

## Town of Effingham Steep Slopes and Critical Elevations Checklist

It is important that you submit all information and fees as required. Incomplete applications will be returned to the applicant for correction, which could cause delays in your project.

This completed checklist **must** accompany the application.

*The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all requirements. It is advised to review the applicable set of regulations for full details.*

APPLICANT: \_\_\_\_\_  
PROJECT TITLE: \_\_\_\_\_  
PROPERTY LOCATION: \_\_\_\_\_  
MAP/LOT: \_\_\_\_\_

- \_\_\_\_\_ 1. Completed Application form.
- \_\_\_\_\_ 2. List of abutter names, including yourself, with Map/Lot numbers and mailing addresses. (See abutter sheet in application packet.)
- \_\_\_\_\_ 3. Engineers, Surveyors and all other professionals whose seal appears on the plat must be included on your abutter's list with mailing addresses.
- \_\_\_\_\_ 4. Ten (10) copies of a plat drawn by a licensed surveyor or engineer. The size of the plats shall be 24"x 34" or 24"x36" with a scale of 1 (one) inch equals 100 (one hundred) feet or larger.
- \_\_\_\_\_ 5. Three sets of Mailing Labels with the name and address of each abutter along with a business size envelope for each.
- \_\_\_\_\_ 6. Certified Mail Receipt with Return Receipts (a.k.a. Certified Mailers, available at any Post Office) for each abutter to be notified.
- \_\_\_\_\_ 7. Payment to the Town of Effingham for the applicable fees.

Steep Slopes/Critical Elevations	_____ \$50.00
Advertisement in Local Paper:	_____ \$50.00
Abutter Notification Fee:	_____ \$10.48 per Abutter/per Hearing

**Total:** \_\_\_\_\_

Rev  
8.4.16,  
6.18.26

**Effingham Planning Board  
Steep Slopes and Critical Elevations Application**

The following application must be submitted to the Planning Board **prior to any construction on, or alteration of any slopes in excess of 15%** (measured over 100 feet) **and/or elevations greater than 1300 ft and any one of the following:**

1. The cumulative disturbed area exceeds 20,000 square feet, or
2. The construction or reconstruction of a street or road, or
3. A subdivision, or
4. A disturbed critical area.

Date of Submission: \_\_\_\_\_

Name of Owner(s)/Applicant(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location of proposal:

Street Address: \_\_\_\_\_

Tax Map/ Lot #: \_\_\_\_\_

Other location information, as it may apply: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Application Requirements**

1. Project description
2. Existing site conditions including current use, topography, storm water patterns, soils, wetlands
3. Proposed development: All operational plans must be prepared by a NH Licensed Engineer or a Licensed Erosion and Sediment Control Specialist.
4. Structural measures for erosion control and sedimentation control based on Best Management Practices as defined in the ordinance
5. Temporary nonstructural measures
6. Permanent nonstructural measures
7. Schedule
8. Maintenance

Incomplete applications are not acceptable. Applicant acknowledges the planning board (and/or its agents) has the right to inspect projects subject to these regulations.

\_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant(s)

Date \_\_\_\_\_

Submit completed application, applicable fees, notification list (attached) and additional required information to:

**Effingham Planning Board, 68 School Street, Effingham, NH 03882**

**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.**