\_/\_\_\_ Property Address: \_\_\_\_\_ Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

**Authorized Agent, if applicable:**

I hereby authorize: \_\_\_\_\_ to serve as my agent for this proposal.

Contact information for authorized agent: Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Property Owner(s): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Attachments:**

Property Assessment card, all pages, attached: Y \_\_\_\_\_ N \_\_\_\_\_

Right of way / easements shown: Y \_\_\_\_\_ N \_\_\_\_\_ N/A \_\_\_\_\_

Abutters List attached: Y \_\_\_\_\_ N \_\_\_\_\_ N/A \_\_\_\_\_

Parking requirements with written statement of how requirements are met, attached: Y \_\_\_\_\_ N \_\_\_\_\_ N/A \_\_\_\_\_

**Provide ten (10) copies each** of the site plan, property tax map and aerial plan view, showing location of current and proposed buildings with set-backs, septic system, wetlands delineation, well, vegetative buffer, driveway entrance, right of way, easements and parking spaces: Y \_\_\_\_\_ N \_\_\_\_\_

Permits and approvals (specify below, including new or revised state-approved septic design), as applicable:

- Town \_\_\_\_\_
- State \_\_\_\_\_
- Federal \_\_\_\_\_
- Fire Department \_\_\_\_\_
- Previous Zoning Board Decisions, e.g. permit or variance \_\_\_\_\_

Waiver request attached: Y \_\_\_\_\_ N/A \_\_\_\_\_

I attest that the application is accurate and complete. Signature of Applicant(s): \_\_\_\_\_

### Major/Minor Site Plan Review Application

**1. Applicant's Proposed Actions (check where applicable):**

- Home Occupation: lot and structure is primarily residential, adequate parking, no noxious use, no construction of new structure or expansion of existing structure, not dangerous or hazardous to public safety.

Meets all of the listed provisions: Y \_\_\_\_\_ N \_\_\_\_\_

- Cottage Industry:

<ul style="list-style-type: none"> <li>• lot and structure is primarily residential</li> </ul>	<ul style="list-style-type: none"> <li>• Business is conducted by owner/lessee and no more than 5 non-family employees</li> </ul>	<ul style="list-style-type: none"> <li>• no installation or use of mechanical or electrical equipment or hazardous materials that would not be normally part of a domestic household</li> </ul>
<ul style="list-style-type: none"> <li>• if located in a dwelling, is limited in size to be not more than 50% of the floor area of the unit</li> </ul>	<ul style="list-style-type: none"> <li>• all work is to be contained within the structure</li> </ul>	<ul style="list-style-type: none"> <li>• adequate off-street parking for all employees and customers and for delivering and shipping goods other than by customary home delivery services</li> </ul>
<ul style="list-style-type: none"> <li>• no construction of new structure or expansion of existing structure</li> </ul>	<ul style="list-style-type: none"> <li>• no outside storage of goods or materials which can be seen from abutting properties or roads</li> </ul>	<ul style="list-style-type: none"> <li>• restricted public access</li> </ul>
<ul style="list-style-type: none"> <li>• if located on its own lot cannot be more than 2000 square feet per floor</li> </ul>	<ul style="list-style-type: none"> <li>• no noxious use; not dangerous or hazardous to public safety</li> </ul>	<ul style="list-style-type: none"> <li>• no production or work increases noise level or involves use of water or produces fumes beyond the limits of the lot lines</li> </ul>

Meets all of the listed provisions: Y \_\_\_\_\_ N \_\_\_\_\_

- New Site
- Change of Use
- Addition/Expansion
- Commercial/Industrial Use
- Multi-family Residential Use
- Other

2. **Describe Present Use:** \_\_\_\_\_  
Residential: Y \_\_\_\_\_ N \_\_\_\_\_

**Describe Proposed Use:** \_\_\_\_\_  
Number of Employees: \_\_\_\_\_  
If Residential, Specify Number of Units and Buildings Proposed: \_\_\_\_\_

3. **Type of Operation: Proposed and Mix** Please consult Table 1 of the Effingham Zoning Ordinance and list the Permitted Use for which you have received a Certificate of Zoning Compliance, and also list its square footage:

Permitted Use: \_\_\_\_\_ Square Footage of proposed use: \_\_\_\_\_  
Number of Parking Spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_  
Traffic estimate: Y \_\_\_\_\_ N \_\_\_\_\_ N/A \_\_\_\_\_ Traffic estimate waived: : Y \_\_\_\_\_ N \_\_\_\_\_  
Noxious use : Y \_\_\_\_\_ N \_\_\_\_\_ Dangerous or hazardous to public safety: Y \_\_\_\_\_ N \_\_\_\_\_  
Special Exception/Variance granted: Y \_\_\_\_\_ N \_\_\_\_\_

4. **Site Development Area**      **Zoning District :** \_\_\_\_\_

Area of Parcel to be developed: \_\_\_\_\_ (sq footage or acreage )  
Front setback \_\_\_\_\_ ft    Rear setback \_\_\_\_\_ ft    Side right \_\_\_\_\_ ft    Side left \_\_\_\_\_ ft

5. **Building Data**

Type of Structure to be built: \_\_\_\_\_ Height of Structure \_\_\_\_\_ Square Footage \_\_\_\_\_

6. **Required application fees**

- \$100 Filing Fee
- \$50 Advertising in local paper
- \$10.48/abutter, applicant, etc certified mail
- \$28 Mylar filing fee (major site plan)
- \$25 LCHIP, Payable to Carroll County Registry of Deeds (major site plan)
- Optional fee: \$ \_\_\_\_\_ Describe:

Applicants may be required to submit additional information relating to the site, neighborhood, and the proposal and its potential impact.

**Application accepted as Complete by Planning Board:**

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Planning Board Chairman, Printed Name	Signature	Date
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Date Application Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Circle One:**    Minor Site Plan Review    Major Site Plan Review  
                  Home Occupation                    Cottage Industry

**Effingham Planning Board**

**Land Use Application Notification List**

For notification of Application Consideration and Public Hearing purposes, the Applicant is required to provide a list of names, mailing addresses and Tax Map # and Lot # of all Abutters. The notification list shall also include the Town of Effingham, the Applicant, and if required, all associated Surveyors and Engineers. Notifications will be sent by certified mail with return receipt. **REQUIRED: Three copies of pre-printed mailing labels of entire list (label size 1" x 2 5/8" to comply with USPS certified mailings.**

**Abutter:** Is defined as any person whose property adjoins or is directly across the street or stream from the land under consideration.

Name	Mailing Address
Town of Effingham	68 School Street Effingham, NH 03882

Applicant Name(s)	Mailing Address	Tax Map #	Lot #

Surveyor/Engineer Name(s)	Mailing Address

Abutter Name(s)	Mailing Address	Tax Map #	Lot #

Use additional forms if needed, to include all Abutters and/or Surveyor/Engineer information.

